

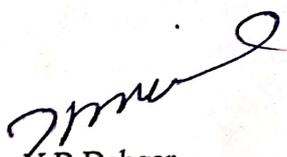


R R MEHTA COLLEGE OF SCIENCE AND C L PARIKH COLLEGE OF COMMERCE, PALANPUR

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	R R Mehta College of Science and C L Parikh College of Commerce Palanpur– A higher education institution offering undergraduate and postgraduate programmes in Science and Commerce streams. Functions include teaching, evaluation, research, extension activities, and administrative governance as per UGC, HNG University, Patan and Government of Gujarat norms.
2	Powers and duties of officers and employees	Principal – Academic and administrative head Heads of Departments – Departmental administration Teaching Staff – Teaching, evaluation, mentoring Clerical Staff – Office administration, Records, accounts, admissions Support Staff – Campus maintenance
3	Procedure followed in decision-making process	Decisions are taken through statutory bodies such as College Committee, IQAC, Academic Committees, Examination Committee, and Administrative Office under supervision of the Principal and the college Management.
4	Norms set for discharge of functions	As per UGC Regulations, University Ordinances, NEP-2020 guidelines, Government of Gujarat resolutions, NAAC quality benchmarks.
5	Rules, regulations, instructions, manuals and records	UGC Rules, University Statutes and Ordinances, Government of Gujarat GRs, College Service Rules, Examination Manual, Office Procedure Manual.
6	Statement of categories of documents held	Admission records, Service Books, examination records, minutes of meetings, audit reports, NAAC documents, AQARs.
7	Arrangements for consultation with public	Student Grievance Redressal Cell, IQAC feedback system, Parent–Teacher meetings, Alumni Association, College Website, Suggestion Box and Notice Boards.
8	Boards, councils, committees	College Committee, IQAC, Anti-Ragging Committee, Women Development Cell, Examination Committee, Admission Committee, Purchase Committee (meetings not open to public).
9	Directory of officers and employees	Principal, Department Heads, Teaching Faculty, Senior Clerk (designation-wise list available in office).

Sr. No.	Information to be Disclosed	Details (Designation-wise)
10	Monthly remuneration of officers and employees	Pay scales as per UGC / Government of Gujarat norms applicable to Regular Principal, Teaching Staff, and Non-Teaching Staff.
11	Budget allocated	Annual budget prepared recommended by the Dept. Heads., Infrastructure, Library, Laboratories, Computer Lab, Maintenance, Student Activities; sanctioned by Management and audited annually.
12	Subsidy programmes	Not Applicable (No direct subsidy schemes implemented by the college).
13	Concessions/ permits/ authorizations	Fee concessions and scholarships implemented as per Government of Gujarat and HNG University guidelines.
14	Information available in electronic form	Available on the college website: www.rmsclpepalanpur.ac.in
15	Facilities for obtaining information	RTI desk at college office during working hours; information also available via official email and website.
16	PIO & Appellate Authority details	Public Information Officer (PIO): Mr. Vaktaji S Bhil (Senior Clerk) First Appellate Authority: Dr. Y B Dabgar, Principal, Higher Authority: Commissioner of Higher Education, Gandhinagar
17	Any other information	RTI disclosures are reviewed and updated periodically as per statutory requirements.


Dr. Y B Dabgar
Principal,
MO: 9426041340

Principal
R. R. Mehta College of Science &
C. L. Parikh College of Commerce
PALANPUR - 385001.