

Smt R. M. Prajapati Arts College, Satlasana

Proactive Disclosure under Section 4(1)(b)-RTI Act,2005 for the year 2026-27

Sr. No.	Information to be Disclosed	Details (Designation -wise)
1	Particulars of the organization, functions and duties	Smt R. M. Prajapati Arts College managed by Shri B. P. Shah vidhyasankul, established in 1996 provides higher education to the students of the rural area, especially girl students of the surrounding area. The function of the said organization is to make awareness regarding importance of higher education in the present scenario. Moreover, enhancing women empowerment through higher education is also one of the functions of the institute. The duties of the management and the faculties are providing holistic education to the students to establish their proper identity in the society and make them better citizens of India.
2	Powers and duties of officers and employees	The head of the institution under whose guidance and leadership, all the employees are committed to fulfill the vision and mission of the institute. Various departments administrative staff and all other stakeholders are associated with the organization always try to establish the identity of the organization through various teaching programmes and providing awareness in the society regarding various issues. Particulars of the powers and duties of officers and employees are as under :
3	Procedure followed in decision-making process	Most of the decisions are taken by the management and the head of the institution taking into consideration opinions of the faculty and all employees working in the institution. For this, various committees are formed coordinators are appointed and training is given to all in decision making process.
4	Norms set for discharge of functions	The organization follows the norms, criteria, rules, ordinances etc given by U.G.C. higher education and the concerned university. The appointment of the staff is also as per U.G.C. rules. Infrastructure, curriculum, standard, financial assistance and monitoring system are implemented as per U.G.C. norms.
5	Rules, regulations, instructions, manuals and records	The organization always strictly follows U.G.C. rules and regulations, university statutes and ordinance and NEP guidelines. Department of Higher Education of the state. Most of the process related to the rules and regulations of the concerned university established as per UGC rules.

6	Statement of categories of documents held	All the document such as admission records, scholarship records, salary, registers, examination records, agendas of the IQAC, AQARs and NAAC documents, Service books, minutes of the meeting, audit reports etc. are put on the college website the hard copies of the documents are also maintained in the strong room, which remains in the charge of the office.
7	Arrangements for consultation with public	All the decisions and polices implemented by the organization are always put on the college notice board and college website. Even the brochure of all curricular and co-curricular activities are given to the new comers of the college. Complain box is also put in the middle of the college premise. Feedback forms, parent - teacher meetings, alumni Association etc. regarding all are mentioned in AQAC and NAAC report.
8	Boards, councils, committees	Various committees of the institution related to the curricular and co-curricular activities, various cells, such as Anti-Ragging cell, Women cell, Mental Health Committee, admission committee, exam committee etc. are also formed as per norms and guideline of U.G.C. and are working actively under the supervision of IQAC cell.
9	Directory of officers and employees	Not a proper directory is printed related to teaching and non-teaching staff and management but the list of the management faculty and non-teaching staff is available in the principal office and institutional website as well.
10	Monthly remuneration of officers and employees	Salary and pay scales are given to the teaching and non-teaching staff by the institute as per U.G.C. norms and state government policies. Moreover, outsourcing staff is provided salary by government as per the recommendation of agency.
11	Budget allocated	In the beginning of the financial year, the annual budget of the institute under various heads like Infrastructure, Library, Computer Lab, Maintenance of the premises, various students activities etc. is prepared by IQAC under the supervision of the principal which is later approved by the management and auditor.
12	Subsidy programmes	Here it should be noted that the institution is not directly responsible for the implementation of any subsidy programmes.

13	Concessions/permits/authorizations	The institution is not directly providing any concession and subsidy and permits to the students. But the state government provided scholarships to the SC, ST, OBC, EWS students on the basis of merit and reservation quota. The state government also provides free pass for the transportation of girl students.
14	Information available in electronic form	Most of the information is available on the college website. Information regarding admission, syllabus, examination process, circulars of the university and UGC documents related to NAAC, AQAR are also disclosed on the college website and maintained in the college record. Latest updates are put on digital notice boards in the campus.
15	Facilities for obtaining information	For obtaining information, the institution is ready and committed to provide information to the citizen from the society. RTI desk at college is also available and put on college website. All other details are also put and updated on the institutional website.
16	PIO & Appellate Authority details	The details regarding PIO and Appellate authority are as under : Public information officer (PIO) : The Principal Appellate Authority : The Management Higher Authority : Parent University, Department of Higher Education.
17	Any other information	RIT disclosures are reviewed and updated periodically as per requirements. Time to time necessary updates are done and changes are made on the website on the institute.