

Proactive Disclosure under Section 4(1) (b) Right to Information (RTI) Act, 2005

Officers	Designation	E-Mail Id
Dr. S.V. Deshmukh Principal	Appellate Officer	deshmukhsv64@gmail.com
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Article under 4(1)(b)	Requirement under the Act	Disclosure
(i)	The particulars of organization, functions & its duties	Shri. Dhabekar Kala Mahavidhyalaya, Khadki is a degree college in Akola (District Akola), Maharashtra. It was set up in 2000 by the Shri. Sant. Dnyaneshwar Bahuuddishiya Mandal, Dhaba and has been its parent trust ever since. The college is Affiliated to SGBAU, Amravati as per the UGC and the Government of Maharashtra rules and receives financial assistance from them. The college offers graduate courses in Arts, and provide quality traditional education along with the career oriented skills to the youth of the rural and semi-urban area. The college is located on Akola to Mangrulpir Road at khadki.
(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. 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 divided into academic support staff and administrative staff. The



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		academic support staff includes Library attendants. The administrative staff consist of Office head clerks, Senior Clerk, junior clerks and peons.
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	To take Decision by all consent college Development Committee of the college as per the university act. Discussion and decision making in staff council as per university law. To look after the various committee under the staff council for the running of the college. Supervised by the principal and the head of the Department responsibility of each work is determined and the responsibility is made known to the concern. 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 Shri. Sant. Dnyaneshwar Bahuuddeshiya Mandal 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	<ul style="list-style-type: none"> • UGC Rules and Regulations. • Maharashtra Universities Act, 2016. • Statutes and Ordinances of the SGB Amravati University. • 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	<ul style="list-style-type: none"> • Originals and photocopies of the documents related to the educational qualifications of students, their identity cards. • 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. • 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	<p>Consultations are held with the following stakeholders:</p> <ul style="list-style-type: none"> • The policy of the college is decided by the rules and regulations of SGBAU


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	formulation of its policy or implementation thereof	<ul style="list-style-type: none"> • Parents (Parent Teachers Association) • Alumni (Alumni Association) • Employers (Career and Counselling 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	<ul style="list-style-type: none"> • Governing Body • College Development Council • Internal Quality Assurance Cell (IQAC) • College Council • Library Advisory Committee • Alumni Committee • College Examination Committee • Cultural Events Committee • Students Council • Campus Enrichment Committee • Research Committee • Other as per required <p>Minutes of these bodies are kept but they are not open to the public. Consultations are held with the following stakeholders:</p>
(ix)	A directory of its officers and employees	Administrative Office Staff Teaching Staff
(x)	The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations	As per rules and regulations for University act of Maharashtra Government and UGC.
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made	upto 23-24 the particulars of all plans proposed expenditures and Audit reports available in Office.
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Not Applicable
(xiii)	Particulars of Recipients of Concessions, permits or authorisations granted by it.	Not Applicable
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	Salary Information available in college office will published as early as on college website
(xv)	The particulars of facilities available to citizens for	<ul style="list-style-type: none"> • Working Hours (Teaching) : 8:00 AM to 3:30 PM



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	obtaining information, including the working hours of a library or reading room, if maintained for public use	<ul style="list-style-type: none"> • Administrative Office: 8:00 AM to 3:30 PM • Library and Reading Room: Only for College Regular Students
(xvi)	The names, designations and other particulars of the Public Information Officers	<ul style="list-style-type: none"> • Appellate Officer : Dr S.V. Deshmukh , Principal • Public Information Officer : Dr A.S Gawande, (Associate Professor) • Assistant Information Officer : Shri S.R. Jamode, (Senior Clerk)
(xvii)	Such other information as may be prescribed	<p>Contact Details : Shri. Dhabekar Kala Mahavidhyalaya, Khadki, Post. Gandhinagar Tq. Dist Akola 444004 Phone : 9421043440 (Principal) Email(s): sdkm233@sgbau.ac.in Website: www.dkmkhadkiakola.edu.in</p>


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