 **SNDT Women’s University, Mumbai**

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

**Swati Patil Bachelor of Design College**

Asangaon, Tal-Dahanu, Dist-Palghar 401 103

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**Email%** **swatipatilbd@gmail.com****, College Code % 445 Tel. No-02528 244082] 9270887823**

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 **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