

Declaration Under Right to Information (RTI)

Section 4(1) (b) of RTI Act 2005 covers the statutory declaration on the website of P.S.G.V. P. Mandal's SIP Arts, GBP Science and STKVS Commerce College, Shahada, Dist- Nandurbar(MS).It covers all the rules and regulations which are implemented by Govt. of Maharashtra.

Our College is a "College of co- education", which is registered under society act by Govt. of Maharashtra and affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon, Maharashtra. The College has a Governing Body which is approved by the authority appointed by Govt. of Maharashtra. It runs as per rules and regulations made by the Govt. from time to time.

The College comes under "Grant in Aid" category therefore financial transactions are audited by the government. The College has different Bodies to maintain all types of disciplines in the campus.

All the committees of the institution are under Statutory Bodies and comes under section 4(1) (b) of RTI Act 2005. The applications under the RTI Act along with a postal order/ demand draft for Rs.10.00 obtained in favour of Principal, P.S.G.V. P. Mandal's SIP Arts, GBP Science and STKVS Commerce College, Shahada, Dist- Nandurbar (MS), may be sent to the Public Information Officer (PIO) or handed over in his office. All information about the college under Section 4(1) (b) of RTI Act 2005 are open for the public and it can be obtained at any time by a citizen of India.

RTI -Disclosure under Section 4(1)(b)

1. Organisation Functions and Duties

P. S. G. V. P. Mandal's SIP Arts, GBP Science and STKVS Commerce College, Shahada was founded in 1970 by veteran freedom fighter Late Hon. Annasaheb P. K. Patil. It is the affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon (MS) and is governed by the Governing Body of th Poojya Sane Guruji Vidya Prasarak Mandal, Shahada. The college imparts education and life skills to mould generations responsible to humanity.

Our's is one of the reputed institutions discharging quality education in almost all disciplines in the remote part of the rural areas of North Maharashtra. The vertical and horizontal expansion of the college campus into an academic

center of excellence has put our institution on the educational map of the country. It is a matter of great pride that the college has made consistent progress throughout the years under able guidance of Hon. Bapusaheb Dipak Patil. His foresighted personality lay the stepping stone for motivation and upliftment of rural students by providing quality educational facilities.

The Principal, P.S.G.V. P. Mandal's SIP Arts, GBP Science and STKVS Commerce College is the Academic and Administrative Head of the College. Associate Professors and Assistant Professors under various department work under the able guidance of the Principal.

An excellent academic team from various faculties (including 25 Ph.D. & 15 M.Phil. degree holders) heads the academic activities. College has well equipped centralized library, science and language laboratories, hostels for boys and girls, and also is vibrant with a creative and socially committed campus having N.C.C., N.S.S., Indoor Activities etc.

This prestigious institution which is the alma mater of multitudes that have made their mark in various fields was awarded the highest grade A by the National Assessment & Accreditation Council in 2017 for its meritorious performances and contributions. The college has been awarded with CPE, DST, RUSA, DBT funds from Government of India for improving Science research.

- I. **Objective :** To provide Co- Education to students
- II. **Mission/Vision :**
- III. **Brief History of the college :** P.S.G.V. P. Mandal's SIP Arts, GBP Science and STKVS Commerce College was established during 1970 as Society under Societies Registration Act. It is fully funded by Government of Maharashtra. The college offers courses on various disciplines of Humanities, Science and Commerce.
- IV. **Duties of the college :** Providing quality education.
- V. **Main activities / function :** Teaching and Research
- VI. **Monitoring Agent :** Governing Body
- VII. **Address of the college :** A/P-Mohide T.H. Tal-Shahada, Dist-Nandurbar, (Maharashtra) 425409.
- VIII. **Office hours:** 10.30 a.m. to 5.30 p.m.

2. The Power & Duties of Officers and Employees

The Principal of the College is the Academic and Administrative Head of the College. Administrative office is headed by the Registrar and Office Superintendent and supported by Senior and Junior Clerks who support the Principal in financial matters.

Professors, Associate Professors & Assistant professors of various departments under the supervision of senior teacher as the Head in charge of the department support the Principal in academic matters.

3. The Procedure Followed In the Decision Making Process, Including Channels Of Supervision And Accountability.

The Principal in consultation with Governing Council, various committees constituted in the college and in support of the office makes suitable decisions for the proper conduct of the college under the control of The Chairman, Poojya Sane Guruji Vidya Prasarak Mandal and Coordinator, Academics and Administration. The rules of Maharashtra State & subordinate Service rules, Maharashtra Education Act & Rules, Statutes of the affiliating University are also strictly followed in this regard.

The individual employees of the college are accountable for their duties.

4. The Norms Set By the College for the Discharge of Its Functions

The functions of the P. S. G. V. P. Mandal's SIP Arts, GBP Science and STKVS Commerce College are discharged in accordance with the various rules and regulations constituted for the purpose. All the functions are discharged under the supervision and control of UGC / State Government/ University/ Management/ Academic Coordinator/Principal as per assignment of functions. Issues are dealt with on priority basis, expeditiously taking into account, the various instructions issued from time to time.

5. The Rules, Regulations, Instructions, Manuals and Records Held by it or under its Control or used by its Employees for Discharging its Functions

The Constitution of India

Maharashtra State Service Rules

Laws Relating To Civil Services

Maharashtra Education Act & Rule

Statutes of the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon as amended from time to time.

Rules for the conduct of Classes/ Library/Labs/ Hostel/ Committees and cells of the college as amended from time to time.

6. Statement of Categories of documents that are held by it or under its control

S.No	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Non-confidential	College Bye-Laws	To approach the Information Officer	Principal
2.	Non-confidential	Memorandum of Understanding and Rules & Regulations	- do -	- do -
3.	Non-confidential	Notes on Agenda placed in Governing Body	- do -	- do -
4.	Non-confidential	Minutes of various meetings like Governing Body / Academic committee / Building committee	- do -	- do -
5.	Confidential	Employees Confidential Report (CR)	Cannot be obtained	- do -

7. 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 there of:

There is no arrangement to solicit the views of the members of the public in relation to the formulation of policies or implementation thereof in the College.

8. Statement of 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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

The following committees and cells have been constituted by the Principal for its functioning. Meetings of these committees are not open to the public. Minutes of the meetings will be made available to the public on request, subject to the provisions of the RTI act, 2005:

- RTI
- Anti Ragging Cell
- Anti-Sexual Harassment Cell
- Career Guidance and Placement Cell
- Counseling Committee
- Discipline Committee
- Extension Activities Cell
- NAAC Committee
- Remedial Coaching
- Research Cell
- Sports and Cultural Cell
- Student Grievance Redress Cell
- Website Committee
- Women's Cell

9. **Directory/ Details of Officers**

1) Prof. Dr. R. S. Patil
(First Appellate Authority)
Phone (O) 02565-229576 e mail- principal.shahada@gmail.com

2) Dr. S. D. Sindkhedkar
Public Information Officer
Phone No. 94231 63859

10. **Monthly remuneration received by officers and employees**

Having regard to the number of employees working in the College, it is not feasible to publish on web as the monthly remuneration received by each of its officers and employees. Moreover, the monthly remuneration is likely to change

depending on the grant of increments and variation in the dearness allowance sanctioned by the government from time to time.

11. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and disbursements made.

Statement of budget allocated for the financial year 2020-21 to the College from the agencies of the Government of India and Government of Maharashtra under the heads of accounts operated and controlled by the College is accountable and available to the Public on request under RTI Act.

12. Manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes

No subsidy programmes are executed by the College and no amount has been allocated for the same.

13. Particulars of recipients of concessions, permits or authorisations granted by the College

Details of the students receiving fee concessions under different schemes of the Government are available in the office upon request.

14. Information held by / available to the College, reduced in an electronic form:

- Statutes of the affiliating University as amended from time to time.
- Rules for the conduct of Classes/ Library /Laboratories/ Hostel/ Committees of the college as amended from time to time.
- Manual of Office Procedure.

The college library has been computerized and the search facility is not available to the public.

15. Facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.

Public can directly access the information from the office/ principal and the concerned departments during working hours of the college. Information on other matters can be obtained from the public information officer as per provisions of the RTI ACT, 2005. Library is not available for public use.

16. Name, designation and other particulars of the appellate authority and Public information officer.

Appellate Authority: Prof: Dr. R. S. Patil, The Principal

Public Information Officer: Dr: S. D. Sindkhedkar, Head, Department of English.

Asst. Public Information Officer: Shri S. M. Bhandarkar (Office Superintendent).

**P.S.G.V. P. Mandal's SIP Arts, GBP Science and STKVS
Commerce College, Shahada, Dist- Nandurbar(MS).**