 **SNDT Women’s University, Mumbai**

**Conducted By V.M.PATIL KRUSHI PRATISHTHAN**

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Ref No. SPBD. /20 Date: / /20

**SWATIPATIL MAHAVIDALAYA, COLLEGE OF FASHION DESIGN**

The **Right to Information Act, 2005 (RTI Act)** mandates that public authorities, including academic institutions (especially government-funded ones), proactively disclose certain information on their websites for transparency and accountability.

**Academic Institutions under RTI Act:**

1. **Proactive Disclosure (Section 4(1)(b))**
   * Academic institutions must upload **17 categories of information** on their website, including:
     + Functions, duties, and structure
     + Rules, regulations, and policies
     + Budget and expenditure details
     + Faculty and staff details
     + Student admission processes & results
     + Fee structure and scholarships
     + Public grievance redressal mechanisms
     + **Appointment of Public Information Officer (PIO)**
     + Every institution must designate a **PIO & Appellate Authority** to handle RTI requests.
     + **RTI Application Process**
     + Institutions must provide clear instructions on how to file an RTI application, including:
     + Contact details of PIO
     + Fee payment methods (usually ₹10 for requests)
     + Response timeline (30 days, 48 hours for life/liberty cases)
     + **Regular Updates**
     + The disclosed information should be **updated regularly** (at least once a year).
     + **How to Check if an Academic Institution Complies?**
     + Visit the institution’s official website and look for an **"RTI" or "Right to Information"** section.
     + Check if they have:
     + PIO details
     + RTI application format.
     + Disclosed mandatory information under Section 4
     + **What if an Institution Fails to Upload RTI Details?**
     + You can file an RTI application asking for the information.
     + If they do not respond, you can appeal to the **First Appellate Authority** within the institution.
     + Further appeals can be made to the **Central/State Information Commission**.

NODAL OFFICER

MR. KESHAV MOHITE

MRS. TRUPTI PATIL