



Shri. Hitendra V.Thakur
President

Ms. Aparna P. Thakur
Secretary

Dr. Hireslh Luhar
Director

**Citizen Charter for Right to Information (RTI) - VIVA Institute of
Management & Research, Virar East**

Introduction:

The Citizen Charter for Right to Information (RTI) outlines the commitments and responsibilities of VIVA Institute of Management & Research, Virar East, affiliated to the University of Mumbai, All India Council for Technical Education (AICTE), and Directorate of Technical Education (DTE) towards ensuring transparency, accountability, and accessibility to information for the general public. This charter aims to promote effective implementation of the RTI Act and facilitate the citizens' right to access information.

Objective:

VIVA Institute of Management & Research is committed to upholding the principles of the RTI Act by ensuring that information is accessible, timely, and accurate. The objective of this charter is to provide guidance on the process of obtaining information from the institution, including the application procedure and the timelines involved.

Information Availability:

- The institution shall make available relevant information, as required under Section 4 of the RTI Act, on its official website, notice boards, and other suitable platforms.
- The information shall include details about the institution, courses offered, faculty, admission procedures, infrastructure, academic calendar, examination processes, fee structure, and any other information that is mandated by the RTI Act.

RTI Cell:

- VIVA Institute of Management & Research shall establish an RTI Cell responsible for the effective implementation of the RTI Act.
- The RTI Cell will be the designated point of contact for all RTI-related matters and will ensure the smooth flow of information to the applicants.

Application Process:

- Any citizen seeking information under the RTI Act from VIVA Institute of Management & Research shall submit a written application or apply online through the designated email id.
- The application should clearly state the information sought and provide the contact details of the applicant for further communication.



Handwritten signature/initials



Vishnu Waman Thakur Charitable Trust's
VIVA Institute of Management & Research

(Approved by AICTE, DTE, Affiliated to University Of Mumbai)

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Application Fee:

- As per the RTI Act and the regulations set by the government, the applicant shall pay the prescribed application fee of Rs.10/- Only while submitting the RTI application.
- The fee structure, including the mode of payment, will be clearly mentioned on the institution's website and notice boards. (VIVA IMR Bank Account No.)

Acknowledgment and Response:

- Upon receiving an RTI application, the RTI Cell shall provide an acknowledgment to the applicant within the stipulated time as per the RTI Act within 48 Hours.
- The institution shall respond to the application within the specified time limit of 30 Days, as per the provisions of the RTI Act.

Timelines:

- The institution shall ensure that the information requested under the RTI Act is provided within the time frame specified by the RTI Act and its regulations.
- In case of any delay or inability to provide the information within the stipulated time, the applicant shall be duly informed about the reasons for the delay or denial.

Appeals and Grievances:

- In case an applicant is not satisfied with the response received or if the information is denied, the applicant has the right to appeal within the time limits specified in the RTI Act i.e. 90 days from the date of the last day of the 30 or 45 day time period of the first appeal.
- The institution shall establish an appellate authority to address such appeals and ensure a fair and transparent process for redressal.

The following members attended the meeting :

Sr. No.	Member	Designation	Contact no.	Signature
1	Dr. Hiresh Luhar	Director/ Chairman	9321754320	HLS
2	Mr. Lalit Patil	Member	9766028566	Lalit
3	Mr. Ketan Rabhadia	Member / Convener	9967590738	KR Rabhadia
4	Ms. Nilam Bhoir	Member / RTI Officer	7768049601	NBhoir
5	Mr. Manoj Kurup	Member	9821224306	Manoj





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Training and Awareness:

- VIVA Institute of Management & Research shall conduct regular training programs and awareness campaigns to educate its staff and stakeholders about the provisions of the RTI Act.
- The institution shall make efforts to create awareness about the RTI Act among students and the general public through various means, such as workshops, seminars, and online resources.

Review and Improvement:

- The institution shall periodically review and assess the implementation of the RTI Act and the effectiveness of this Citizen Charter.
- Feedback from applicants and stakeholders shall be considered

