



Thakur Educational Trust's (Regd.)

**THAKUR RAMNARAYAN
COLLEGE OF ARTS & COMMERCE**

ISO 9001:2015 Certified

Thakur Ramnarayan Educational Campus
S. V. Road, Dahisar (East), Mumbai - 400 068

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**RTI - INFORMATION HANDBOOK
UNDER
RIGHT TO INFORMATION ACT-2005**

PUBLIC INFORMATION OFFICER

Ms. Anitha Salian

Administrative Officer

Email: admin@trcac.org.in

APPELLATE AUTHORITY

Dr. Ravish R. Singh

Principal

Email: principal@trcac.org.in

Preamble

The Right to Information Act 2005, intends to set out the practical regime of Right to Information of citizens to enable them to access the information under the control of the public authority to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines "public authority" as any authority or body or institution of self-governance established or constituted -

- (a) by or under the Constitution;
- (b) by any other law made by the Parliament;
- (c) by any other law made by State Legislature;
- (d) by notification issued or order made by the appropriate Government and includes any
 - body owned, controlled or substantially financed;
 - non-government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.

Following the provisions contained in section 2(j) of the Act, "Right to Information" means the right to information accessible under this Act which is held by or under the control of any public authority and include the right to

- (i) inspection of work, documents, records;
- (ii) taking notes, extracts or certified copies of documents or records;
- (iii) taking certified samples of material;
- (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any

other electronic mode or through printouts where such information is stored in a computer or in any other device.

Thakur Ramnarayan College of Arts & Commerce Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the Institute, and related information.

This RTI Information Handbook deals with units of information as delineated under section 4(1) For ease of reference, this is given below.

4. (1) Every public authority shall

- (a) maintain all its records duly cataloged and indexed in a manner which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;
- (b) Publish within one hundred and twenty days from the enactment of this Act,
 - (i) The particulars of its organization, functions and duties;
 - (ii) The powers and duties of its officers and employees;
 - (iii) The procedure followed in the decision-making process, including channels of supervision and accountability;
 - (iv) The norms set by the Institute for the discharge of its functions;
 - (v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
 - (vi) A statement of the categories of documents that are held by it or under its control;
 - (vii) The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
 - (viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for its advise, and as to whether meetings of those boards, councils, committees of such meeting s are accessible for public;
 - (ix) A directory of its officers and employees;
 - (x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
 - (xi) The budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
 - (xii) The manner of execution of subsidy programmes including the amounts allocated and the detail of beneficiaries of such programmes;
 - (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;
 - (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;
 - (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;
- (xvi) The names, designations and other particulars of the Public Information Officers;
- (xvii) Such other information as may be prescribed;

Section 4 (1)(b) (xii) provides information on the manner of execution of subsidy programmes. This programme per se is not applicable to Thakur Ramnarayan College of Arts & Commerce.

Section 4(1)(b)(i)

The particulars of the Organization, Functions and Duties

Name of the Organization	Thakur Ramnarayan College of Arts & Commerce (University of Mumbai)
Address	Thakur Ramnarayan Educational Campus, S.V. Road, Dahisar(East), Mumbai - 400068
Establishment	2018
Working hours of the Institute	Office: 10:00 a.m. to 6:00 p.m. (Monday to Saturday) Teaching: 7:00 a.m. to 3:30 p.m. (Monday to Saturday)
Contact	Phone: +91 90290 26799
Website	www.trcac.org.in

About the Institute

Thakur Ramnarayan College of Arts and Commerce is an intellectual community that nurtures student’s learning, fosters faculty research, and provides service to the larger community. The Institute is a comprehensive system where individuals are able to interact with their peers in a deep, meaningful way both inside and outside of the classrooms.

At TRCAC we shall stress on collaborative learning, individual intellectual development, and respect for diverse points of view, because we believe that these activities enable graduates to be effective in a rapidly changing world. An undergraduate major in the Arts, Science, Commerce and Self Finance programmes shall develop for each student critical thinking, clarity of expression and breadth of Knowledge that provides them with professional success, and productive participation in society.

Vision

To be a leading institution of higher education contributing to societal development through holistic approach towards learning.

Mission

To nurture and sustain academic excellence by imparting quality education to develop a community of intellectuals with professional skills and ethical values.

Objectives

The main aim is to provide students the perfect environment to concentrate, absorb and participate in the teaching-learning process.

Duties of Institute

Organizing and implementing teaching and examinations for the award of degrees in accordance with the University of Mumbai curricula.

- Providing opportunities for the holistic development of students
- Providing opportunities for academic upgradation of faculty members
- Providing efficient management for students, teaching and non-teaching staff

Organization and Administrative Machinery

1. A Governing Body, constituted by the Management, to administer the affairs of the Institute, as follows:
 - The Chairperson of the college Governing Body is appointed/nominated by the Management of the institute.
 - The Principal of the Institute acts as Member-Secretary of the Governing Body.
 - Not less than five and not more than eight members were appointed by the Management.
 - Two members of the teaching staff by the rotation according to seniority for a term of one year. One of the teachers' representatives shall be from among those with more than five years of service; and one from among those with less than five years service. If however, eligible candidates are not available in one of those categories, both the representatives may be selected by the Member-Secretary.
2. Principal: The Governing Body appoints a full-time principal on the recommendations of the Selection Committee appointed for the purpose, with the approval of the Executive Council.
3. Teaching staff and librarian, appointed by a duly constituted Selection Committee.
4. Non-teaching staff appointed by a duly constituted Selection Committee.
5. Each department has a Teacher-in-Charge, appointed by seniority, for a term of one year.

Mechanism available for monitoring the service delivery and public grievance resolution

Management of the various activities of the Institute is supervised by the Governing Body and through the designated authorities and procedure. Monitoring of the affairs of the Institute is through the Governing Body, UGC and University of Mumbai.

Section 4(1)(b)(ii)

Powers and duties of the officers and employees

- Principal is the principal academic and executive officer of the Institute. He is responsible for appropriate administration, organization, instruction and management of affairs of the Institute, as stipulated by the University guidelines.

- The officers and employees are appointed by the Institute in accordance with rules and regulations of University of Mumbai.
- Members discharge their official duties in accordance with the directions and instructions given in the calendar or by instructions issued by the University of Mumbai from time to time.

Section 4(1)(b)(iii)

The procedure followed in the decision-making process, including channels of supervision and accountability

- Decisions in various matters are taken by The Chairperson, Members Governing body and Officers of the Institute as per the procedures laid down under various Ordinances, rules and regulations of the University.

Section 4(1)(b)(iv)

Norms set by the Institute for the discharge of its functions

- Norms and standards for various activities of the Institute are set by the competent authority such as the Governing Body and College Development Committee.
- The Internal Quality Assurance Cell (IQAC) of the college is responsible for initiating activities and programs for the enhancement of standards of higher education in the Institute.

Section 4(1)(b)(v)

Rules, regulations and instructions used

- Regulations/instructions for admission regarding all the courses in accordance with University of Mumbai regulations.
- University Non-Teaching Employees, (Terms and Conditions of Service) Rules-2022
- Various rules/instructions concerning personnel management for the teaching and non-teaching staff working in the Institute.
- Fundamental Rules and Supplementary Rules of Government of India except where the university has its own provisions with regard to teaching and non-teaching staff.

Section 4(1)(b)(vi)

Official documents and their availability

- Handbook of Information/ Institute Prospectus
- Principal's Annual Report
- Advertisements for Teaching and Nonteaching staff
- IQAC Documents such as IQAC Members, Minutes of the meeting, SOP, Annual Academic Calendar, and Action Taken Reports.

These are available on the website: www.trcac.org.in

- Institute Timetable
- Course Details, Faculty Details, Society Details
- Academic Calendars through Mumbai University [Link](#)
- Examination Schedules
- Scholarship Notices
- Administrative Notices
- Students, Attendance Records
- Students, Internal Assessment Records
- Examination Results through Mumbai University [Link](#)
- Student Satisfaction Survey [Link](#)
- Alumni Registration [Link](#)

Section 4(1)(b)(vii)

Arrangements and methods made for seeking public participation /contribution

The college Governing Body comprises eminent people from society and representatives of the public who directly participate in the affairs of the Institute. The college Governing Body has the following representatives from the public.

- Two persons nominated by the Management to the Institute Governing Body from the various fields of public.
- The Internal Complaint Committee (ICC) has one representative from the public.
- Feedback from parents is collected through the Parent-Teacher Association specific to different departments and is analyzed by IQAC for integration in Institute functioning.

Section 4(1)(b)(viii)

Councils, Committees, Faculties, Departments, etc. under the Institute

The college Governing Body as per University guidelines

- Departmental Committees
- Internal Complaint Committee (ICC)
- Anti-Ragging Committee, Anti-Sexual Harrasment
- College Grievance Redressal
- Examination
- Unfair Means
- Internal Quality Assurance Cell (IQAC)
- Women Development Cell (WDC)
- Research & Development Cell (RDC)
- Placement & Higher Education (PHE)

Section 4(1)(b)(ix)

Directory of officers and employees

- It is available in digital form on the Institute website: www.trcac.org.in

Section 4(1)(b)(x)

Monthly remuneration received by each of its employee

- The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission.

Section 4(1)(b)(xi)

Budget allocation to each agency

- The budget and the financial estimates are as approved by the Principal along with the College Development Committee presented before the Management of the college.

Section 4(1)(b)(xii)

Manner of execution of subsidy programmes

- Not applicable to the Institute.

Section 4(1)(b)(xiii)

Concessions granted by the Institute

Provision of student scholarships and freeships

- Students are informed about various scholarships and freeships schemes provided by the Government and non-government agencies through notices.
- Scholarship/Freeships forms are submitted by eligible students to administrative staff.
- Scholarship/Freeships forms are forwarded to the respective agencies for further action.

Section 4(1)(b)(xiv)

Information available in electronic form

- The Institute has adopted wide scale computerization of data management in administration, account sections of the Institute. All correspondence is computer generated.
- All the information about the Institute is available on the Institute website www.trcac.org.in

Section 4(1)(b)(xv)

Means, methods and facilities available to citizens for obtaining information

- Through the notice boards, relevant brochures and various other facilities are available in print as well as on the website: www.trcac.org.in
- Some of the publications (e.g. Institute Prospectus) are priced and can be obtained by paying the stipulated amount.
- Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc. These are available on the Institute website: www.trcac.org.in

Section 4(1)(b)(xvi)

The names, designations and other particulars of the Public Information Officers

Public Information Officer: Ms. Anitha Salian, Administrative Officer

Appellate Authority: Dr. Ravish R. Singh, Principal

Section 4(1)(b)(xvii)

Such other information as may be prescribed

The Institute website: www.trcac.org.in

University of Mumbai website: www.mu.ac.in

Further information

The person seeking the information may apply on a plain paper giving particulars of information being sought and correct postal address, mobile number and email address for communication. Separate applications for seeking information on different subjects are required. The application has to be accompanied with the prescribed fee (at present a fee of Rs. 10/-), (cash / DD/Postal Order payable to Principal, Thakur Ramnarayan College of Arts & Commerce). The fee is payable with each application which is towards the cost of processing the request.

The schedule of fees can be obtained from the Public Information Officer of the Institute. For the time being the rates are as follows:

1. Rs. 2/- per page of A-4 or A-5 size.
2. Actual cost for sizes bigger than A-4 or A-5.
3. In case of printed material, the printed copies could be had from the Institute sales counter.
4. In case of photocopies, the rate would be Rs. 2/- per page.
5. If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs. 50/- per disk/floppy.

6. Admissible records may be allowed to be inspected on payment of Rs.150/- per hour or part thereof, before the date and time of inspection of the same.
