

Compliance under section 4(1) (b) of the Right to Information Act, 2005

1. The particulars of the Organization, Functions and Duties

Name of the Organization	Natwarlal Maniklal Dalal College of Arts, Commerce & Law Gondia
Establishment	1958
Address	Ram Nagar, Kudwa Road, Gondia
Contact	07182-252743,252634
Website	nmdcacpl@rediffmail.com , nmdcollegegondia@gmail.com

Our organization is basically an Academic Institution imparting higher education at tertiary level. Our College has different courses in the subject of Arts, Commerce, Law and Management and we have also H.S.C. in Arts & Commerce. The programmes of U.G. & P.G. like B.A., B.Com, B.B.A., BCCA, LL.B, M.A. in Political Science, History, Geography, Economics, English & M.Com, M.C.M. & M.B.A. are imparted here and affiliated to R.T.M. Nagpur University, Nagpur.

We try our level best to cater Higher Education to the students of Gondia city and adjacent rural areas by maintaining quality and all prescribed norms of Competent Authorities like UGC, Govt. of Maharashtra and R.T.M. Nagpur University Nagpur.

We have required highly qualified and efficient teaching faculties and non-teaching staff by which we leave no stone unturned in fulfilling the primary as well as secondary purpose of an institution meant for Higher Education.

2. The Power and Duties of its officers and employees

The Principal heads the Institution in terms of administration all the rules and regulation pertaining to admissions of students, conducting examination, appointments of teaching and non-teaching staff, maintaining discipline and after important activities including academic and extracurricular have been strictly followed by the Principal of the Institution, teaching faculties, and non-teaching staff.

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

The College is a sister organization of Gondia Education Society. The Management of the Society supervises all the activities of the College with vigil and care. Apart from the able supervision of the management the College has constituted so many academic and administrative committees & cells to monitor the activities meticulously and to execute them effectively (List of Part)?

4. The norms set by it for the discharge of its functions

College is bound to follows the rules of procedure laid down by U.G.C., Government Maharashtra & R.T.M.U. Nagpur.

5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

Rules and regulations are available in the College Prospectus for the students and in the U.G.C. guideline for the staff. www.ugc.gov.in

6. A statement of the categories of documents that are held by it or under its control

- i) Records of the admitted students to various programmes run by our College.
- ii) The information and documents regarding the examination centre of R.T.M.N.U. Nagpur.
- iii) Service book and personal files of teaching and non-teaching staff files related to budget, grants, expenditure and audit.
- iv) Rules and regulation www.ugc.gov.in , www.nagpuruniversity.org.

7. 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

The College arranges regular discussion and deliberations with its stakeholders like Managements, staff, parents, alumni and students. Various associations affiliated to this College, consist of this stakeholders act effectively on the decision making process of the college.

- 8. 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 meeting are accessible for public**

: Not Applicable

- 9. A directory of its officers and employees**

We have mentioned the contact numbers e-mail ID and address of the College and Authorities of the College on website of College and it is also available in the prospectus of the College.

- 10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**

: Click Here: [EmployeesMonthlyRemuneration.pdf](#)

- 11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made**

: Click Here: [BudgetAndExpenditureOfInstitute.pdf](#)

- 12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

: Not Applicable

- 13. Particulars of recipients of concessions, permits or authorizations granted by it**

Students are sanctioned GOI scholarship, EBC, Freeship, SBC Freeship, and other concession to different category of students as per the norms of Government of India, Government of Maharashtra & R.T.M.N.U. Nagpur.

- 14. Details in respect of the information, available to or held by it, reduced in an electronic form**

The information important for students are given in the college website and the information relevant for staff are already being there in the official website UGC of Government of Maharashtra (Higher Education) and R.T.M.N.U. Nagpur

15. 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.

The Central Library of the College is open for all the admitted students & staff. The library has the provision of making the students & staff available many online books & Journal by subscribing them authentically.

16. The Names, designation and other particulars of the Public Information Officers

Dr. Rajani Chaturvedi- First Appellate Authority

Prof. Umesh N. Udupure – PIO

Dr. Ashwini N. Dalal - APIO

17. Such other information as may be prescribed

We have completed of two cycles of NAAC's Accreditation. We are going to face 3rd cycle of Accreditation in the next academic session.