



ESTD: 1961

SHAH K. S. ARTS and V. M. PAREKH COMMERCE COLLEGE,
DAKOR ROAD, KAPADWANJ - 387620. DIST. - KHEDA

(Managed by: Kapadwanj Kelvani Mandal, Kapadwanj)

Phone: (02691) 253120
Email: - neckpdj@yahoo.in

Website: www.kpdjac.org

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	Shah K S Arts & V M Parekh Commerce College, Kapadwanj – A higher education institution offering undergraduate in Arts & Commerce. Functions include teaching, evaluation, research, extension activities, and administrative governance as per UGC, S P University V V Nagar, 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 (Kapadwanj Kelvani Mandal).
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.
5	Rules, regulations, instructions, manuals and records	UGC Rules, University Statutes & Ordinances, Government of Gujarat GRs, College Service Rules, Examination Manual, Office Procedure Manual.
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	College Committee, IQAC, Anti-Ragging Committee, Women Development Cell, Examination Committee, Admission Committee, Purchase Committee (meetings not open to public).
9	Directory of officers and employees	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, and 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): Mr. Bhargav G. Mehta, (Associate Professor) First Appellate Authority: Shri Ambarish Panda (Offi. Principal) Appellate Authority: Mr. Megh Joshi Administrative Officer (Kapadwanj Kelavani Mandal) Higher Authority: Commissioner of Higher Education, Gandhinagar
17	Any other information	RTI disclosures are reviewed and updated periodically as per statutory requirements.


 Shri. Ambarish Panda
 Offi. Principal
 MO: 9484798975





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Ref. No.

Date : 23/02/2026

પ્રમાણપત્ર

આથી પ્રમાણિત કરવામાં આવે છે કે ઉચ્ચ શિક્ષણ કમિશ્નરશ્રીની કચેરી, ગાંધીનગરના તા.૦૬/૧૦/૨૦૨૫ ના પત્રાંક જા.ક.કવટ/ઈસી-૨/૨૦૨૫-૨૬/૨૩૪-૧૨-૧૩ મુજબ બિનસરકારી અનુદાનિત કોલેજોમાં પ્રોએક્ટિવ ડિસ્ક્લોઝર બનાવવાના થાય છે. જે અંતર્ગત અમારી કોલેજ શાહ કે.એસ.આર્ટ્સ એન્ડ વી.એમ.પારેખ કોમર્સ કોલેજ માં પ્રોએક્ટિવ ડિસ્ક્લોઝર ના ૧૭ મુદ્દાઓની માહિતી સાથે પ્રોએક્ટિવ ડિસ્ક્લોઝર અધતન કરવામાં આવેલ છે.



(Signature)
આચાર્યશ્રી

Offg. Principal
Shah K.S.Arts & V. M. Parekh
Commerce College, Kapadwanj.