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SECRETARY
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## RIGHT TO INFORMATION (RTI) COMMITTEE (PROPOSED)

### 1. About the Committee

The Right to Information (RTI) Committee promotes transparency, accountability, and responsible information management within the institution. It facilitates the coordination of information requests and encourages systematic maintenance of institutional records.

The committee supports compliance with the Right to Information Act, 2005, wherever applicable, and assists stakeholders in identifying appropriate channels for obtaining information.

### 2. Objectives

1. To promote transparency and accountability in institutional administration.
2. To create awareness about the RTI Act, 2005.
3. To facilitate appropriate handling of information requests.
4. To ensure systematic maintenance of institutional records.
5. To coordinate with relevant departments for information retrieval.
6. To protect confidential and legally exempt information.
7. To encourage timely communication and responsible disclosure.

### 3. Committee Composition

| Sr. No. | Name | Authority | Contact Details |
|---|---|---|---|
| 1 | Dr. Rajkumar M. Kolhe<br>President, JMF Trust | Appellate Authority | dr.rajkumarkolhe@gmail.com<br>9892531965 |
| 2 | Dr. R. N. Nadar<br>Principal | Public Authority | rnnadar@gmail.com<br>9892564889 |
| 3 | Dr. Vanita Lokhande<br>Vice-Principal | Public Information Officer (PIO) | vmdccollege@gmail.com<br>7900159144 |

**4. Functions and Responsibilities**

- Coordinate institutional information requests and relevant correspondence.
- Promote awareness of information rights and disclosure procedures.
- Facilitate retrieval of authorised academic and administrative records.
- Support proactive publication of institutional information where applicable.
- Maintain proper records of information-related communications.
- Ensure confidentiality and protection of sensitive information.
- Guide applicants towards the appropriate Public Information Officer where required.
- Recommend improvements in institutional record management and transparency.

**5. Procedure for Information Requests**

1. **Application:** Applicants may submit an information enquiry through the college's official communication channel.
2. **Verification:** The committee identifies the nature of the request and the appropriate authority.
3. **Processing:** Relevant departments coordinate authorised information retrieval.
4. **Response:** Information is provided according to applicable laws and institutional procedures.
5. **Appeal:** Statutory RTI applicants may approach the designated appellate authority under the prescribed process.

**6. RTI Act – Important Provisions**

| Provision | Details |
|---|---|
| Section 2(h) | Definition of public authority |
| Section 4 | Obligations concerning proactive disclosure |
| Section 5 | Designation of Public Information Officers |
| Section 6 | Submission of RTI applications |
| Section 7 | Disposal of information requests |
| Section 8 | Exemptions from disclosure |
| Section 19 | Appeals |

The standard statutory response period is **30 days**, where the RTI Act applies.

**7. Meetings and Documentation**

The committee shall maintain meeting minutes, information-request records, correspondence, relevant reports, and Action Taken Reports. Meetings may be conducted periodically or whenever necessary.

**8. Institutional Commitment**

JMF's Vande Mataram College is committed to transparent administration, ethical governance, responsible information sharing, and institutional accountability.

**Official Contact:** vmdccollege@gmail.com
**Contact Number:** 7900159144

**"Transparency, Accountability and Responsible Governance."**

*Note: Statutory RTI obligations depend on whether the institution qualifies as a public authority under Section 2(h). Committee membership does not automatically constitute appointment as a Public Information Officer or First Appellate Authority.*