

M. E. S. ARTS AND COMMERCE COLLEGE.MEHKAR

RIGHT TO INFORMATION ACT 2005

NAME OF THE OFFICE	M. E. S. ARTS AND COMMERCE COLLEGE, MEHKAR
PUBLIC INFORMATION OFFICER	SHRI PRATAPSING BIBE (OFFICE SUPERINTENDENT) Mobile No. 8177939557
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Principal
M.E.S. Arts & Comm. College
Mehkar Dist. Buldana

Article under 4(1)(b)	Requirement under the Act	Disclosure
(i)	The particulars of its organization, functions & duties	M.E.S. Arts and Commerce College, Mehkar, Maharashtra. It was set up in 1961 by the Mehkar Education Society, Mehkar 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 college has faced first cycle of NAAC in 2004 The college offers graduate and post-graduate courses in Arts, Commerce . The mission of the college is
(ii)	The powers & duties of its officers and employees	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. 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 administrative staff is led by the Office Superintendent and includes head clerks, junior clerks and peons.
(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 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 Mehkar Education Society Mehkar are followed during the discharge of the functions of the institution.
(v)	The rules, regulations, instructions, manuals and	1. UGC Rules and Regulations. 2. Maharashtra Universities Act, 2016.

	records, held by it or under its control or used by its employees for discharging its functions	3. Statutes and Ordinances of the SGB Amravati University. 4. Other rules and regulations of the Government of Maharashtra.
(vi)	A statement of the categories of documents that are held by it or under its control	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	Consultations are held with the following stakeholders: 1. Parents (Parent Teachers Association) 2. Alumni (Alumni Association)
(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	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. Student Council 11. Campus Enrichment Committee 12. Research Committee Minutes of these bodies are kept but they are not open to the public. Consultations are held with the following stakeholders:
(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	1. Working Hours (Teaching) : 7:30 AM to 5:45 PM 2. Administrative Office: 10:30 AM to 5:45 PM 3. Library and Reading Room: 7:30 AM to 8:30 PM