

RIGHT TO INFORMATION ACT 2005
MANUAL U/s 4 (1) (B) OF ACT
R.S. MUNDLE DHARAMPETH ARTS & COMMERCE
COLLEGE,

North Ambazari Road, Dharampeth Nagpur-440010

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Website:- www.rsmdacc.edu.in

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15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.
16. The names, designation and other particulars of the Public Information Officers.

17. Such other information as may be prescribed.

1. Particulars of its organization, functions and duties:

1. Name of the Organization:- R.S. Mundle Dharampeth Arts & Commerce College,
2. Address :- North Ambazari Road, Nagpur -440010
3. Phone Nos. 0712 – 2557612
4. Email Id :-principalrsmcsn@hotmail.com
5. Website:-www. rsmdacc.edu.in
6. Nature of Organization:- Educational Institution
7. Date/Year of Establishment 1960

8. Type of Organization a. A Co-educational Institution
9. Affiliation to RTM Nagpur University
10. 10. Apex Bodies/Agencies a. University Grants Commission (UGC) b. Directorate of Higher Education, Pune c. Directorate of Education, Pune d. Maharashtra State Board of Secondary & Higher Secondary Education (Nagpur Division) e. Directorate of Vocational Education
11. Accreditation NAAC accredited 'A'-Grade Institution (Third Cycle) (CGPA: 3.01.....; 2017)
12. Educational Programmes
 - A. GRANT-IN-AID COURSES a. B.Com.(English & Marathi Medium) B.A. (Marathi Medium)
 - B. NON-GRANT COURSES a. B.B.A., B.C.C.A., B.A. (English Medium) M.Com. (English & Marathi Medium), M.A.- English, Marathi, Music, Political Science, Sociology.
 - C. Jr. College :- XI & XII Commerce (English & Marathi Medium) (With Bifocal) XI & XII Arts (Marathi Medium)

Functions & Duties:-

- To impart theoretical as well as professional instruction in different fields of education.
- To provide all possible facilities to build up personality and character of students
- To inculcate among students the feeling of love for our country, national unity, and the habit of practicing social service.
- To make students conversant with current knowledge in the field of education
- To develop among students the capacity to be efficient.

2. Powers and duties of officers and employees :

Sr.No.	Designation	Description	Powers & Duties
1.	Principal	* Academic & Administrative Head for all Programmes :- *Secretary, College Development Council Chairman , College Council *Chairman, IQAC	As specified by UGC Regulations; University Act & Statutes, Ordinances, M.S. Government
2.	Vice-Principal (Sr. College)	Helping Principal in Academic supervision & administration	As specified by Principal & Management
3.	Vice-Principal (Jr. College)	Helping Principal in Academic supervision & administration	As specified by MEPS Rules, 1977/ Principal
4.	Teaching Staff	All academic duties: Administrative duties as assigned by Principal/ UGC/University/Government .	As specified by the UGC, RTM Nagpur University & As specified in MEPS Rules 1977 for Junior college.
5	Librarian	Library Management	As prescribed by the UGC, University/ Government & Principal
6	Registrar	To assist Principal & Management in administration of college/maintenance of college campus/property etc. and perform all such duties as prescribed from	As specified in Standard Code 1984/MCSR and relevant GRs & Directions of Govt.

		time to time	
7	Non-Teaching staff	To assist Principal in administration of the college/departments	As specified in Standard Code 1984/MCSR and relevant GRs & Directions of Govt.

3. The procedure followed in the decision making process, including channels of supervision and accountability :

Every minor decision is taken through the College Development Committee. All day-to-day administrative decision are taken by the Principal. Various statutory and non-statutory committees have constituted under the convener ship of senior teachers and Administrative staff for the smooth functioning of the college. Grievance Redresses Cell, Complaint/ Suggestion boxes, Women's Development Cell, Anti Ragging Cell have been constituted.

4. The norms set by it for the discharge of its functions:

Norms and standards for various academic activities of the College are set by the competent authority such as the Management Council and Academic Council of the University and by the Governing Body of the College.

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 rules and regulations applicable to the College and its employees are:

- a) The Maharashtra University Act 2016 and Ordinance and Regulations approved by the University and by the Government of Maharashtra from time to time for Degree College Teaching staff.
- b) The Maharashtra Private School Employees Service Conditions, 1980 and the rules and regulations framed by the state government from time to time are applicable to the Junior College Teachers.
- c) Maharashtra Non-Agricultural University and affiliated Colleges standard code (terms and conditions of service of non-teaching employees Rule, 1984) is applicable to the non-teaching staff.

6. A statement of the categories of documents that are held by it or under its control:

The various documents like registers, service books, accounts etc. are maintained in the Office of the college.

7. The particulars of any arrangement that exists for consultation with , or representation by, the members of the public in relation to the formation of its policy or implementation thereof:

College Development Committee, Women's Development Cell and Internal Quality Assurance Cell, Alumni Association.

8. A statement of the boards, councils, committees and bodies consisting of two or more persons constituted as its part 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 meetings are accessible for public.

The meetings of College Development Committee, Managing Committee, Students' Council are open only for members. Their meetings are not open to public and the minutes of the same are confidential.

9. Directory of its officers and employees :

Available on the website.

10.The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations :

All the staff members (Teaching/Non-teaching) of all departments receive their monthly emoluments as per rules prescribed by Government /Management.

11.The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made :

All the budgets/revised budgets for various programmes/courses/units are approved in the CDC/Finance Committee. The expenditure over and above the budgeted expenditure is borne by the Management.

12.The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes :-

Not Applicable

13.Particulars of recipients of concessions, permits or authorizations granted by it.

Eligible students avail scholarships/freeships/concessions under various schemes of Government of India, State Government.

14.Details in respect of the information, available to or held it, reduced in an electronic form:

Documents available in electronic form are published through the college website.

15.The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room if maintained for public use:

Use of library and reading room is restricted for the registered staff and students of the college and these facilities are available during working hours of college.

16.The names, designations and other particulars of the Public Information officers:

APPELLATE OF OFFICER:

Dr.Mrs. Tanuja Nafde, Principal

STATE PUBLIC INFORMATION OFFICER:

Mr.S.K. Hambarde, Registrar.

17.Such other information as may be prescribed