



## Tolani Commerce College – Adipur

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	Tolani Commerce College, Adipur – A higher education institution offering undergraduate and postgraduate programmes in Commerce. Functions include teaching, evaluation, research, extension activities, and administrative governance as per UGC, KSKV University, and Government of Gujarat norms.
2	Powers and duties of officers and employees	<b>Principal</b> – Academic & administrative head; <b>Vice Principal</b> – Academic coordination; <b>Heads of Departments</b> – Departmental administration; <b>Teaching Staff</b> – Teaching, evaluation, mentoring; <b>Office Superintendent</b> – Office administration; <b>Clerical Staff</b> – Records, accounts, admissions; <b>Support Staff</b> – 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 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, 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, 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 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, Vice Principal, Heads of Departments, Teaching Faculty, Office Superintendent, Senior Clerk, Junior Clerk, Peons (designation-wise list available in office).
10	Monthly remuneration of officers and employees	Pay scales as per <b>UGC / Government of Gujarat norms</b> applicable to Regular Principal, Teaching Staff, and Non-Teaching Staff.

Sr. No.	Information to be Disclosed	Details (Designation-wise)
11	Budget allocated	Annual budget prepared under heads: Salary, Infrastructure, Library, Computer Lab, Maintenance, Student 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 KSKV Kachchh 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	<b>Public Information Officer (PIO):</b> Mr. Niraj Kriplani, Head Clerk <b>First Appellate Authority:</b> Dr. Manish Pandya, Principal, <b>Appellate Authority:</b> Mr. Rajinder Aswani, Head, Administration, GCB. <b>Higher Authority:</b> Commissioner of Higher Education, Gandhinagar
17	Any other information	RTI disclosures are reviewed and updated periodically as per statutory requirements.

  
 PRINCIPAL  
 Tolani Commerce College  
 ADIPUR - KUTCH  
 GUJARAT - 370 205

Dr. Manish Pandya  
 Principal,  
 MO: 9408106567