



A Charutar Vidya Mandal's Institution

S.M. Patel College of Home Science

(AUTONOMOUS) (Grant-in-Aid)

Affiliated to Sardar Patel University

VALLABH VIDYANAGAR-388120

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	S.M. Patel College of Home Science, Vallabh Vidyanagar – A higher education institution offering undergraduate and postgraduate programmes in Home Science. Functions include teaching, evaluation, research, extension activities, and administrative governance as per UGC, S.P. University, and Government of Gujarat norms.
2	Powers and duties of officers and employees	Principal – Academic & administrative head; Heads of Departments – Departmental administration; Teaching Staff – Teaching, evaluation, mentoring; Office Superintendent – Office administration; Clerical Staff – Records, accounts, admissions; Support Staff – Campus maintenance.
3	Procedure followed in decision-making process	Decisions are taken through statutory bodies such as College Committee, IQAC, Academic Committees, Examination Committee, and Administrative Office under supervision of the Principal and Management. Various Autonomous committees i.e. Governing Body, Academic Council, and Board of Studies, Examination Committee, Purchase Committee, and Finance Committee play significant role in decision making.
4	Norms set for discharge of functions	As per UGC Regulations, University Ordinances, NEP-2020 guidelines, Education Department, Government of Gujarat resolutions, NAAC quality benchmarks, and Autonomous bodies.
5	Rules, regulations, instructions, manuals and records	UGC Rules, University Statutes & Ordinances, Government of Gujarat GRs, College Service Rules, Examination Manual, Office Procedure Manual, and Autonomous Rules as per UGC.
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	Governing Body, Academic Council, and Board of Studies, College Committee, IQAC, Anti-Ragging Committee, Women Development Cell, Examination Committee, Admission Committee, Purchase Committee (meetings not open to public), Finance Committee, & ICC, etc. as per UGC Autonomous norms.

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S. M. PATEL COLLEGE OF
HOME SCIENCE
V. V. NAGAR-388120

9	Directory of officers and employees	Principal, Vice Principal, Heads of Departments, Teaching Faculty, Office Superintendent, Senior Clerk, Junior Clerk, Peons (designation-wise list available in office).
10	Monthly remuneration of officers and employees	Pay scales as per UGC / Government of Gujarat norms applicable to Regular Principal, Teaching Staff, and Non-Teaching Staff.
Sr. No.	Information to be Disclosed	Details (Designation-wise)
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 S.P. 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	Public Information Officer (PIO): Ms. Hiral D. Patel, Jr. Clerk First Appellate Authority: Dr. Bhavana Chauhan, Principal, Appellate Authority: Mr. Vishal Patel, Head, Administration, CVM. Higher Authority: Commissioner of Higher Education, Gandhinagar
17	Any other information	RTI disclosures are reviewed and updated periodically as per statutory requirements.

Bhavana Chauhan
16/12/26

Dr. Bhavana Chauhan
Principal

Mo.9979057152

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