

1) **The particulars of its organization, functions and duties (Section 4(1) (b)(i) of RTI Act, 2005)**

Brief profile of the college

Dayanand Arya Kanya Mahavidyalaya, affiliated to RTM Nagpur University, is situated in Jaripatka Nagpur. It is run by Arya Vidya Sabha which follows the ideals of Swami Dayanand Saraswati. The institution caters to the all round development and value based education of girls. The vision and mission statements of the institution are at par with the Higher Education Policies of the nation.


Our institution being a minority one and situated in backward constituency aims to promote Higher Education to the students. The institution creates a moral, cultural and spiritual environment. Co-curricular activities of the institution help in grooming the personality of the students and provide a platform to explore their talent. Regular prayer, Hawan, Assembly, Yoga and spiritual discourse are part of our curriculum.

Functions- Teaching, Research & Other extension activities.


Duties- To impart education, inculcate values of Indian culture according to the norms and regulations which are laid down by the RTMNU on recommendations of UGC.

2) **The powers and duties of its officers and employees. (Section 4(1) (b)(ii) of RTI Act, 2005)**

As per Arya Vidya Sabha, RTMNU and Maharashtra Govt.

3) **Procedure followed in decision-making process including channels of supervision and accountability. (Section 4(1)(b)(iii) of RTI Act, 2005)**  (16Kb)

Administrative and financial matters are under the jurisdiction of the university and director of higher education. Internal administrative matters are taken care of by the principal and management (Arya Vidya Sabha).

4) **The norms set by it for the discharge of its functions. (Section 4(1)(b)(iv) of RTI Act, 2005)**  (16Kb)

The norms for various activities of the college are in accordance with those set by the university (RTMNU). Bodies of the college like Arya Vidya Sabha (Governing body) College Development Committee, Student's Council, and Teacher's Council are responsible for exercising control and general regulation of day-to-day affairs. This is an affiliated unit. So

the rules Maharashtra University act, 1994 & 2016 and ordinances and directions of statutes of University and Arya Vidya Sabha are followed.

**5) Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions. (Section 4(1)(b)(v) of RTI Act, 2005)** (16Kb)

Prospectus (fees, academic calendar, choice of subjects, scholarships, names of staff members – teaching & non teaching, governing body, and various committees), admission records, result records, appointments, placements, stock registers, of office library & laboratory. CDC (College development committee) decides on the rules & regulations. College magazine, Aryawani, Seminar proceeding, extensions activities records (NCC, NSS, Adult Education, Population education), student council records & 3 ISSN publications – Literary Voices, Kala Drishti, Vishleshaka

**6) A statement of the categories of documents that are held by it or under its control. (Section 4(1)(b)(vi) of RTI Act, 2005)** (16Kb)

- a. Academic – Transfer & bonafide certificates
- b. Financial – fee receipts & scholarships
- c. Extra curricular – appreciation (award) participation

**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 thereof. (Section 4(1)(b)(vii) of RTI Act, 2005)** (16Kb)

Parents teachers association (Guru Vijayanand Palak Sangh), Ex students association, Gayatri Chhatra Sangh, Women Cell, CDC, internal complaint committee.

**8) 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. (Section 4(1)(b)(viii) of RTI Act, 2005)** (16Kb)

Statement of the committees given in answer no. 7 are available in printed form and can be made available as and when required.


**9) A directory of its officers and employees. (Section 4(1)(b)(ix) of RTI Act, 2005)**

Sr. No.	Name of the Employee	Designation	Mobile No.
1	Dr. Indu Mamtani	Officiating Principal	9822878637


2	Dr. Shanil S. Das	Asso. Prof.	9370884172
3	Dr. Shraddha Anilkumar	Asso. Prof.	9325153116
4	Mrs. Parineeta Harkare	Librarian	9765560502
5	Ms. Geeta Galani	Asso. Prof.	9371325671
6	Dr. Tanuja Rajput	Asso. Prof.	9921258156
7	Dr. Vandana Dixit	Asso. Prof.	9960560447
8	Dr. Sujata Chakravorty	Asso. Prof.	9373289356
9	Dr. Sujata Sakhare	Asso. Prof.	7030422288
10	Dr. Ritu Tiwari	Asso. Prof.	9403593732
11	Dr. Mugdha Deshpande	Assist. Prof.	9623453985
12	Mrs. Anita Sharma	Assist. Prof.	9421354153
13	Dr. Monali Masih	Assist. Prof.	9370971222
14	Mrs. Varsha Agarkar	Assist. Prof.	9860713712
15	Dr. Chetna Pathak	Assist. Prof.	7385219537
16	Mrs. Babita Thool	Assist. Prof.	9420866227
17	Dr. Meena Balpande	Assist. Prof.	9420253994
18	Mr. Shyamsundar Lalwani	Supritendent	9921285895
19	Mr. Harish Chanchlani	Head Clerk	9890695807
20	Mrs. Shanti Jashnani	<a href="#">Sr. Clerk</a>	<a href="#">9730995538</a>
21	Mr. Neeraj Babuwani	Jr. Clerk	9421245245
22	Mr. Ajay Katariya	Jr. Clerk	9970818338
23	Mrs. Sneha Balani	Lib. Attendent	9823840647
24	Mr. Deepak Sakhare	<a href="#">Peon</a>	<a href="#">9561562312</a>

25	Mrs. Anita Kalamkar	Peon	9326329979
26	Mr. Nitin Burde	Peon	8055996349
27	Mr. Rupesh Shahare	Peon	8983118348

1	Shri Ghanshyam Kukreja	President	8421236341
2	Shri Ashok Kriplani	Vice President	9822570026
3	Smt. Deepa Lalwani	Secretary	9326917077
4	Shri Vedprakash Wadhvani	Joint Secretary	8983707070
5	Shri Bhushan Khubchandani	Treasurer	9823012403
6	Shri Dayaram Kewalramani	Executive Member	0712-2632482
7	Dr. Abhimanyu Kukreja	Executive Member	9370209587
8	Shri Lalchand Lakhwani	Executive Member	9422109285
9	Shri Karamchand Kewalramani	Executive Member	0712-2591090
10	Shri Vedprakash Arya	Member	9422810671
11	Shri Hariram Khubnani	Member	9371545466
12	Shri Chandulal Kewalramani	Member	9373296006

a) Details of Incumbency Ad.IB Section (as on 01.07.2014) 


Not applicable

b) Details of Multi Tasking Staff (as on 01.07.2014) 

Commerce + College Timetable + University Exam, Dr. Indu Mamtani, Home Economics + NAAC, Ms. Parineeta Harkare, Commerce + NAAC, Dr. Mugdha Deshpande, Physical Education + NSS, Dr. Meena Balpande, Political Science + NSS, Ms. Babita Thool, Library + Website, Dr. Shraddha Anilkumar, English + Inter-collegiate activities + University exam + College Timetable, Dr. Sujata Chakravorty, English + EVS, Dr. Chetna Pathak, Home Economics + University exam + Inter-collegiate activities, Dr. Sujata Sakhare, Hindi + Inter-collegiate activities, Dr. Vandana Dixit, Commerce + Intercollegiate activities, Dr. Tanuja Rajput, Commerce + Awards & Prizes + University Exam, Ms. Geeta Galani, Music + Inter-collegiate activities, Ms. Anita Sharma, Music + University exam + Inter-collegiate activities, Ms. Monali Masih, Music + University exam + Inter-collegiate activities, Ms. Varsha Agarkar

c) Details of CSSS Officials (as on 01.07.2014) 

Student's council, In-charge Dr. Shanil Das. Career guidance cell, In-charge Dr. Ritu Tiwari

10) **Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations. (Section 4(1)(b)(x) of RTI Act, 2005)** 

As per Maharashtra govt. & UGC norms.

Compensation – against lost property from the students welfare fund.

**11) Budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made. (Section 4(1)(b)(xi) of RTI Act, 2005)**

Budget allocation for ECC, Career counselling, Cultural activities, University exam, Physical Education, Home Economics, Library, F D, Music, E V S are as per their particular authority

**12) Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. (Section 4(1)(b)(xii) of RTI Act, 2005)** (16Kb)

Not applicable

**13) Particulars of recipients of concessions, permits or authorizations granted by it. (Section 4(1)(b)(xiii) of RTI Act, 2005)** (16Kb)

Government of India Post Matric scholarships

**14) Details in respect of the information, available to or held by it, reduced in an electronic form: (Section 4(1)(b)(xiv) of RTI Act, 2005)**

Information available in physical form

**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. (Section 4(1)(b)(xv) of RTI Act, 2005)** (16Kb)

Working hours are displayed on notice board

**16) The names, designations and other particulars of the Public Information Officers. (Section 4(1)(b)(xvi) of RTI Act, 2005)** (3.56MB)

NAME OF OFFICER	DESIGNATION	COLLEGE PHONE NO.
DR. VANDANA KHUSHALANI	APPELLATE AUTHORITY	0712 (STD CODE)
DR. SUJATA CHAKRAVORTY	INFORMATION OFFICER	2633233, 2631353
SHRI. HARISH CHANCLANI	ASSTT. INFORMATION OFFICER	2655110, 2631940

**17) Such other information as may be prescribed. (Section 4(1)(b)(xvii) of RTI Act, 2005)** (16Kb)

All queries till date have been handled transparently.

**18) Incumbency position in Department of Revenue.**

Not applicable