



**Smt C D Jhobalia Rofel Arts and
Smt I S R Achchhariwala Rofel Commerce College,
Vapi**
NAAC Re Accredited "B+" Grade

Proactive Disclosure under Section 4(1) (b) - RTI Act, 2005 for the year 2026-27

Sr. No.	Information to be Disclosed	Details (Designation-wise)
1	Particulars of the organization, functions and duties	<p>Established in 1989, Smt C D Jhobalia Rofel Arts and Smt I S R Achchhariwala Rofel Commerce College is affiliated to VNSGU, Surat is an undergraduate college covering nearly around 108 villages. Students from different area like rural, village, industrial, from different culture tradition are getting knowledge with oneness and unity. This makes the College a perfect blend of Tribal and Urban culture.</p> <p>The college runs Bachelor of Arts in the subjects Gujarati, Sanskrit and Economic. In Commerce, the college offers both Gujarati and English Medium Bachelor of Commerce in Accountancy. For Master Programmes, M.A in Economics and M. Com in Financial Management and Accounting is available in both Mediums.</p> <p>Along with Graduate and Post Graduate Programme, the college also offers Certificate courses in Beauty and Wellness, Tally, CCC, Yoga, Food and Nutrition, and Accounting.</p> <p>In the year 2009, college established Computer network centre. Now we run a well-equipped Computer Lab offering CCC and Tally Certificate Courses.</p> <p>College has Active research Centre where Research Scholars can access Internet enabled PCs and Thesis of the other scholars and faculties. College has an active NSS Unit and also has multiple co-curricular and extra-curricular activity based cells. We have Government aided projects like Finishing School, Innovation Club, SSIP Cell, and Placement cell. These Cells actively arrange learning programmes and workshops for the enrichment of the students.</p> <p>NEP 2020 introduced Mandatory Internship for the Final Year Students and here at Rofel, the Principal and faculties supports students in the</p>

		<p>fulfilment of this internship.</p> <p>The college offers External Programmes of VNSGU and for distance learning the college is running a study centre of Dr. Babasaheb Ambedkar Open University Centre, which allows the students to learn while they earn.</p>
2	Powers and duties of officers and employees	<p>Principal – Academic & administrative head;</p> <p>Heads of Departments – Departmental administration;</p> <p>Teaching Staff – Teaching, evaluation, mentoring;</p> <p>Head Clerk – Office administration;</p> <p>Clerical Staff – Records, accounts, admissions;</p> <p>Support Staff – Campus maintenance.</p>
3	Procedure followed in decision-making process	The Principal and Management oversee the statutory entities that make decisions, including the College Committee, IQAC, Academic Committees, Examination Committee, and Administrative Office.
4	Norms set for discharge of functions	As per UGC Regulations, University Ordinances, NEP-2020 guidelines, Education Department, Government of Gujarat resolutions, NAAC quality benchmarks.
5	Rules, regulations, instructions, manuals and records	UGC Rules, University Statutes & Ordinances, Government of Gujarat GRs, College Service Rules, Examination Manual, Office Procedure Manual.
6	Statement of categories of documents held	Admission records, service books, salary registers, examination records, minutes of meetings, audit reports, NAAC documents, AQARs.
7	Arrangements for consultation with public	Student Grievance Redressal Cell, IQAC feedback system, Parent-Teacher meetings, Alumni Association, College Website and Notice Boards.
8	Boards, councils, committees	College Committee, IQAC, Anti-Ragging Committee, Women Development Cell, ST-SC Cell, National Task Force, Psychological Cell, Internal Complain Committee, Student Grievances and Redressal Cell, Examination Committee, Admission Committee, Purchase Committee (meetings not open to public).
9	Directory of officers and employees	Principal, Heads of Departments, Teaching Faculty, Head Clerk, Senior Clerk, Junior Clerk, Peons (designation-wise list available in office).
10	Monthly remuneration of officers and employees	<p>Pay scales as per UGC / Government of Gujarat norms applicable to Regular Principal, Teaching Staff, and Non-Teaching Staff.</p> <p>For Adhock and Visiting staff Management bears the expenses of the Salary.</p>

11	Budget allocated	Annual budget prepared under heads: Salary, Infrastructure, Library, Computer Lab, Maintenance, and Student Activities; approved by Management and audited annually.
12	Subsidy programmes	Not Applicable (No direct subsidy schemes implemented by the college).
13	Concessions/ permits/ authorizations	Fee concessions and scholarships implemented as per Government of Gujarat and Government of India guidelines. Principals and Faculties provides with financial aids for the needy students.
14	Information available in electronic form	Admission notices, syllabi, examination circulars, results, NAAC documents, AQAR, RTI disclosures available on the college website.
15	Facilities for obtaining information	RTI desk at college office during working hours; information also available via official email and website.
16	PIO & Appellate Authority details	Public Information Officer (PIO): Dr. Reepal Tandel First Appellate Authority: Dr. Hemali A Desai, Principal, Higher Authority: Commissioner of Higher Education, Gandhinagar
17	Any other information	RTI disclosures are reviewed and updated periodically as per statutory requirements.

Dr. Hemali A Desai
Principal