



K K Shah Jarodwala Maninagar Science College, Ahmedabad

Proactive Disclosure under Section 4(1)(b) – RTI Act, 2005 for the year 2026

Sr. No.	Information to be Disclosed	Details (Designation-wise)
1	Particulars of the organization, functions and duties	K K Shah Jarodwala Maninagar Science College, Ahmedabad – A GIA higher education institution offering undergraduate and postgraduate programs in Science. Functions include teaching, evaluation, research, extension activities, and administrative governance as per UGC, Gujarat University, and Government of Gujarat norms.
2	Powers and duties of officers and employees	Principal – Academic & administrative head; Heads of Departments – Departmental administration; Teaching Staff – Teaching, evaluation, mentoring; Office Superintendent – Office administration; Clerical Staff – Records, accounts, admissions; Support Staff – Campus maintenance.
3	Procedure followed in decision-making process	Decisions are taken through statutory bodies such as College Committees, IQAC, Academic Committees, Examination Committee, and Administrative Office, under supervision of the Principal and Management.
4	Norms set for discharge of functions	As per UGC Regulations, University Ordinances, NEP-2020 guidelines, Education Department, Government of Gujarat resolutions, NAAC quality benchmarks.
5	Rules, regulations, instructions, manuals and records	UGC Rules, University Statutes & Ordinances for State universities, Government of Gujarat GRs, College Service Rules, Examination Manual, Office Procedure Manual.
6	Statement of categories of documents held	Admission records, service books, salary registers, examination records, audit reports (maintained by College Trust), NAAC documents, AQARs.
7	Arrangements for consultation with public	Student Grievance Redressal Cell, National Task Force (NTF), IQAC feedback system, Parent-Teacher meetings, Alumni Association, College Website and Notice Boards.
8	Boards, councils, committees	College Committee, IQAC, Examination Committee, Admission Committee, Anti-Ragging Committee, College Women Development Cell, National Task Force (NTF), SC-ST Cell.
9	Directory of officers and employees	Principal, Heads of Departments, Teaching Faculty, Laboratory Assistant, Junior Clerk, Office Peon and Laboratory Hamal (designation-wise list available in office).
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.

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11	Budget allocation	Annual budget provided under heads: Salary, Infrastructure, Library, All Science Lab Maintenance, and Students' Activities; approved 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 Gujarat University guidelines.
14	Information available in electronic form	Admission notices, syllabi, examination circulars, results, NAAC documents, AQAR, RTI disclosures available on the college website.
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. Virendra J. Patel, Jr. Clerk First Appellate Authority: Prof. Rashmibhai N. Dave , Principal In Charge, Higher Authority: Commissioner of Higher Education, Gandhinagar
17	Any other information	RTI disclosures are reviewed and updated periodically as per statutory requirements.



R. N. Dave
I/C PRINCIPAL
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