

Aishwarya College of Education Sansthan Udaipur

Statutory Declaration Under Section 4(1) (b) of The RTI Act 2005

1	Name of the Organization	AISHWARYA COLLEGE OF EDUCATION SANSTHAN
2	Postal address of the Organization	Rajendra Nagar, Near RTO, Chitrakoot Ext. Bhuwana, Udaipur
3	Website	www.aishwaryacollege.ac.in
4	E-Mail	info@aishwaryacollege.ac.in
5	Phone Number	0294-2471565
6	Fax Number	0294-2471565
7	Brief History and background for institute establishment :	Aishwarya College of Education Sansthan established in 2003 is committed to fulfil the dreams envisioned by its founder members of providing modern technical and value based education to its students. College acquires a place of prominence in Southern Rajasthan for its Commerce & Management, Science, Arts and IT Courses. A team of highly qualified and committed professionals is devoted for grooming of students to make them better equipped professionals and be our brand ambassadors, as we believe in practice and not mere words and the fact is reiterated by our ever improving results both in academics and extracurricular activities. We aim at providing multi-disciplinary, professional education that would help students carve their Groomed Personality in the society. To achieve this goal we follow the motto of Quality Education at an Affordable Price.
8	Approved & Affiliated	Mohan Lal Sukhadia University, Udaipur
9	The Secretary	Mr. Nawal Ram Dangi
10	The Principal	Dr. Reena Sharma
11	The Dean Academic	Mr. Bhupendra Rajwania
12	Head of Departments	
	Computer Science	Dr. Kanchan Parihar
	Science	Dr. Kusum Sharma
	Arts & Humanity	Mr. Kamlesh Kumar Shrimail
	Commerce and Management	Dr. Subhash Chandra Soni

13. Vision, Mission and Objectives of the organization:

Vision

To provide the education and train the students to make them an efficient, empathetic and socially responsible individual.

Mission

- To offer courses to the students for enhancing professionalism, humanism and social responsibility through quality education.
- To inculcate values of discipline, hard-work, team-spirit, scientific tempers and to develop critical thinkers.
- Endeavor to stretch the intellectual and creative capacity of the youth and to empower them to assume leadership and market acceptability.
- To promote education that would be liberal and progressive which contributes to the new dimensions of the education.

Objectives:

- To provide a platform to education seekers coming from varied backgrounds of the society for gaining value based learning with equal opportunity.
- To uplift the standard of students so as to meet the market requirements of becoming employable and developing entrepreneurship.
- To adapt to global changes and emerge as an enterprise which fabricates quality from the very beginning in the whole system.
- To maximize the use of ICT, to utilize resources optimally and serve the society by all means.
- To provide comprehensive, cost effective training and strive for continual improvement in the performance for student's highest satisfaction.
- To provide on line training keeping pace with the recent developments.

14. Road Map of Institute location:-

www.aishwaryacollege.ac.in

15. Working hours of the office:-

For office: 10:00am to 06:00 pm

Lunch Time - 1.30 pm to 2.15 pm

The College is closed on Sundays and holidays. The Parent-Teacher meeting is held on last working day of every month. Visiting hours for Public: 10:00 am to 04:00 pm of every working day.

DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE INSTITUTE

Responsibilities of the Head of the Department/ Principal

The Head of the Department/Principal as an administrative and academic Head of the College and shall be responsible for:

1. Academic growth of the Department/College. (Participation in the teaching work,(Research and training programs)
2. Assisting in planning and implementation of academic programs such as orientation courses, seminars, in service and other training programs organized by the Institute for academic competence of the Faculty Members.
3. Assessing reports of teachers.
4. Any other work relating to the Department/Institute as may be assigned to Him/her by the Competent Authority from time to time.
5. Admissions of students and maintaining discipline.

Duties and responsibilities of Training and Placement Officers

1. Shall conduct Entrepreneurship programs, Awareness camps and programs for personality development for students.
2. Shall perform manpower survey for new need based diversified courses
3. Shall counsel students for education/job opportunities
4. Shall arrange campus interviews.
5. Shall promote Industry Institute Interaction for internships sponsored projects, placement etc.
6. Coordinating the development of and implementing the college's Vision and Goals Statement

Duties and responsibilities of Dean Academics

1. Coordinating the development of and implementing the academic deliveries as per policy of the affiliating university.
2. Provide information to the university and other agencies related to the academics.
3. Planning and conduct of curricular activities.
4. To provide overall leadership, direction, advocacy, communication, coordination, and assessment of the academic unit as a whole, and of the sub-units (departments and/ or Programs) within it.
5. Leading and coordinating college strategic planning and curriculum development.

Duties and responsibilities of Faculty Members

The Faculty of any Department shall be responsible for:

1. Development of teaching material, lecture delivery, planning of lessons, setting up laboratories and experiment, unscheduled teaching activities such student counselling, setting and grading test papers, arranging and conducting tests, conduct of Local/Board examinations, implementation of project for students, setting and evaluation.
2. Curriculum Development for providing knowledge beyond syllabus for imparting education of ever expanding demand of knowledge as required in marketing of the students.
3. Conduct academic activities and act as an adviser/manager for literary activities, games, students & alumni related activities.
4. Involvement in professional and technical societies including organization of continuing education activities both as an organizer instructor and as a participant
5. To promote good health, giving students a new way to make them fit and learn their lessons at the same time.

Duties and responsibilities of Sports In-charge/Physical Director

1. He/she shall organize sports & games events for the students including practice & coaching round the year.
2. Organisation of physical fitness camps including Yoga for the students and neighbours.

Duties and responsibilities of statutory committees of Institute and RTI Statuary Committee

Committee in-charge will be Responsible for the following:

1. They will form duty chart & carryout regular checks for any Issue in their areas.
2. They will carry-out surprise checks in probable areas of issue received.
3. Each squad in charge will make detailed duty plan in respect of his squad and forward a list copy of the same to the control room.
4. In case of inadequacy of the member detailed in their respective teams, they may float additional requirements to the in charge of the committee.
5. The information under RTI will be provided by the first Officer (respective HODS) to the stakeholders. The first & second appellants authorities will be Principal & Secretary ACES respectively.

Duties and responsibilities of Librarian and Library staff

1. Acquire books and other library related materials, check books in and out of the library and Assemble and arrange display materials.
2. Review and evaluate resource material, such as book reviews and catalogues.
3. Direct and train library staff in duties such as receiving, shelving, researching, cataloguing, and equipment use.
4. Organize collections of books, publications, documents, audio-visual aids, and other reference materials for convenient access.
5. Develop library policies and procedures.