



# Mafatalal Gagalbhai Science Institute

(M. G. Science Institute) (Autonomous)  
(Managed by The Ahmedabad Education Society)

Accredited "A" level by NAAC (3<sup>rd</sup> Cycle), 2021,

Opp. Gujarat University, P. B. No. 4007, Navarangpura, Ahmedabad-380 009. ☎ Phone: 079-26302872, M. No. 8000826318

Ref. No. \_\_\_\_\_

Date: / /20

Date: 10<sup>th</sup> June 2026

## NOTICE REGARDING RIGHT TO INFORMATION (RTI) ACT, 2005

In compliance with the provisions of the Right to Information Act, 2005, the directions of the University Grants Commission (UGC), and the applicable orders of competent authorities regarding access to information including evaluated answer books, M.G. Science Institute (Autonomous), Ahmedabad has designated the following officers for matters relating to RTI applications:

### Public Information Officer (PIO)

**Dr. Jatin H. Parikh**

Offg. Principal and Public Information Officer (PIO)

M. G. Science Institute (Autonomous)

Navrangpura, Ahmedabad – 380009

Mobile: 99983 99933

Mail: [principal@mgscience.ac.in](mailto:principal@mgscience.ac.in)

### RTI Nodal Officer

**Mr. Hiren H. Rathod**

Head, Department of Physics

RTI Nodal Officer

M.G. Science Institute (Autonomous)

Navrangpura, Ahmedabad – 380009

Mobile: 98798 66655

Mail: [hiren.rathod@mgscience.ac.in](mailto:hiren.rathod@mgscience.ac.in)

### RTI Admin Officer

**Mr. Harinath R. Pandey**

Office Superintendent

RTI Admin Officer

M.G. Science Institute (Autonomous)

Navrangpura, Ahmedabad – 380009

Mobile: 9427454548

Mail: [harinath.pandey@mgscience.ac.in](mailto:harinath.pandey@mgscience.ac.in)

### 1. Procedure for Seeking Information

Any citizen seeking information under the Right to Information Act, 2005 may submit a written application addressed to the Public Information Officer (PIO) mentioning the particulars of the information sought.

Applications may be submitted:

- In person at the Institute Office;
- By post;
- Through any mode prescribed under the RTI Act and Rules.

### 2. Who May Apply

Any student, parent, guardian, citizen, or other person entitled under the provisions of the Right to Information Act, 2005 may seek information available with the Institute, subject to the provisions and exemptions contained in the Act.

### 3. Procedure for Seeking Information

1. The applicant shall submit a written application clearly specifying the information sought.



# Mafatalal Gagalbhai Science Institute

(M. G. Science Institute) (Autonomous)  
(Managed by The Ahmedabad Education Society)

Accredited "A" level by NAAC (3<sup>rd</sup> Cycle), 2021,

Opp. Gujarat University, P. B. No. 4007, Navarangpura, Ahmedabad-380 009. ☎ Phone: 079-26302872, M. No. 8000826318

Ref. No. \_\_\_\_\_

Date: / /20

Date: 10<sup>th</sup> June 2026

2. The application may be submitted in person, by post, or through any other mode prescribed under the RTI Act.
3. The application should contain:
  - Name and address of the applicant;
  - Contact details;
  - Description of the information sought;
  - Examination details, if applicable (Programme, Semester, Subject, Seat Number, Examination Session, etc.).

#### 4. Application Fee

The prescribed application fee under the RTI Act shall be payable as per the Government of India / State Government RTI Rules as applicable from time to time.

Applicants belonging to categories exempted under the RTI Act shall be entitled to fee exemption upon production of valid documentary proof.

#### 5. Supply of Evaluated Answer Books

Students seeking copies of their evaluated answer books may apply under the provisions of the RTI Act, 2005.

The Institute shall provide copies of evaluated answer books upon payment of copying charges at the rate prescribed under the RTI Rules and applicable judicial directions.

At present, the fee for supply of photocopies shall be Rs. 2/- (Rupees Two Only) per page.

The applicant shall be informed of the total number of pages and the amount payable before the copies are supplied.

#### 6. Time Limit

Information shall be supplied within the period prescribed under the Right to Information Act, 2005 and the rules framed thereunder.

#### 7. Mode of Supply

Information and copies of documents may be supplied:

- In physical form;
- Through certified photocopies;
- In electronic form wherever available and feasible.

#### 8. First Appeal

If an applicant is aggrieved by the decision of the Public Information Officer or does not receive information within the prescribed period, an appeal may be preferred to:

First Appellate Authority

**The Managing Trustee / Competent Authority**

**M.G. Science Institute (Autonomous), Navrangpura, Ahmedabad – 380009**

within the period prescribed under the Right to Information Act, 2005.

#### 9. General Conditions

1. Information shall be supplied only to the extent permitted under the RTI Act, 2005.
2. Information exempted under Sections 8 and 9 of the RTI Act shall not be disclosed.
3. The Institute reserves the right to recover actual costs as permitted under applicable RTI Rules.



# Mafatlal Gagalbhai Science Institute

(M. G. Science Institute) (Autonomous)  
(Managed by The Ahmedabad Education Society)

Accredited "A" level by NAAC (3<sup>rd</sup> Cycle), 2021,

Opp. Gujarat University, P. B. No. 4007, Navarangpura, Ahmedabad-380 009. ☎ Phone: 079-26302872, M. No. 8000826318

Ref. No. \_\_\_\_\_

Date: / /20

Date: 10<sup>th</sup> June 2026

4. This notification shall be read in conjunction with the provisions of the Right to Information Act, 2005, RTI Rules, UGC directions, and judgments/orders of competent courts and authorities.

For further assistance, applicants may contact the RTI Nodal Officer.

**By Order**

Yours sincerely,

**Dr. Jatin Parikh**  
**Offg. Principal**

