

Right to Information

RTI Officer :

- **Chief Information Officer** : Mr. Sanjay Matchindranath Dhas (Head Clerk)
- **Appellate Officer** : Dr. Mrs. Swati Abhay Chande, Principal

Proactive Disclosure under Section 4 (1) (b) of the RTI Act, 2005

Article under 4(1)(b)	Requirement under the Act	Disclosure
(i)	The particulars of its organization, functions & duties	<p>Smt. Surajdevi Ramchand Mohata Mahila Mahavidyalaya, is a degree college in Khamgaon, (District Buldana), Maharashtra. It was set up in 1989 by the National Education Society, Khamgaon and has been its parent trust ever since. The college is recognized by the UGC and the Government of Maharashtra and receives financial assistance from them. It is listed under the sections 2(f) and 12 (B) of the UGC act and has been recredited by NAAC with B grade (CGPA 2.35) in 2013. The college offers graduate in Arts and Commerce and post-graduate courses in Arts as well as various UGC granted and in-house Career Oriented Programmes and short term courses. The mission of the college is to provide strength to arms and minds of girls students from the town and peripheral villages who would not only be educated but would be empowered with respect to employment, Self employment, morality and strengthening of social attitude . The college is located in the heart of the city, Near National High School, Balaji Plots, Khamgaon and the campus is spread in an area of 17121.35 sq.ft.</p> <p>The Organogram of the Institution</p>

Article under 4(1)(b)	Requirement under the Act	Disclosure
(ii)	The powers & duties of its officers and employees	<p>The Principal is the executive head of the institution and he looks after the administrative, academic and financial affairs of the college. The policy decisions are taken by the Governing Body while the College Development Council (CDC) and the Internal Quality Assurance Cell (IQAC) monitor the regular work and progress of the institution including teaching-learning and research. Heads of the Departments work under the Principal and manage the academic and administrative affairs of the departments.</p> <p>The teaching staff carries out the regular teaching and research and also discharge responsibilities as the parts of various committees and help to run the institution. The non-teaching staff is divided into academic support staff and administrative staff. The academic support staff includes library attendant. The administrative staff includes Head Clerk, Senior Clerk, Junior Clerks and peons.</p>
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	The institution is monitored through regular meetings of the Governing Body, the College Development Council and the IQAC where policy matters are discussed and decisions are taken. The College Council and the Heads of the Department meet with the Principal from time to time and participate in the decision making.
(iv)	The norms set by it for the discharge of its functions.	Instructions and regulations in the Maharashtra Universities Act, 2016, UGC rules and regulations and norms set by our parent trust The National Education Society, Khamgaon are followed during the discharge of the functions of the institution.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	<ol style="list-style-type: none"> 1. UGC Rules and Regulations. 2. Maharashtra Universities Act, 2016. 3. Statutes and Ordinances of the SGB Amravati University. 4. Other rules and regulations of the Government of Maharashtra.

Article under 4(1)(b)	Requirement under the Act	Disclosure
(vi)	A statement of the categories of documents that are held by it or under its control	<ol style="list-style-type: none"> 1. Originals and photocopies of the documents related to the educational qualifications of students, their identity cards. 2. Photocopies of the documents of the qualifications held by the employees including their identity cards and proofs of research carried out by the teaching staff. 3. Books, Periodicals and Scholarly Journals.
(vii)	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	<p>Consultations are held with the following stakeholders:</p> <ol style="list-style-type: none"> 1. Parents (Parent Teachers' Association) 2. Alumni (Alumni Association) 3. Employers (Career and Counseling Cell)
(viii)	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 meetings of those boards councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	<ol style="list-style-type: none"> 1. Governing Body 2. College Development Council 3. Internal Quality Assurance Cell (IQAC) 4. College Council 5. Planning Board 6. Library Advisory Committee 7. Alumni Committee 8. College Examination Committee 9. Cultural Events Committee 10. Students' Council 11. Anti Raging Committee 12. Grievance redressal for Sexual Harassment of Women 13. Savitribai Dattak Palak Yojana Committee 14. Parent Teacher Committee 15. Research Committee <p>Minutes of these bodies are maintained in the office.</p>

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(ix)	A directory of its officers and employees	Click here to see.
(xv)	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	<ol style="list-style-type: none"> 1. Working Hours (Teaching) : 10.00 AM to 4.00 PM 2. Administrative Office: 10:30 AM to 5:45 PM 3. Library and Reading Room: 10.00 AM to 5.45 PM
(xvi)	The names, designations and other particulars of the Public Information Officers	<ol style="list-style-type: none"> 1. Chief Information Officer : Mr. Sanjay Matchindranath Dhas, (Head Clerk) 2. Appellate Officer : Dr Mrs. Swati Abhay Chande, Principal
(xvii)	Such other information as may be prescribed	<p>Contact Details : Smt. Surajdevi Ramchand Mohata Mahila Mahavidyalaya, Near National High School, Balaji Plots, KHAMGAON- 444 303 (Maharashtra) Phone: 07263-255160</p> <p>Email(s): srmmnes@gmail.com, ssrmmm315@sgbau.ac.in, srmm315iqac@gmail.com</p> <p>Website: http://www.srmmnes.com</p>