



Bharata Mata College of Commerce and Arts

Chunangamvely, Aluva, Ernakulam Dist, Kerala -683112
(Affiliated to Mahatma Gandhi University and approved by AICTE)
Owned by the Archdiocese of Ernakulam-Angamaly
Phone : +91 – 484 -2837540 ,9188623740
mail@bmcca.edu.in | www.bmcca.edu.in

RIGHT TO INFORMATION (RTI) – INFORMATION HANDBOOK

INTRODUCTION

Bharata Mata College of Commerce and Arts (BMCCA) upholds the principles of transparency, accountability, and good governance. In accordance with the Right to Information Act, 2005, the college is committed to providing information to citizens seeking details related to institutional functioning, as permissible under the Act.

PUBLIC INFORMATION OFFICER (PIO) & APPELLATE AUTHORITY (FAA)

The college designates the following officers to administer RTI requests:

Public Information Officer (PIO)

Name: Mr. Thomas K E

Designation: Chief Accountant

Email: mail@bmcca.edu.in

Phone: 88623740

First Appellate Authority (FAA)

Name: Prof. Dr. Siby Mathew

Designation: Principal

Email: mail@bmcca.edu.in

Phone: 88623740

Postal Address (for RTI applications)

Bharata Mata College of Commerce & Arts

Chunangamvely, Aluva

Ernakulam, Kerala, India

PIN: 683112



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HOW TO FILE AN RTI APPLICATION

Any citizen of India may submit a written RTI request to the PIO. The application must include:

- Full name and contact details of the applicant
- A clearly worded description of the information required
- Preferred mode of receiving information (email/ post/ inspection)
- Signature of the applicant

Application Fee:

- ₹10 (in cash / DD / as per institutional guidelines)

Additional Charges:

- Photocopying: ₹2 per page
- Inspection of records: As per RTI norms
- Digital copies: At actual cost

PROCESSING OF RTI REQUESTS

- The PIO will acknowledge the request and provide the required information within 30 days.
- If the request involves the rights of a third party, the response period may extend to 40 days.
- If the information sought falls under exempt categories of the RTI Act, the PIO will issue a written rejection with reasons.

APPEALS PROCESS

If the applicant is unsatisfied with the PIO's reply or does not receive a response within 30 days:

- A first appeal may be filed to the First Appellate Authority (FAA).
- The appeal should include:
 - Copy of the original RTI request
 - Details of the PIO's response (if any)



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EXEMPTIONS UNDER RTI

Information may not be disclosed if it:

- Affects national security
- Involves personal information with no public interest
- Violates commercial confidence or intellectual property
- Is expressly prohibited under legal privilege

RECORD MANAGEMENT

The college will maintain:

- RTI request register
- Response and appeal logs
- Digital copies of processed requests
- These records will be reviewed periodically for compliance and transparency.

CONCLUSION

Bharata Mata College of Commerce and Arts is committed to ensuring transparency and timely dissemination of information through the RTI mechanism, strengthening its governance and public accountability.