

**Aishwarya College of Education, 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., Udaipur
3	Website	<a href="http://www.aishwaryacollege.ac.in">www.aishwaryacollege.ac.in</a>
4	E-Mail	<a href="mailto:principal@aishwaryacollege.ac.in">principal@aishwaryacollege.ac.in</a>
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 fulfilling 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 to the grooming of students to make them better-equipped professionals and be our brand ambassador, 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 society. To achieve this goal, we follow the Quality Education at an Affordable Price motto.	
8	Approved & Affiliated	Mohanlal Sukhadia University, Udaipur
9	The Secretary	Mr. Nawal Ram Dangi
10	The Principal	Prof. B.M.Vyas
11	The Dean Academic	Mr. Bhupendra Rajwania
12	Head of Departments	
	Computer Science	Dr. Sonam Mittal
	Science	Mr. Vipul Dev Beniwal
	Arts & Humanity	Dr. Neha Sen
	Commerce and Management	Dr .Anita Bhati

**13. Vision, Mission and Objectives of the organization:****Vision**

To develop quality systems with conscious, reliable and transparent acts for attaining the best results for the academic and administrative performance of the institution and to set benchmarks for periodic evaluation for improvements, significant growth and achievements.

**Mission**

- To establish a student Learning-centric environment, using ICT tools for the teaching and learning process and to inculcate value-based education system.
- To encourage Departments to organize seminars, workshops, orientation and faculty development programs.
- To promote research culture among staff and students.
- To assess the annual progress of departments and the Institution through timely reporting.
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Development of an Institutional database and documentation of the various activities leading to quality improvement.
- To build an association with stakeholders and to stir social responsibility.

14. Road Map of Institute location:- [www.aishwaryacollege.ac.in](http://www.aishwaryacollege.ac.in)

15. Working hours of the office:-

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

Lunch Time - 1.30 pm to 2.00 pm

The College is closed on Sundays and holidays. The Parent-Teacher meeting is held on the last working day of every month.

Visiting hours for the Public: 10:00 am to 04:00 pm on 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 is 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 the 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 and implementing the college's Vision and Goals Statement

### **Duties and responsibilities of Dean Academics**

1. Coordinating the development and implementing the academic deliveries as per the policy of the affiliating university.
2. Provide information to the university and other agencies related to 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 experiments, unscheduled teaching activities such as student counselling, setting and grading test papers, arranging and conducting tests, the conduct of Local/Board examinations, implementation of the 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, and student & 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 throughout the year.
2. Organisation of physical fitness camps including Yoga for the students and neighbours.

#### **Duties and responsibilities of statutory committees of the Institute and RTI Statutory Committee**

The committee in-charge will be Responsible for the following:

1. They will form duty charts & carry out regular checks for any Issue in their areas.
2. They will carry out surprise checks in probable areas of the issue received.
3. Each squad in-charge will make a detailed duty plan in respect of his/her 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 appellant authorities will be the 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.