

RTI -Disclosure under Section 4(1)(b)

1. G H Raisonni Institute of Business Management Jalgaon (GHRIBM)- Organization Functions and Duties

G H Raisonni Institute of Business Management Jalgaon was founded in 2007 by Mr.Sunil Raisonni. This Management Institute affiliated to North Maharashtra University. The Institute imparts Management Education and Life skills to mould generations responsible to humanity. The Director, Dr. Preeti Agarwal is the academic and Administrative Head of the Institute. Associate Professors and Assistant Professors under various department work under the Director. Institute offers Post Graduate and Under Graduate programs .An excellent academic team from various faculties heads the academic activities. Institute has well equipped centralized library, Placement Cell, language laboratories, hostels for boys and girls, GHRIBM also is vibrant with a creative and socially committed campus Sports Ground., Nature Club, Film Club, Drama Club, Hobby Club.The Director of this institution Dr.Preeti Agarwal has been awarded Best Director Award by North Maharashtra University for the Year 2013.

2. The Power & Duties of Faculty Members ,Officers and Employees

The Director of the Institute is the Academic and Administrative Head of the Institute. Administrative office headed by the Registrar and supported by Assistants Typists and Accountant to support the Director in financial matters. Faculty Members of various departments under the supervision of Head of the Department support the Director in academic matters.

3. The Procedure Followed In the Decision Making Process, Including Channels Of Supervision And Accountability.

The Director in consultation with academic council and various committees and cells constituted in the Institute and in support of the office make suitable decisions for the proper conduct of the Institute .The individual employees of the Institute are accountable for their duties.

4. The Norms Set By the Institute for the Discharge of Its Functions

The functions of the G H Raisonni Institute of Business Management,Jalgaon are discharged in accordance with the various rules and regulations constituted for the purpose. All the functions are discharged under the supervision and control of The Director / committees / Manager, Raisonni Group of Institution as per assignment of functions. Issues are dealt with on priority basis, expeditiously taking into account, the various instructions issued from time to time.

5. The Rules, Regulations, Instructions, Manuals and Records Held by it or under its Control or used by its Employees for Discharging its Functions

- The Constitution of India
- Maharashtra Govt. Service Rules
- Maharashtra State and Subordinate Service Rules

- Statutes of the North Maharashtra University as amended from time to time.
- Rules for the conduct of Classes/ Library/Labs/ Hostel/ Committees and cells of the Institute as amended from time to time.

6. **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 there of:**

There is no arrangement to solicit the views of the members of the public in relation to the formulation of policies or implementation thereof in GHRIBM.

7. **Categories of documents that are held by it or under its control**

- Documents and Records of Administrative Matters
- Documents and Records pertaining To Academic Matters.

8. **Statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice.**

The following committees and cells have been constituted by the Director for its functioning. Meetings of these committees are not open to the public. Minutes of the meetings will be made available to the public on request, subject to the provisions of the RTI Act, 2005:

- Anti Ragging Cell
- Women's & Anti-Sexual Harassment Cell
- Career Guidance and Placement Cell
- Counseling Committee
- IQAC
- Discipline Committee
- NAAC Committee
- Remedial Coaching
- Research Committee
- SC/ST Grievance Redress Cell
- Scholarships & Support Program.
- Sports and Cultural Cell
- Student Grievance Redress Cell
- Website Committee

9. **Monthly remuneration received by officers and employees**

Having regard to the number of employees working in the Institute, it is not feasible to publish on web as the monthly remuneration received by each of its officers and employees. Moreover, the monthly remuneration is likely to change depending on the grant of increments and variation in the dearness allowance sanctioned by the government from time to time.

10. Directory/ Details of Officers

Dr.Preeti Agarwal
The Director,
G H Raison Institute of Business Management, Jalgaon,
9604010444

11. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and disbursements made.

Statement of budget allocated for the financial year 2017-18 to the Institute from the agencies of the Government of India and Government of Maharashtra under the heads of accounts operated and controlled by the G H Raison Institute of Business Management Jalgaon is accountable and available to the Public on request under RTI Act.

12. Manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes

No subsidy programmes are executed by the Institute and no amount has been allocated for the same.

13. Particulars of recipients of concessions, permits or authorisations granted by the G H Raison Institute of Business Management Jalgaon

Details of the students receiving fee concessions under different schemes of the Government are available in the office upon request.

14. Information held by / available to the Institute, reduced in an electronic form:

- Statutes of the North Maharashtra University as amended from time to time.
- Rules for the conduct of Classes/ Library/Labs/ Hostel/ Committees and cells of the Institute as amended from time to time.
- Manual of Office Procedure.
- The Institute library has been computerized and the search facility is not available to the public.

History of different transactions is digitalized.

15. Facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.

Public can directly access the information from the office/ Director and the concerned departments during working hours of the Institute. Information on other matters can be obtained from the public information officer as per provisions of the RTI ACT, 2005. No library is maintained for public use.

16. Name, designation and other particulars of the appellate authority and Public information officer.

Appellate Authority: Prof(Dr.) Preeti Agarwal, The Director

Public Information Officer: Prof Rafik Shaikh.

Asst. Public Information Officer: Prof Makarand Wath (Senior Office Superintendent).