Affiliated to Sant Gadge Baba Amravati University, Amravati
Prabhu Shri Ramchandra Shikshan Prasarak Mandal,Tondgaon Sanchalit
Reg.No.2092 Akola

Matoshri Shantabai Gote Arts , Commerce & Science College Washim Dist. Washim - 444 505

President
Dr. Narayanrao Gote

Officiating Principal
Dr.B. R. Tanpure
(M.A. His, B.Ed, SET & Ph.D.)

Phone No. & Fax No. (07252)235266
E-mail : principal@msgotecollege.org

Website : http://msgotecollege.org
msgacsm721@sgbau.ac.in

O/W -No

Date -08/03/2023

RIGHT OT INFORAMTION ACT 2005

Name of the Office:- Matoshri Shantabai Gote Arts , Commerce & Science College Washim Dist. Washim.

Public Information Officer :- Dr.N.J.Gote

Appellate Officer :- Dr.B.R.Tanpure
(In-Charge Principal Matoshri Shantabai Gote Arts ,Commerce & Science College Washim Dist. Washim.)

Address:- Near Water Tank,Hingoli Road Washim ,Dist Washim Maharashtra 444505.

Head of the Office :- Dr.B.R.Tanpure
(In-Charge Principal Matoshri Shantabai Gote Arts , Commerce & Scienc College Washim Dist. Washim.)

Government Department :- The Higher & Technical Education Department Govt.of Maharashtra

Administrative Department :-The Joint Director of Higher Education Amravati Division .Govt of Maharashtra .

MATOSHRI SHANTABAI GOTE ARTS, COM. & SCI. COLLEGE ★ WASHIM ★

Officiating Principal
Matoshri Shantabai Gote Arts
Com.& Sci College, Washim

Article under 4(1)(b)	Requirement under the Act	Disclosure
(i)	The particulars of its organization, functions & duties	M.S.Gote College is a degree college in Washim, Maharashtra. It was set up in 20000 by the Prabhu Shri Ramchandra Shikhshan Prasarak Mandal Tondgaon and has been its parent trust ever since. The college is recognized by the UGC and the Government of Maharashtra and receives financial assistance from them. It is listed under the sections 2(f) and 12 (B) of the UGC act and has been accredited by NAAC with B grade (CGPA 2.08) in 2012. The college offers graduate courses in Arts, Commerce and Science as well as various B.Voc. courses. The mission of the college is to provide quality traditional education along with the all-important career oriented skills to the youth of the rural and semi-urban area. The college is located on Near water Tank,Hingoli Road Washim Dist.Washim.
(ii)	The powers & duties of its officers and employees	The Principal is the executive head of the institution and he looks after the administrative, academic and financial affairs of the college. The policy decisions are taken by the Governing Body while the College Development Council (CDC) and the Internal Quality Assurance Cell (IQAC) monitor the regular work and progress of the institution including teaching-learning and research. Heads of the Departments work under the Principal and manage the academic and administrative affairs of the departments. The teaching staff carries out the regular teaching and research and also discharge responsibilities as the parts of various committees and help to run the institution. The non-teaching staff is has only administrative staff. The administrative staff includes Head clerk, Senior Clerk, junior clerk and Peons.
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	The institution is monitored through regular meetings of the Governing Body, the College Development Council and the IQAC where policy matters are discussed and decisions are taken. The College Council and the Heads of the Department meet with the Principal from time to time and participate in the decision making.
(iv)	The norms set by it for the discharge of its functions.	Instructions and regulations in the Maharashtra Universities Act, 2016, UGC rules and regulations and norms set by our parent trust are followed during the discharge of the functions of the institution.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	1. UGC Rules and Regulations. 2. Maharashtra Universities Act, 2016. 3. Statutes and Ordinances of the SGB Amravati University. 4. Other rules and regulations of the Government of Maharashtra.
(vi)	A statement of the categories of documents that are held by it or under its control	1. Originals and photocopies of the documents related to the educational qualifications of students, their identity cards. 2. Photocopies of the documents of the qualifications held by the employees including their identity cards and proofs of research carried out by the teaching staff. 3. Books, Periodicals and Scholarly Journals.

(vii)	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	Consultations are held with the following stakeholders: 1. Parents (Parent Teachers Association) 2. Alumni (Alumni Association) 3. Employers (Career and Counseling Cell)
(viii)	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 meetings are accessible for public	1. Governing Body 2. College Development Council 3. Internal Quality Assurance Cell (IQAC) 4. College Council 5. Library Advisory Committee 6. Alumni Committee 7. College Examination Committee 8. Cultural Events Committee 9. Students Council 10. Environment Committee 11. Research Committee Minutes of these bodies are kept but they are not open to the public. Consultations are held with the following stakeholders:
(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	1. Working Hours (Teaching) : 7:30 AM to 4:45 PM 2. Administrative Office: 9:30 AM to 5:30 PM 3. Library and Reading Room: 7:30 AM to 5:30 PM