

BHARATIYA VIDYA BHAVAN'S
M.M. COLLEGE OF ARTS ; N. M. INSTITUTE OF SCIENCE
H.R.J. COLLEGE OF COMMERCE.

BHAVAN'S COLLEGE,
ANDHERI



RIGHT TO INFORMATION ACT, 2005

MANUAL u/s 4(1) (B) OF ACT

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Andheri, Mumbai 58

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BHARATIYA VIDYA BHAVAN'S
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BHAVAN'S COLLEGE, ANDHERI

UNDER THE RIGHT TO INFORMATION ACT

I. PARTICULARS OF THE COLLEGE.FUNCTIONS AND DUTIES:

- 1 Name of the Office : M.M. COLLEGE OF ARTS ; N. M. INSTITUTE OF SCIENCE
H.R.J. COLLEGE OF COMMERCE(Bhavan's College)

- 2 Address : Munshi Nagar , Andheri (W.), Mumbai – 400 058

- 3 Head of the Office : The Principal, Bhavans College, is empowered to work
as head of the Office and of the Institution

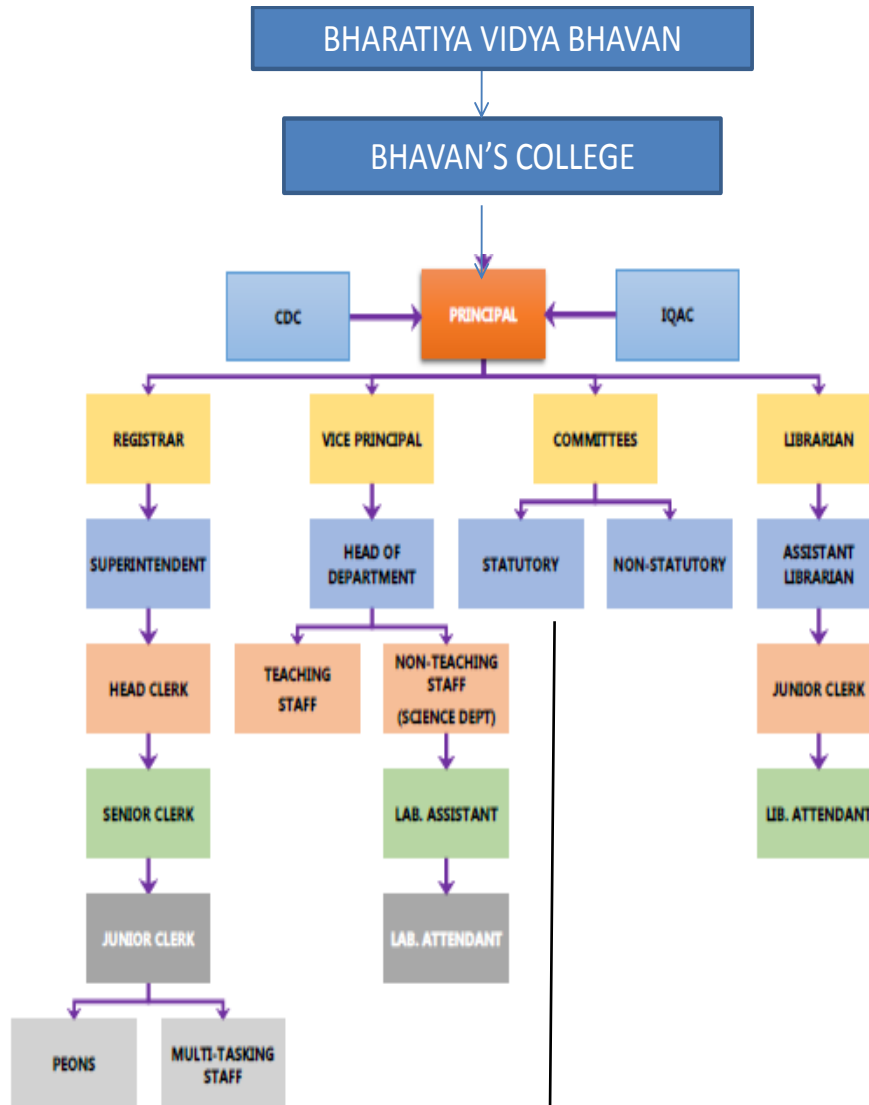
- 4 Government Dept. : The Higher and Technical Education Department,
Government of Maharashtra

- 5 Administrative Dept: The Joint Director of Higher Education,
Government of Maharashtra

- 6 Area : Suburban Mumbai

- 7 Functions : As laid down below

1. Organisation, Functions and Duties:



Examination Committee

Unfair Means Inquiry Committee

Greivance Redressal Cell

Women Development Cell

Admission Committee

Apart from these there are various associations and committees formulated to take care of curricular and extracurricular activities

II. THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

1. POWERS OF PRINCIPAL, DR. Z. P. Bhatena

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

- Academic growth of the College.
- Teaching, research and extension programs of the College.
- Assistance in planning and implementation of academic programs such as seminars etc. for enhancing the academic competence of the Faculty Members.
- Admission of the students and maintenance of discipline in the College.
- Management of the College Library, Computer Laboratories etc.
- Observance of the provision of the Accounts Code.
- Correspondence relating to the administration of the College.
- Administration and supervision of curricular, co-curricular/extra-curricular activities.
- Observance of the Maharashtra Universities Act, and the Statutes, Ordinances, Regulations, Rules and other orders issued by the University of Mumbai from time to time.
- Supervision of College and University examinations, assessment and moderation of answer papers and such other work pertaining to the examinations as assigned.
- Assessment of reports of teachers and maintenance of service books and other records of the College.
- Any other work relating to the College as may be assigned to him/her by the competent authority from time to time.
- Observance of security in campus.
- Implementation of decisions of LMC.
- Regular meetings with Vice-Principals, and taking stock of responsibilities assigned.

2. VICE PRINCIPALS AND THEIR RESPONSIBILITIES –

1) Mr. P. G. Patki -

terms and conditions:-

1. You will be one of the members of the Office of the Principal.
 2. You are required to convey to the Principal your time of availability in the College, besides your teaching work in the College, to help the Principal to frame the time schedule of your duties as Vice-Principal.
 3. You will help the Principal in DEPD and other examination related work of the College and University, as and when assigned to you by the Principal.
 4. You will direct the functioning of the Unfair Means in the College as Vice Principal In-charge of the same.
 5. You will assist the Principal in the General Administration of the office and staff matters related to the teaching faculty.
 6. You will assist the Principal in monitoring the regularity of conduct of lectures and practicals of the faculty of Science (aided section) and assist in enhancing the quality of academics in the Aided Section.
 7. You will assist the Principal in enhancing the quality of Infrastructure/ Classrooms of the first and second floor of Main building and assist in monitoring its cleanliness and repairs.
 8. You will be responsible for facilitating Add on Courses for Science Section (aided) and plan the effective utilization of available Infrastructure. You will also assist the Principal in monitoring staff workload, and help in preparation of time table and room chart.
 9. You will assist the Principal in determining the staffing pattern and allocate duties to non teaching staff and admin staff .
 10. You will assist the Principal in all matters related to Joint Director (H.E.) and University.
 11. You will be authorized to sign the Railway Concession forms, True Copies and Bonafide Certificates.
 12. You will assist the Principal in facilitating the functioning of the Internal Quality Assurance Cell of the College.
 13. You will assist the Principal in Steering the Assessment and Accreditation of the College as a regular activity.
 14. You will assist the Principal in steering the College towards Autonomy.
 15. In addition, you will also discharge any other duties assigned to you from time to time by the Principal.
- * Attendance Committee
 - * Prevention of sexual harrassment
 - *
 - * Ladies Common Room
 - * Feedback Committee
 - * Lecture Series
 - * Enrolment/Exam forms – Science
 - * Railway Concession – Science
 - * Bonafide Certificate
 - * Academic Committee
 - * Unfair Means Committee
 - * Admission – Science
 - * Research proposals – Science
 - * New proposals

- * Teachers' Diaries – Science
- * I-card – Science
- * Documents for signature (Science faculty)
- * University correspondence
- * General correspondence
- * Account related
- * TC / Bonafide
- * Concession forms
- * Enrollment / Exam forms
- * Revaluation / verification
- * Attendance of Teaching and Non-Teaching Staff (Aided)
- * Regular Theory – Science
- * Supervision duties - University examinations
- * In absence of Principal - Urgent notices
- * RTI related work
- * Examination related work
- * Research related work

2) **Dr. Gita Shetty** -

terms and conditions:-

1. You will be one of the members of the Office of the Principal.
 2. You are required to convey to the Principal your time of availability in the College, besides your teaching work in the College, to help the Principal to frame the time schedule of your duties as Vice-Principal.
 3. You are assigned the portfolio as Vice Principal In-charge of Faculty of Commerce(aided) w.r.t.admissions and internal assessment (if Any) for all the semesters, as well as for monitoring the Cluster Centre for T.Y.B.Com. Centralized Assessment Programme of the University.
 4. You will help the Principal in all examination related work of the College and University, as and when assigned to you by the Principal and be the Vice Principal In-charge for the Independent Examinations Unit as and when it gets functional.
 5. You will assist the Principal to monitor the regularity of conduct of lectures of the faculty of Commerce and assist in enhancing the quality of academics in the Aided commerce Section.
 6. You will assist the Principal in monitoring the quality of Infrastructure/ Classrooms of the first and second floor of Chemistry building and assist in monitoring its cleanliness and repairs .
 7. You will oversee and monitor the Career Counseling Cell, Student Mentoringcell , FDP and Placement Cell of the Aided College.
 8. You will be authorized to sign the Railway Concession forms, True Copies and Bonafide Certificates.
 9. You will assist the Principal in facilitating the functioning of the Internal Quality Assurance Cell of the College.
 10. You will assist the Principal in Steering the Assessment and Accreditation of the College as a regular activity.
 11. You will assist the Principal in steering the College towards Autonomy.
 12. In addition, you will also discharge any other duties assigned to you from time to time by the Principal.
- * Website Committee
 - * Research Cell

- * Examination Committee
- * Library Advisory
- * Commerce Enrolment/ Exam Forms
- * Railway Concession – Commerce
- * University / Director's letters
- * Admission – Commerce
- * School-College Complex
- * Grievance Cell
- * Technical / Technology
- * Research proposals – Commerce
- * Account / Audit
- * New proposals
- * Teachers' Diaries – Commerce
- * I-cards – Commerce
- * UGC / DST Grants / BCUD Grants / other grants
- * UGC/ DST FIST
- * DST training – proposals
- * UGC Merged Schemes
- * Regular practical
- * Account & Technology related decisions.
- * Fire, Insurance
- * RTI related work
- * Examination related work
- * Research related work

3) **Dr (Mrs)Rekha Sharma**

terms and conditions:-

1. You will be one of the members of the Office of the Principal.
2. You are required to convey to the Principal your time of availability in the College, besides your teaching work in the College, to help the Principal to frame the time schedule of your duties as Vice-Principal.
3. You will be the Vice Principal in-charge for coordinating all activities related to the faculty of ARTS, so as to enhance its academic excellence.
4. You will assist the Principal to monitor the regularity of conduct of lectures of the faculty of Arts and assist in enhancing the quality of academics in the Aided Section. You will also assist the Principal in monitoring Attendance of the students within the Arts section and coordinated the appointments of Contract and CHB staff (Aided Section).
5. You will assist the Principal in coordination of activities of the Cultural Committee and Students Council.
6. You will help the Principal in all examination related work of the College and University, as and when assigned to you by the Principal.
7. You will be authorized to sign the Railway Concession forms, True Copies and Bonafide Certificates.
8. You will assist the Principal in facilitating the functioning of the Internal Quality Assurance Cell of the College.

9. You will assist the Principal in Steering the Assessment and Accreditation of the College as a regular activity.

10. You will assist the Principal in steering the College towards Autonomy.

11. In addition, you will also discharge any other duties assigned to you from time to time by the Principal.

- * Cultural Committee
- * Book Bank
- * NCC (Boys & Girls)
- * NSS
- * Anti-Ragging Committee
- * Counseling Cell
- * Canteen Committee
- * Staff Common Room
- * Special Cell
- * Enrolment / Exam Forms – Arts
- * Railway concession – Arts
- * Bonafied Certificate
- * Sports Committee
- * Time-Table Committee
- * UGC Merged Scheme
- * Admission – Arts
- * Research proposals – Arts
- * Maintenance Committee
- * New proposals
- * Documentation
- * I-cards – Arts
- * Documents for signature (Arts & Commerce faculty)
- * University correspondence
- * General correspondence
- * TC / Bonafide
- * Concession forms
- * Enrollment / Exam forms
- * Revaluation / verification
- * Lectures observation - Arts & Commerce
- * Teachers' Diaries – Arts
- * Students' progression and attendance related work of all faculties

4) Mr.A.R.Pawar

terms and conditions:-

1. You will be one of the members of the Office of the Principal.
2. You are required to convey to the Principal your time of availability in the College, besides your teaching work in the College, to help the Principal to frame the time schedule of your duties as Vice-Principal.
3. You will be Vice Principal In-charge w.r.t. admissions of Self Financing Courses, and look into the administration of the Non-Teaching staff and the College Office (Regular and Contract). You will also assist the principal in the preparation of Roster and monitor the cleanliness and working of the College Canteen.
4. You will help the Principal in all examination related work of the College and University, as and when assigned to you by the Principal.
5. You will assist the Principal to monitor the quality of Infrastructure of the Science Laboratories and the maintenance of the same in the Aided Section.
6. You will assist the Principal to oversee all matters related to Non-Teaching Staff of the College and Sports related activity.
7. You are appointed an Appellate Authority for RTI.
8. You will assist the Principal in all matters related to Joint Director (H.E.) and University.
9. You will be authorized to sign the Railway Concession forms, True Copies and Bonafide Certificates.
10. You will assist the Principal in facilitating the functioning of the Internal Quality Assurance Cell of the College.
11. You will assist the Principal in Steering the Assessment and Accreditation of the College as a regular activity.
12. You will assist the Principal in steering the College towards Autonomy.
13. In addition, you will also discharge any other duties assigned to you from time to time by the Principal.

3. 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 opinions by participation in professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- e. Maintain active membership of professional organizations to improve education, and their profession.
- f. Perform their duties in the form of conducting lectures, tutorials, practicals, seminars, 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 counseling students as well as assisting the conduct of University and College examinations, including supervision, invigilation and evaluation.
- h. Participate in extension, co-curricular and extra-curricular activities, including community service.

- i) Conduct seminars of UGC.
- j) Carry out the responsibilities assigned by the Principal/Vice Principals.

4. TEACHERS AND THE STUDENTS –

Teachers are expected to:

- a. Respect the right and dignity of the students to express their 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 contribute to community welfare.
- e. Inculcate among students a scientific outlook and respect for physical labor 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 for guiding 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.

5. 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.
- d. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavour.

6. 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 They should refrain in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest. They should 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 discharging 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, the 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 that there is no breach of their contract.
 - f. Give 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.

7. TEACHERS AND NON-TEACHING STAFF:

Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within the Institution.

8. TEACHERS AND GUARDIANS:

Teachers should 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.

9. TEACHERS AND SOCIETY

Teachers are expected to:

- a. Recognize that education is a public service and strive to keep the public informed of the educational programs 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 hatred or enmity among different communities, religions or linguistic groups, and must 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. Registrar (Head of the Non-teaching Staff):

- a. The Registrar shall regulate the work and conduct of the staff in accordance with the existing Standard Code and the Maharashtra Civil Service Rules. It shall be the duty of the Registrar to assess and evaluate the performance of Non-Teaching employees and take such measures as he deems fit to regularize and improve the working of the College.
- b. The Registrar shall have the power to issue warnings and memos and reprimand the non-teaching employees, subject to the approval of the Principal.
- c. The Registrar shall be the custodian of the records, the common seal and such other property of the College as the Principal may commit to his/her charge.
- d. The Registrar shall keep the Minutes of all the meetings, and records of such meetings attended by him as ex-officio member-secretary.
- e. The Registrar shall coordinate the work in the College amongst the teaching and non-teaching staff.

- f. The Registrar shall bring to the notice of the Principal any of the acts of the staff or the students, if prejudicial to the College and/or are not in the interest of the Institution/College.
- g. The Registrar shall maintain an enquiry service for students, staff and also for visitors to the College, regarding courses being conducted, examination and admission rules and such other allied matters of importance.
- h. The Registrar shall sign letters of a routine nature, issued from the College office.
- i. The Registrar shall watch over the work of the College affiliation, staff recognition and follow procedures for appointments. He shall also watch over the Accounts, Audit assessment work of Maintenance and other Grants and keep a check on Accounts of the College.
- j. The Registrar shall look after the Examination work (College/Board/University) and shall ensure the smooth conduct of the examinations and prepare the necessary work distribution chart in this connection.
- k. The Registrar shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal and the Management of the College.

2. Accountant: (Ad-Hoc Appointment)

- a. The Accountant shall inform periodically on the financial position of the College to the the Principal of the College and examine and ensure that the code and financial norms are followed by the section or department. He shall prepare and present budget estimates, with the help of Heads of Departments in the College. He shall prepare the budget and and expenditure statements, maintain all accounts and get them audited.
- b. He shall attend to all the Government scrutiny, inspections and audit.
- c. He shall be responsible for the proper implementation of the financial transactions as per rules, Accounts Code, Statutes, Ordinances, Rules and Regulations made in that behalf and monitor the finances of the College as per directions of the Registrar and place before the College Finance Committee the financial position of the College, such as its receipts, payments, Government grants and balance from time to time.
- d. He shall scrutinize all bills of expenditure before recommending payment, and maintain the cash-book, ledger, and bank pass-books. He shall watch over the progress of the expenditure and receipt of fees and Government grants in time.
- e. The Accountant shall carry out any other work entrusted to him by the Principal or Registrar from time to time.

3. Head Clerk:

- a. Head Clerk shall perform the duties as may be assigned to him from time to time, by the Principal or the Registrar.
- 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 sections 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 off important cases where relevant regulations are clearly applicable and forward, otherwise, the same to 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, 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 un-disposed.
- k. He shall submit notes or drafts for approval of the authorities, through the Superintendent.
- l. He shall attend to audit queries, reply to audit report, and also submit necessary statement of accounts.
- m. He shall recover grants due from the Government or other agencies, 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. He shall attend to any other work assigned to him from time to time by the Higher Authorities.

4. All other non-teaching staff:

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

5. 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, Principal
- 17. Submitting Library Annual Report
- 18. Arranging Library Orientation Lectures and Tours
- 19. Honours in Library Science
- 20. Training Staff

6. Assistant Librarian:

The Job responsibilities of an Assistant Librarian are as follows:

- a. Gift Book Processing
- b. Catalogue – Data entry
- c. Library Notices – Drafting, putting up notices on the Library Notice board
- d. Displays
- e. Binding of Books and Journals
- f. Journals – General supervision
- g. Discipline in the Library
- h. Solar System & Panel
- i. Library Clearance
- j. Correspondence – Print & Dispatch
- k. Library Maintenance – Liaison with Administrator
- l. Hardware & Network – Liaison with Knowledge Centre
- m. HRD day to day
- n. Library Statistics
- o. Library Membership
- p. Summer cleaning administration
- q. Weeding out
- r. Reference
- s. Printing of Spine / Book/ Barcode Labels
- t. Arranging Library Orientation Tours
- u. Any other work assigned by the Librarian from time to time.

7. Library Clerks:

- a. Journal subscription, renewal, receipt of current issues, reminders Journal binding, Journal accessioning & data entry
- b. Display of recent arrivals of books, binding of old books
- c. Plastic binding of new books, printing of Journal Labels
- d. Library Shelf / Stack guides
- e. Library Membership
- f. Printing of Spine / Book / Barcode Labels
- g. Stationery – Purchase & Distribution
- h. Printing of Stationery & circulation
- i. Liaison with Administrator
- j. Liaison with Knowledge Centre
- k. Circulation – overdue books – Phone reminders
- l. Multimedia Management
- m. Assisting Librarian in acquisition work
- n. Typing & Other Assistance to Librarian
- o. Any other work assigned by the Librarian from time to time

9. Library Attendants:

- a. Issuing/ Returning 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 ratified by the Management 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. The decision-making process, as outlined in the University Statutes, is followed.

IV. THE NORMS SET FOR THE DISCHARGE OF FUNCTIONS

The norms set by the University & UGC for the discharge of functions of the staff of the College are followed.

V. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD OR USED BY EMPLOYEES FOR DISCHARGING THEIR FUNCTIONS:

The Principal and staff of the College 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 University of Mumbai.

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

Sr. No.	Particulars	Period of Preservation
1	Salary Register	From
2	Dead Stock Register	w.e.f.
3	General Register	From
4	Consolidated Annual Results	From
5	Admission Forms	5 years

6	Cash Book	
7	Book Accession Register	
8	Staff Issued/Returned Book Register (Library)	3 years
9	Daily Reference Book Register (students)	

VI. A STATEMENT OF CATEGORIES AND DOCUMENTS THAT ARE HELD OR UNDER ITS CONTROL:

Sr. No.	Particulars
1.	Salary Register
2.	Dead Stock Register
3.	General Register
4.	Consolidated Annual Results
5.	Admission Forms
6.	College Handbooks
8.	Cash Book
9.	Book Accession Register (Library)
10..	Answer books/Supplements

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. The College Website (www.bhavans.ac.in) provides details on the various courses and programs run by the College. Queries about the College may be emailed to either of the following email IDs:

- i. principal@bhavans.ac.in
- ii. info@bhavans.college.ac.in

2. Members of the public may meet the Principal to discuss their grievances after taking due appointment, and the Principal may resolve their problems either himself/herself, or may instruct his/her subordinates to do so.

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 Committees are formed as per the Statutes of the University of Mumbai.

The minutes of meetings of the Statutory Committees are maintained by the College and since they may contain third party information are not open to the public. The decisions taken in these meetings that are for the welfare of the students are incorporated into the Rules of the College and in other sections, and are displayed on College Notice boards, while those taken for the faculty are sent to the depts as internal notices.

IX A DIRECTORY OF THE OFFICIALS AND EMPLOYEES OF BHAVAN'S COLLEGE, ANDHERI .

**1. NAME OF THE COMMITTEE: ANTI RAGGING COMMITTEE
Vice Principal Incharge: Mr.A.R.Pawar**

Name of staff	Designation	Department
1) Dr.Nirmala Pawar	Convener	Economics
2) Mr.R.R.Tiwari	Member	Commerce
3) Dr.S.G.Gaurkhede	Member	Physics
4) Dr.Manisha Trivedi	Member	Chemistry
5) Dr.C.B.Patil	Member	English
6) Capt.Malini Sharma	Member	NCC
7) Mr.Aniket Salvi	Member	Pol.Sc.
8) Dr.Vijay Waghmare	Member	SFC

**2. NAME OF THE COMMITTEE: ATTENDANCE COMMITTEE
Vice Principal Incharge: Dr.Rekha Sharma**

Name of staff	Designation	Department
1) Dr.Ajay A.Kamble	Convener	Geography
2) Dr.Asmita Mestry	Member	Botany
3) Dr.H.L.N.Rao	Member	English
4) Mrs.Rutuja Dhumale	Member	Pol.Science
5) Mr.Rahul Suryawanshi	Member	Accountancy
6) Dr.Archana Kocharekar	Member	Chemistry
7) Ms.Samina Tanwar	Member	Commerce
8) Ms.Smitha Renny	Member	SFC

3. NAME OF THE COMMITTEE: CAS AND API COMMITTEE

Principal Incharge: Dr.Z.P.Bhathena

Name of staff	Designation	Department
1) Dr.S.V.Raut	Convener	Microbiology
2) Dr.K.C.Gawali	Member	Psychology
3) Mr.S.P.Jumale	Member	Zoology
4) Dr.Ashok Patange	Member	Chemistry
5) Mr.Ramesh Paloti	Member	Library

4. NAME OF THE COMMITTEE: CULTURAL COMMITTEE (Inter Collegiate - by invitation)

Vice Principal Incharge: Dr.Rekha Sharma

Name of staff	Designation	Department
1) Dr.Ajay Kamble	Convener	Geography
2) Dr.Shaila Mane	Member	Zoology
3) Mrs.Neha Sawant	Member	Marathi
4) Dr.Nirmala Pawar	Member	Economics
5) Mr.Rahul Suryawanshi	Member	Accountancy
6) Ms.Supriya Sabnis	Member	SFC

5. NAME OF THE COMMITTEE:GRIEVANCE COMMITTEE (Staff & Students)

Vice Principal Incharge: Mr.A.R.Pawar

Name of staff	Designation	Department
1) Mrs.Sarita Mandpe	Convener	History
2) Dr.U.M.Yadav	Member	Chemistry
3) Dr.Kranti Gawali	Member	Psychology
4) Mrs.Varsha Patil	Member	Physics
5) Student Representative (to be nominated by Principal)	Member	
6) Ms.Neeta M.Mhatre	Member	Office
7) Mr.Rajiv Sharma	Member	SFC

6. NAME OF THE COMMITTEE: INSTITUTIONAL COMPLAINTS COMMITTEE

Vice Principal Incharge: Mr.A.R.Pawar

Name of staff	Designation	Department
1) Dr.S.L.Samant	Presiding Officer	Microbiology
2) Dr.A.D.Patil	Member	Chemistry
3) Mr.P.K.Degadwala	Member	Accountancy
4) Mr.R.M.Mishra	Member	Chemistry
5) Dr.Kranti Gawali	Member	Psychology
6) Dr.Medini Anjanikar	Member	Hindi
7) Capt.Malini Sharma	Member	NCC
8) Ms.Neeta M.Mhatre	Member	Office

9) Mr.Harish Sadani	Member	MAVA NGO
10) Adv.Usha Andewar	Member	
11) Ms.Bhakti Bhardwaj	Member	Student Reprt.
12) Mr.Devendra Shetye	Member	Student Reprt.

7. NAME OF THE COMMITTEE: KULPATI MEMORIAL ROTATING TROPHY COMMITTEE FOR ESSAY / ELOCUTION COMPETITION

Vice Principal Incharge: Dr.Rekha Sharma

Name of staff	Designation	Department
1) Dr.M.S.Anjanikar	Convener	Hindi
2) Mrs.Neha Sawant	Member	Marathi
3) Dr.C.B.Patil	Member	English
4) Mr.Rajiv Sharma	Member	SFC

8. NAME OF THE COMMITTEE: LIBRARY COMMITTEE

Vice Principal Incharge: Dr.Rekha Sharma

Name of staff	Designation	Department
1) Mr.Ramesh Paloti	Convener	Library
2) Mr.Prakash Degadwala	Member	Accountancy
3) Mr.P.P.Katke	Member	Economics
4) Dr.H.L.Narayanrao	Member	English
5) Mr.A.D.Koli	Member	Physics
6) Ms.Annies Minu	Member	SFC

9. NAME OF THE COMMITTEE: PLACEMENT CELL

Vice Principal Incharge: Dr.Gita S.Shetty

Name of staff	Designation	Department
1) Mrs.Ruby Parekh	Co-ordinator	Accountancy
2) Dr.Ajay Kamble	Member	Geography
3) Dr.D.G.Shah	Member	Chemistry
4) Ms.Samina Tanwar	Member	Commerce
5) Mr.Ronald George	Member	History
6) Ms.Nikita Dalvi	Member	Commerce
7) Mr.Aniket Salvi	Member	Pol.Sc.
8) Ms.Smitha Renny	Member	SFC
9) Mrs.Rasika Vaidya	Member	SFC
10) Mr.Akshay Rane	Member	SFC

10. NAME OF THE COMMITTEE: RCMC**Principal Incharge: Dr.Z.P.Bhathena**

Name of staff	Designation	Department
1) Dr.Asmita Mestry	Convener	Botany
2) Mr.A.R.Pawar	Co-Convener	Physics
3) Dr.S.V.Raut	Member	Microbiology
4) Dr.B.M.Gore	Member	Zoology
5) Dr.P.Singare	Member	Chemistry

11. NAME OF THE COMMITTEE: Special Cell

Name of staff	Designation	Department
1) Mr.S.T.Tajane	Secretary	Chemistry
2) Mr.A.R.Pawar	Jt. Secretary	Physics
3) Dr.U.M.Yadav	Member	Chemistry
4) Dr.S.G.Gaurkhede	Member	Physics
5) Dr.K.C.Gawali	Member	Psychology
6) Dr.R.C.Patil	Member	Microbiology
7) Dr.B.M.Gore	Member	Zoology
8) Mr.R.Y.Chavan	Member	Mathematics

12. NAME OF THE COMMITTEE: WOMEN DEVELOPMENT CELL**President : Principal****Vice Principal Incharge: Dr.Gita S.Shetty**

Name of staff	Designation	Department
1) Dr.K.C.Gawali	Convener	Psychology
2) Dr.S.G.Gaurkhede	Member	Physics
3) Dr.M.S.Anjanikar	Member	Hindi
4) Mrs.Rutuja Dhumale	Member	Pol.Sc.
5) Capt.Malini Sharma	Member	NCC
6) Ms.Neeta M.Mhatre	Member	Office

13. NAME OF THE COMMITTEE: STUDENT MONITORING**Vice Principal Incharge: Dr.Gita S.Shetty**

Name of staff	Designation	Department
1) Mr.Prakash Degadwala	Convener	Accountancy
2) Dr.Mala Khanna	Member	Zoology
3) Mr.R.M.Mishra	Member	Chemistry
4) Dr.K.C.Gawali	Member	Psychology
5) Dr.P.Lokhande	Member	Chemistry
6) Mrs.K.G.Mewada	Member	Chemistry

14. NAME OF THE COMMITTEE: MAGAZINE COMMITTEE**Vice Principal Incharge: Dr.Rekha Sharma**

Name of staff	Designation	Department
1) Dr.Ajay Kamble	Convener	Geography
2) Mrs.Neha Sawant	Member	Marathi
3) Dr.Medini Anjanikar	Member	Hindi
4) Dr.H.L.N.Rao	Member	English
5) Dr.Pravin Singare	Member	Chemistry
6) Mrs.Razia Engineer	Member	Microbiology
7) Ms.Samina Tanwar	Member	Commerce
8) Ms.Nikita Dalvi	Member	Commerce
9) Mr.Ramesh Paloti	Member	Library
10)Mr.Rajeev Sharma	Member	SFC
11)Ms.Smitha Renny	Member	SFC

15. NAME OF THE COMMITTEE: INFRASTRUCTURE & TIME TABLE

Name of staff	Designation	Department
1) Mr.R.M.Mishra	Convener	Chemistry
2) Mr.P.G.Patki	Co-Convener	Statistics
3) Mr.R.D.Deshpande	Member	V.Principal (Jr.College)

ASSOCIATION IN CHARGES

X THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

- Third Party information which cannot be publically disclosed

XI THE BUDGET ALLOCATED FOR EACH OF ITS AGENCIES, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES, AND REPORTS ON DISBURSEMENTS MADE

BUDGET FOR THE YEAR 2018-19 DEGREE COLLEGE

RECEIPTS	BUDGET
• Salary Grant	15,80,99,923
• Salary Grant – Received	15,15,58,019
• Fees Receivables from Govt	12,69,576
• Approval Awaited Salary Receivable from Govt.	2,40,000
• Tution Fees for Salary Grant (18- 19)	22,69,600
• Admission Processing for Salary Grant (18- 19)	6,20,800
• Advance from BVB (towards deficit)	41,64,956
Fees & Other Receipts	1,73,92,117
TOTAL INCOME Rs.	17,75,15,068

EXPENDITURE	BUDGET
Salary Expenditure	15,30,33,023
Expenses other than Salary	24,48,2045
TOTAL EXPENSES Rs.	17,75,15,068

XII MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

NA

XIII PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS, OR AUTHORIZATIONS GRANTED
NA

XIV DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM
Nil

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. Visiting time for the Principal : 12.00 p.m. to 1.30 p.m. By prior appointment only
2. Website : www.bhavans.ac.in
3. Telephone Nos. : 022-28723731, or 022-28721875
4. Library Time : 10.00 a.m. to 5.00 p.m.

Generally the Library facility is available only to students of the College, but outsiders may access the Library facility with the prior written permission of the Principal.

XVI THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Sr. No.	Public Information Officers	Names & Designation	Address
1.	Public Information Officer	Mrs.Vijaya Talpade I/c Superintendent	M.M. COLLEGE OF ARTS N. M. INSTITUTE OF SCIENCE
2.	Assistant Public Information Officer	Ms.Neeta M.Mhatre Stenographer	H.R.J. COLLEGE OF COMMERCE(Bhavan's College)
3.	st 1 Appellate Authority	Prof Ashok Pawar , Vice Principal Head, Dept of Physics	Munshi Nagar , Andheri, Mumbai 58

XVII SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

Information prescribed by the Government is furnished, as and when applicable, in the following formats obtained from :

- MIS
- Student Roll
- AISHE