

Manohar Memorial College of Education, Fatehabad, Haryana- Information disclosed under Section 4(1)(b) of RTI Act, 2005

1. Organisation and Function:

1	Particulars of its organisation, functions and duties {Section 4(1)(b)(i)}	(i) Name and address of the Organization	Manohar Memorial College of Education, Sirsa Road, Fatehabad – 125050 (Haryana)
		(ii) Head of the Organization	Dr. Janak Rani, Principal
		(iii) Vision, Mission and Key objectives	Vision & Mission describes the student and community needs that a college serves. To provide the students with knowledge, skills and values to face the challenges in academic field and develop the potentials to achieve different opportunities in different field. The College endeavors to realize the vision by instilling in each of the trainees a spiritual, cultural and emotional zest to work for the development of oneself, neighbourhood and the Nation. Promoting each of the student-teachers a scientific, artistic and creative temper to face life with smartness, training the students teachers in pedagogy, with innovative skills and competencies which are necessary to meet the multi-faceted role of a proficient teacher, implanting in them the intrinsic and extrinsic values of life to deal with the students in the classrooms in building a value based society. The college follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The College Governing Body is led under the guidance of the President Shri Rajeev Batra along with him, the Secretary Shri Vinod Kumar Mehta and the Principal Dr. Janak Rani lead the college in achieving its vision and mission. IQAC of college is the committee that works for Quality improvement in college. To impart quality through traditional and innovative learning practices with creative academic environment.

Janak Rani
Principal
M.M. College Education
Fatehabad-125050

		(iv) Functions and duties	• To impart Teacher Education.
		(v) Organization Chart	Chairman President, MMES General Secretary, MMES Treasurer, MMES Vice-President, MMCE Principal Teaching & Non Teaching Staff
		(vi) Any other details- the genesis, inception, formation of the department and the HODs from time to time as well as the Committees/Commissions constituted from time to time.	HOD's B.Ed., D.El.Ed., B.A. B.Ed.
2	Procedure followed in decision making process {Section 4(1)(b)(iii)}	(i) Process of decision making- Identify key decision-making points	Vice-President-General Secretary
		(ii) Final decision-making authority	President
		(iii) Related provisions, acts, rules etc.	Guidelines from M.M. Education Society Fatehabad
		(iv) Channel of supervision and accountability	Principal
3	Norms for discharge of functions {Section 4(1)(b)(iv)}	(i) Nature of functions/services offered	Educational Activities
		(ii) Norms/Standards for functions/ service delivery	Norms as prescribed by CDLU Sirsa, Department of Education & NCTE from time to time
		(iii) Process of redress of grievances	The Organization has grievance and redressal cell
4	Name, designation and other particulars of public information officers {Section 4(1)(b)(xvi)}	i) Name and Designation of the public information officer (PIO), Assistant Public Information Officer(s) & Appellate Authority	Dr. Janak Rani, Principal SPIO

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		ii) Address, telephone numbers and email ID of each designated official.	Manohar Memorial College of Education, Sirsa Road, Fatehabad – 125050 (Haryana) Contact No. 9254100244 Email- mmce123@yahoo.com
5	Dissemination of information widely and in such form and manner which is easily accessible to the public [section 4(3)]	Use the most effective means of communication: i) Internet (website)	www.mmcollegeofeducation.com
6	Such other information as may be prescribed {F.	Name & details of Current CPIOs & FAAs Earlier CPIOs & FAAs from 01.01.2015	Dr. Janak Rani, Principal SPIO Sh. Rajiv Batra, President FAA

Note: All the information has been uploaded on the college Website.

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