

Proactive Disclosure under Section 4(1) (b) Right to Information (RTI) Act, 2005

Officers	Designation	E-Mail Id	Contact No.
Dr. Sanjay P. Dhanwate Principal	Appellate Officer	principalnksmck@gmail.com	9423421639
Dr. Ganesh B. Mohod Assistant Professor	Chief Information Officer	ganeshmohod5@gmail.com	9923738920
Shri S. A. Deshmukh Head Clerk	Assistant Information Officer	Shridhardeshmukh1966@gmail.com	9921172803

Article under 4(1)(b)	Requirement under the Act	Disclosure
(i)	The particulars of its organization, functions & duties	Narayanrao Kale Smruti Model college Karanja Gh dist-(Wardha), Maharashtra. It was established in 1989 and run by the Bharat Education Society Arvi. 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 reaccredited by NAAC with B grade (CGPA 2.58) in 2013. The college offers graduate and post-graduate courses in Arts, Commerce and Science as well as various UGC granted and in-house Career Oriented Programmes and short term courses. The mission of the college is to provide quality traditional education along with the all-important career oriented skills to the youth of the rural and semi-urban area. The college is located on National Highway No 6, Nagpur Road, The campus is spread in an area of 5.5 acres.
(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 Committee (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 non-teaching staff is divided into academic support staff and administrative staff. The academic support staff includes laboratory assistants and attendants. The administrative staff is led by the Office Superintendent and includes head clerks, junior clerks and peons.

Article under 4(1)(b)	Requirement under the Act	Disclosure
The procedure followed in the decision making process, including channels of pervision 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.
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 are followed during the discharge of the functions of the institution.
The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions		<ul style="list-style-type: none"> • UGC Rules and Regulations. • Maharashtra Universities Act, 2016. • Statutes .of Rashtrasant Tukadoji Maharaj Nagpur University Nagpur. • Other rules and regulations of the Government of Maharashtra.
A statement of the categories of documents that are held by it or under its control		<ul style="list-style-type: none"> • Originals and photocopies of the documents related to the educational qualifications of students, their identity cards. • 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. • Books, Periodicals and Scholarly Journals.
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> <ul style="list-style-type: none"> • Parents (Parent Teachers Association) • Alumni (Alumni Association) • Employers (Career and Counselling Cell)
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		<ul style="list-style-type: none"> • Governing Body • College Development Council • Internal Quality Assurance Cell (IQAC) • Library Advisory Committee • Alumni Committee • College Examination Committee • Cultural Events Committee • Students Council • Campus Enrichment Committee • Research Committee <p>Minutes of these bodies are kept but they are not open to the public. Consultations are held with the following stakeholders:</p>
A directory of its officers and employees		
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		<ul style="list-style-type: none"> • Working Hours (Teaching) : 8.00 AM to 2:45 PM • Administrative Office: 8.00 AM to 3:00 PM • Library and Reading Room: 8.0 AM to 3.0 PM and 5.0 PM to 7.0 PM

Article under 4(1)(b)	Requirement under the Act	Disclosure
The names, designations and other particulars of the Public Information Officers		<ul style="list-style-type: none"> • Appellate Officer : Dr Sanjay P.Dhanwate, Principal • Chief Information Officer : Dr Ganesh B.Mohod, (Assistant Professor) • Assistant Information Officer : Shri S.A.Deshmukh, (Head Clerk)
Such other information as may be prescribed		<p>Contact Details : Narayanrao Kale Smruti Model College (Arts Commerce and Science) NH-6, Nagpur Road, KARANJA (Gh)- 442203 (Maharashtra) Phone: 07156-245514</p> <p>Email(s): principalnksmck@gmail.com</p> <p>Website www.nksmckcollegekaranja.com</p>