

Compliance under section 4 (1) (b) of the Right to Information Act, 2005

1. The particulars of the Organization, Functions and Duties
2. The powers and Duties of its officers and employees
3. The procedure followed in the decision making process, including channels of supervision and accountability
4. The norms set by it for the discharge of its functions
5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions
6. A statement of the categories of documents that are held by it or under its control
7. The particulars of any arrangement that exists for consultation with, or representation by the Members of the public in relation to the formulation of its policy or implementation thereof
8. A statement of the boards, councils , committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public
9. A directory of its officers and employees
10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations
11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made
12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes
13. Particulars of recipients of concessions, permits or authorizations granted by it
14. Details in respect of the information, available to or held by it, reduced in an electronic form
15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use
16. The names, designations and other particulars of the Public Information Officers
17. Such other information as may be prescribed

**Smt. Maniben M.P.Shah Women's College of Arts and Commerce Matunga
Mumbai 400 019**

I. The particulars of the Smt. Maniben M.P.Shah Women's College of Arts and Commerce, Matunga

Functions and Duties of the Office:

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|-------------------------|--|
| 1. Name of the Office: | Smt. Maniben M.P.Shah Women's College of Arts and Commerce |
| 2. Address: | Smt. Parmeshwaridevi Gordhandas Garodia Educational Complex, 338, R.A. Kidwai Road, Matunga (east), Mumbai 400 019 |
| 3. Head of the office | The Principal |
| 4. Government Dept. | The Higher and Technical Education Department,
Government of Maharashtra |
| 5. Administrative Dept: | The Joint Director of Higher Education, Government of Maharashtra |
| 6. Area: | Greater Mumbai |
| 7. Functions: | As laid down below |

Section 4(1) (b) (ii) to (xv)) format A/B/C/D

Organisation, Functions and Duties

The Principal of the College is the Administrative and Academic Head of Smt. Maniben M.P.Shah Women's College of Arts and Commerce and exercises control and supervision over all aspects of admission, teaching and conduct of internal and University examinations, with the assistance of the teaching, clerical or administrative and other staff under his/her control.

There are:

1. Associate Professors
2. Assistant Professors
3. Librarian

4. Office Superintendent
5. Head Clerk
6. Senior Clerk
7. Junior Clerk
8. Library Attendants
9. Peons

II. The powers and Duties of its officers and employees

1. POWERS OF PRINCIPAL

Subject to the supervision and general control of the SNDT Women's University, Mumbai and the Government of Maharashtra, the Principal as an administrative and academic Head of the College shall be responsible for:

- a) The Academic growth of the College.
- b) The teaching, research and extension programmes of the College.
- c) The assisting in planning and implementation of academic programmes such as seminars etc. for enhancing the academic competence of the Faculty Members.
- d) The admission of the students and maintenance of discipline of the College.
- e) The management of the College library, Computer rooms etc.
- f) The observance of the provision of the Accounts Code.
- g) The correspondence relating to the administration of the College.
- h) The administration and supervision of curricular, co-curricular/extra-curricular activities.
- i) The observance of the Maharashtra Universities Act, and the Statutes, Ordinances, Regulations, Rules and other orders issued by the SNDT Women's University, Mumbai from time to time, especially as under the Statutes for Autonomy.
- j) The Supervision of College and University examinations, assessment and moderation of answer papers and such other work pertaining to the examinations as assigned.
- k) The Assessing of reports of teachers and maintenance of service books and of other records of the College.
- l) Any other work relating to the College as may be assigned by the competent Authority from time to time.

2. TEACHERS AND THEIR RESPONSIBILITIES - Teachers are expected to:

- a. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- b. Manage their private affairs in a manner consistent with the dignity of the profession.
- c. Make professional growth continuous through study and research.
- d. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- e. Maintain active membership of professional organizations and strive to improve education and their profession through them.
- f. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- g. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and;
- h. Participate in extension, co-curricular and extra-curricular activities including community service.

3. TEACHERS AND THE STUDENTS – Teachers are expected to:

- a. Respect the right and dignity of the student in expressing his / her opinion
- b. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- c. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- d. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- e. Inculcate among students a scientific outlook and respect for physical labour and the ideals of democracy, patriotism and peace
- f. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- g. Pay attention to only the attainments of the student in the assessment of merit
- h. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- i. Aid students to develop an understanding of our national heritage and national goals and refrain from inciting students against other students, colleagues or administration.

4. TEACHERS AND COLLEAGUES – Teachers are expected to:

- a. Treat other members of the profession in the same manner as they themselves wish to be treated.
- b. Speak respectfully of other teachers and render assistance for professional betterment.
- c. Refrain from lodging unsubstantiated and mala fide allegations against colleagues to higher authorities; and
- d. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavour.

5. TEACHERS AND AUTHORITIES - Teachers are expected to:

- a. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- b. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- c. Co-operate in the formulation of policies of the institution and accept offices.
- d. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- e. Perform to the best of their ability in accordance with generally accepted professional standards of the teaching profession, to ensure there is no breach of their contract.
- f. Give and expect due notice before a change of position is made
- g. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable, with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

6. TEACHERS AND NON-TEACHING STAFF:

- a. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within the institution.

7. TEACHERS AND GUARDIANS:

- a. Try to maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

8. TEACHERS AND SOCIETY

- a. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- b. Work to improve education in the community and strengthen the community's moral and intellectual life.
- c. Be aware of social problems and take part in such activities as are conducive to the progress of society and by extension, the country as a whole.
- d. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Duties and Responsibilities assigned to Non-teaching Employees mentioned in the Standard Code 1984 of Maharashtra Government and Maharashtra Civil Service Rules.

1. Superintendent:

- a. The Superintendent shall be in-charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of the Registrar.
- b. He shall convene regular meetings of the office staff and laboratory Assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms if any.
- c. He shall issue Memos and reprimands of erring employees. He shall inspect the attendance register of the non-teaching staff and take such action as he may deem fit in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to the Registrar/Principal to take disciplinary action, in case the same employee shows no improvement.
- d. It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through the Registrar/ Principal to Government authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office work, and to entertain complaints, if any, against the staff subordinate to him, in the College.
- e. He shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.

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- f. He shall be responsible for the work of a highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, etc. concerning his section.
- g. The Superintendent shall personally look into the court cases concerning the College and obtain orders/instructions from the Registrar/Principal wherever necessary.
- h. The Superintendent shall mark and distribute letters in the name of assistants or to the Heads of the Departments in the College. He shall exercise a check on and follow up of letters received from the Government, University Grant Commission, University, Management etc.
- i. He shall draft notes and deal independently the cases which are of a routine nature. He shall also draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. or special cases and submit to the higher authority i.e. Registrar or the Principal and give interim replies.
- j. The Superintendent shall point out mistakes or mis-statements, if any, and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.
- k. The Superintendent shall be responsible of examination work pertaining to the Degree College in the overall supervision of the Registrar or the Principal.
- l. Any other work assigned to the Superintendent by the Principal or Registrar from time to time.

2. Head Clerk:

- a. Head Clerk shall perform the duties as may be assigned to him from time to time, by the Principal, the Registrar or the Superintendent.
- b. He shall be in charge of the unit or section and shall be responsible for its normal and smooth working. He shall assist the Superintendent in the disposal of his duties and shall look after the day to day work in the office of which he is in charge as per the instructions received from the higher authorities from time to time.
- c. He shall ensure and maintain proper co-ordination and follow up with the other departments or section of the College.
- d. He shall be responsible for the smooth, efficient and effective working of the office and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure. He shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately.
- e. He shall train the members of his department and provide guidance to all.

- f. He shall dispose of important cases where relevant regulations are clearly applicable and forward otherwise the same to the Superintendent or the Registrar with clear and specific comments.
- g. He shall keep exhaustive and self-contained notes of important papers passed down and facilitate their movement till final disposal and also consider the proceeding of the work.
- h. He shall exercise constant vigilance on expenditure, quantitative disposal of work, safety of the records, furniture, fittings of the College, regular and orderly behaviour of the staff under him.
- i. He shall attend meetings, issue notice of meetings, prepare agenda and draft minutes of the meetings and take follow up actions.
- j. He shall inspect the racks and tables of assistants working under him and satisfy himself that no paper or files have been overlooked and that there are no old receipts or bills lying undisposed off.
- k. He shall submit notes or drafts for approval of the authorities through the Superintendent.
- l. He shall attend to audit queries and reply to audit report, and also submit necessary statement of accounts.
- m. He shall recover grants due from the Government etc. and shall prepare the requirement of furniture, other equipment, stationery etc. with the consultation of the Higher Authority.
- n. He shall be responsible for the examination work of the Junior College unit with overall supervision of the Registrar.
- o. If the post of Accountant does not exist in the College the Head Clerk or Deputy Accountant shall also perform the duties of the Superintendent or the Accountant as the case may be.
- p. He shall attend to any other work assigned to him from time to time by the Higher Authorities.

3. All other non-teaching staff:

The Principal shall assign duties as per the needs or requirements of the concerned College from time to time in respect of any other non-teaching staff.

4. Librarian:

The Librarian's post is a teaching post. The Job responsibilities of a Librarian are as follows:

1. Planning new services for the Library.
2. Making rules for the Library
3. Acquisitions and Gift books selection
4. Classification
5. Catalogue entries – checking & keywords

6. Software for Library
7. Library Committee
8. Correspondence
9. Signatory for all bills, correspondence notices.
10. HRD special issues
11. Maintaining Discipline in Library
12. Replacement of Library books lost
13. Assigning work to the Library Staff
14. Weeding out
15. Reference to teachers, students, visitors
16. Reports to be submitted to Auditors, UGC/IQAC, and Principal
17. Library Annual Report
18. Library Orientation Lectures & Tours
19. Honours in Library Science
20. Training Staff

5. Library Attendants:

- a. Issue / Return of books
- b. Writing statistics of issue / return
- c. Label pasting (Spine, Book & Barcode)
- d. Shelving of Books & dusting
- e. Shelving of Journals
- f. Summer cleaning
- g. Physical Verification of Books
- h. Any other work assigned by the Librarian from time to time

III. The Procedure followed in decision-making process including channels of supervision and accountability

All academic and administrative decisions are taken by the Principal in consultation with the Vice-Principals and Academic Council and ratified by the Management Board & Academic Board as far as practicable for smooth functioning of the institution. The Principal is accountable to the University, the State Government and the Governing Body of the College.

IV. The norms set for the discharge of functions

The norms set by the Affiliate College as ratified by the Management Board of the College for the discharge of functions are followed. These norms are displayed on the website of the College as far as they pertain to the students and general public.

V. The rules, regulations, instructions manuals and records held or used by employers for discharging their functions:

The Principal and staff working in the College under her are bound by the rules, regulations, orders and circulars issued from time to time by the UGC Department of Higher and Technical Education, Government of Maharashtra, Maharashtra Civil Service Rules and directions issued by the SNTD Women's University.

The Following files are kept for the permanent record as per Government of Maharashtra Civil Services Rules

Sr. No.	Particulars
1.	Salary Register
2	Dead Stock Register
3	General Register
4	Consolidated Annual Results
5	Admission Forms
6	Student Term Books
7	Cash Book
8	Book Accession Register
9	Return Book Register
10	Daily Reference Book Register
11	Prof. Issue-Return Book Register
12	Periodical / Journal Register
13	Donated Books Accession Register

VI. A Statement of Categories and documents that are held or under control:

Sr. No.	Particulars
1.	Salary Register
2	Dead Stock Register
3	General Register
4	Consolidated Annual Results
5	Admission Forms
6	Student Term Books
7	Cash Book
8	Book Accession Register

VII. The Particulars of any arrangement that exists for consultation with or Representation by the members of the public in relation to the formulation of policy or implementation thereof:

1. A detailed website which includes information of the various courses and programmes conducted by the College are available on the College website www.mmpshahcollege.in The College email I.D. is 021.mmpshah@gmail.com where clarifications on various College educational programmes are responded to.
2. The members of the public can meet the Principal with grievances. The Principal either can act himself or instruct subordinates to solve problems.

VIII. A Statement of the Boards, Councils, Committees and bodies consisting of two or more persons constituted as its part for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

For administrative and academic work of College following Boards/Committees are formed:

1. College Development Committee
2. The Internal Quality Assurance Cell (IQAC)

IX. Directory of offices & staff of Smt. Maniben M.P.Shah Women's College of Arts and Commerce. Telephone No: 022- 24095869

Sr. No.	Name of the Employee	Designation-Subject
1	DR. LEENA R. RAJE	Principal
2	SMT. A.A. PATKI	Associate Professor.
3	SMT. R.M. PRAJAPATI	Associate Professor.
4	SMT. B. P. DUBEY	Associate Professor
5	SMT. H. P. SHAH	Associate Professor
6	SMT. K. M. SINGH	Associate Professor
7	SMT. U. D. MISHRA	Associate Professor
8	SMT. D. G. DAVE	Associate Professor
9	MRS. M. I SATHE	Assistant Professor
10	SHRI A.K. BHATT	Assistant Professor
11	SMT. K. A. JADHAV	Assistant Professor
12	SMT. S. SHESHADRI	Assistant Professor

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13	SMT. D.V. BUCH	Assistant Professor
14	SHRI V. V. PANSARE	Assistant Professor
15	SMT. S. S. DEDHIA	Assistant Professor
16	SMT. A. D. PRABHU	LIBRARIAN
17	SMT. S. H. KASRALKAR	Assistant Professor
18	SMT. G. MOHAN	Assistant Professor
19	SMT. S. T. SHAH	Assistant Professor
20	SMT. R. P. SHELAR	Assistant Professor
21	SHRI H.K.BHOSALE	Assistant Professor
22	SMT. J. S. LAL	Assistant Professor
23	SMT. V. P. KAMAT	Assistant Professor
24	SMT. S.R. NICHANI	Assistant Professor
25	SHRI M.D. YADAV	Office Supdt.
26	SMT. N. P. NAIK	Head Clerk
27	SMT. G.K. HARDIKAR	ASST.LIB
28	SMT. S.G. TALAWADEKAR	STENO
29	SHRI C. A. BASWANKAR	Sr. Clerk
30	SMT. J.B. BHALBAR	Sr.Clerk
31	SMT. S.S. KADAM	Jr. Clerk
32	SHRI U.D. SAWANT	Jr. Clerk
33	SMT. N. D. DHURI	Jr. Clerk
34	SMT. P.P. SUMBHE	Jr. Clerk
35	SHRI R.B. WARIK	Jr. Clerk
36	SHRI S.L.PAWAR	Jr. Clerk
37	SHRI. R.T. FUKI	Lib. Clerk
38	SHRI. R.S. MORE	Lib. Clerk
39	SHRI B. S. SHARMA	Lib. Clerk
40	SMT. B.W. DALVI	Lib. Clerk
41	SHRI .H. R. JADHAV	Lib. Attnd.
42	SHRI S.D. YADAV	Lib. Attnd.
43	SHRI. V. R. SHARMA	Lib. Attnd.
44	SHRI. D. G. THUKRUL	Lib. Attnd.
45	SHRI. N.P. KOLI	Lib. Attnd.

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46	SHRI. M. S. CHAULKAR	Lib. Attnd.
47	SMT. H. M. SARMALKAR	Lib. Attnd.
48	SHRI. S.V. AGRE	Lib. Attnd.
49	SHRI. V. B. DHOLAM	Lib. Attnd.
50	SHRI. P. G. KHAPRE	Lib. Attnd.
51	SMT. N. K. PATIL	Peon
52	SHRI. S. S CHAVARIA	Peon
53	SMT. S. D. GHADIGAONKAR	Peon
54	SHRI. S. B. CHAVAN	Peon
55	SHRI. M. R. MISTRY	Peon
56	SHRI. A. K. M. KHAN	Peon
57	SHRI A. RATHOD	Peon
59	SHRI M.V. PALKAR	Peon
59	SHRI P. A. SURVE	Peon
60	SHRI N. S. THAKUR	Peon
61	SMT. S V. BANE	Peon

XI The monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulations.

Sr. No.	Designation	Pay Band	Grade Pay
1	Principal	37400-67000	10000
2	Associate Professors	37400-67000	9000
3	Assistant Professors	15600-39100	6000/7000/8000
4	Librarian	37400-67000	9000
5	Superintendent	9300-34800	4300
6	Head Clerk	9300-34800	4200
7	Stenographer	9300-34800	4800
8	Sr. Clerks	5200-20200	2400
9	Jr. Clerks	9300-34800	4200
10	Library Attendants	5200-20200	2400
11	Peons	4440-7440	1600
12	Peons	5200-20200	1900

XI. The budget allocated to each agency, indicating the particulars of all plans proposed, expenditures and reports of disbursements made:

The budget allocation is decided in Management Committee meetings every year. Departmental budgets are prepared at the beginning of the year which are first approved by the Principal and then by the management. Separate Planning Boards are set up for preparing budgets for UGC-CPE Grant and UGC-XII Plan Grant which are approved by the Principal and management.

XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

There are no subsidies received by the College. Government Scholarships to Reserved Group students are processed through the college and disbursed directly to the students.

XIII. Particulars of recipients of concessions permit of authorization:

As per the Central Government norms our students are eligible for travel concessions by local trains and hence Railway Travel Concession forms are issued to students on a monthly/quarterly basis.

XIV. Details in respect of the information available to or held or reduced in an electronic form.

Smt. Maniben M.P. Shah Women's College of Arts and Commerce has an official website. For further information log on to www.mmpshahcollege.in Information about the College, various courses, admissions, events, downloadable forms, etc. is available on the College website.

XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a Library or reading room if maintained for public use:

1. Working Hours:

Monday to Friday: From 10.00 a.m. to 5.00 p.m. **Saturday:** 10.00 am to 1.00 pm

2. Weekly holidays: Sunday

3. Library: Time 9.00 a.m. to 5.00 p.m.

4. Website: www.mmpshahcollege.in

5. Telephone No. : 022-24095869

Section 4 (1) (b) (xvi)

Details of Public Information Officers/ APIOs/ Appellate authority in the jurisdiction of (public authority)

Public Information Officer (PIO)

A

Sr. No	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/Ph.no.	E-mail ID for purpose of RTI	Appellate authority
1.	Mrs. Renuka Prajapati	Vice Principal (Officiating)	Smt. Maniben M.P.Shah Women's College of Arts and Commerce	Smt. Parmeshwaridevi Gordhandas Garodia Educational Complex, 338, R.A. Kidwai Road, Matunga (east), Mumbai 400 019 022 24095869	021.mmpshah@gmail.com	Dr. Leena Raje

B

APIO

Sr. No	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/Ph.no.	E-mail ID for purpose of RTI	First Appellate authority
1.	Mr. Manohar Yadav	Office Superintendent	Smt. Maniben M.P.Shah Women's College of Arts and Commerce	Smt. Parmeshwaridevi Gordhandas Garodia Educational Complex, 338, R.A. Kidwai Road, Matunga (east), Mumbai 400 019 022 24095869	021.mmpshah@gmail.com	Dr. Leena Raje

C

First Appellate Authority

Sr. No	Name of First Appellate authority	Designation	Jurisdiction as First Appellate authority under RTI	Address/Ph.no.	E-mail ID for purpose of RTI	Second Appellate Authority
1.	Dr. Leena Raje	Principal	Smt. Maniben M.P. Shah Women's College of Arts and Commerce	Smt. Parmeshwaridevi Gordhandas Garodia Educational Complex, 338, R.A. Kidwai Road, Matunga (east), Mumbai 400 019 022 24095869	021.mmpshah@gmail.com	Mrs. Renuka Prajapati

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**For any other information please Visit:
www.mmpshahcollege.in**

