



## M. P. Shah Commerce College

Affiliated to Saurashtra University, Rajkot

### 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	M. P. Shah Commerce College – A higher education institution offering undergraduate and postgraduate programmes in Commerce. Functions include teaching, evaluation, research, extension activities, and administrative governance as per UGC, Saurashtra University, Rajkot, 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>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 Committee, Examination Committee, and Administrative Office under supervision of the Principal and Management.
4	Norms set for discharge of functions	As per UGC Regulations, Saurashtra 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, 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.

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 Saurashtra 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. Vijay R Talsaniya; <b>First Appellate Authority:</b> Dr. D. R. Vajani, Principal; <b>Appellate Authority:</b> Pro. L. R. Muniya; <b>Higher Authority:</b> Commissioner of Higher Education, Gandhinagar.
17	Any other information	RTI disclosures are reviewed and updated periodically as per statutory requirements.



**Dr. D. R. Vajani**  
**Principal**  
**M. P. Shah Commerce College, Surendranagar**