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MUMBAI COLLEGE OF ARTS, COMMERCE AND SCIENCE

(Affiliated to the University of Mumbai)
NAAC ACCREDITED



RIGHT TO INFORMATION ACT, 2005 MANUAL u/s
4(1) (B) OF ACT

J. K. Jadhav Knowledge Centre,
Nadkarni Park, Wadala (East),
Mumbai 400 037.

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**Mumbai College of Arts, Commerce and Science,
Mumbai – 400 037.
UNDER THE RIGHT TO INFORMATION ACT**

I. Particulars of Mumbai College, Functions and Duties:

- 1) Name of the Office : Mumbai College of Arts, Commerce and Science
- 2) Address : J. K. Jadhav Knowledge Centre,
Nadkarni Park, Wadala(East),Mumbai
400 037.
- 3) Head of the Office : The Principal 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,
Mumbai Region, Government of
Maharashtra.
- 6) Area : Mumbai
- 7) Functions : As laid down below

Organisation, Functions and Duties:

The Principal of the College is the Administrative and Academic Head of College and he 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 control. There are:

1. Associate Professors
2. Assistant Professors
3. Part-time Assistant Professors
4. Librarian
5. Assistant Librarian
6. Superintendent
7. Accountant
8. Head Clerk
9. Senior Clerks
10. Junior Clerks
11. Library Clerks
12. Laboratory Assistants
13. Laboratory Attendants
14. Library Attendants
15. Peons

II. The Powers & Duties of Officers & Employees

1. Powers of Principal

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:

- 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 University of Mumbai from time to time.
- 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 to him 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 demeanor 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 counseling 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 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 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 endeavor.
- 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 endeavor.

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 co-operative 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 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. Registrar (Head of the Non-teaching Staff):

- a. The Registrar shall regulate the work and conduct of the staff in accordance with the Standard Code 1984 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 sections and take such measures as he deems fit to regularize and to improve the working of the College.
- b. The Registrar shall have the power to issue warnings, reprimands, memos to 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 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 issued from the College office of a routine nature.
- 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 of the College and Management of the Society.

2. 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 noimprovement.
- 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.
- 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

3. Accountant:

- a. The Accountant shall inform periodically on the financial position of the College to 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. Prepare the budget and income 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, bank pass-books. He shall watch over the progress of the expenditure and receipt of fees and Government grants in time.
- e. If there is no post of Superintendent in the College or if the Superintendent proceeds on leave the Accountant shall carry out the duties of the Superintendent in addition to his own duties.
- f. The Accountant shall carry out any other work entrusted to him by the Principal or Registrar from time to time.

4. Head Clerk or Deputy Accountant:

- 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 behavior 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 un-disposed 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 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.

5. 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.

6. 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. Library Annual Report
- 18. Library Orientation Lectures & Tours
- 19. Training Staff

7. 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 & Journals
- f. Journals – General supervision
- g. Discipline in the Library
- h. Library Clearance
- i. Correspondence – Print & Dispatch
- j. Library Maintenance – Liaison with Administrator
- k. Hardware & Network – Liaison with Knowledge Centre
- l. HRD day to day
- m. Library Statistics
- n. Library Membership
- o. Summer cleaning administration
- p. Weeding out
- q. Reference
- r. Printing of Spine / Book/ Barcode Labels
- s. Library Orientation Tours
- t. Any other work assigned by the Librarian from time to time.

8. Library Clerks:

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

9. 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 ratified by Management Board as far as practicable for smooth functioning of the institution. The Principal is accountable to the University, the State Government and the Management Board of the College.

IV. The norms set for the discharge of functions

The norms set by the College Management and University of Mumbai 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 him 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 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. 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.mumbaicollege.in there is also an email I.D. of the College mcacs037@gmail.com where clarifications on various College educational programmes are responded to.

VII. 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 as per the Statutes of the University of Mumbai.

1. The Internal Quality Assurance Cell (IQAC).
2. Women's Development Cell.
4. Committee for SC/ST
5. Minority Cell
6. Grievance Redressal Committee
7. Internal Complaint Committee (Anti Sexual Harassment)
8. OBC Committee
9. Anti Ragging Committee
10. Students Placement Committee.

The minutes of meetings of the Statutory Boards, Councils and Committees wherever applicable are maintained by the College. The decisions taken in these meetings are incorporated into the Rules of the College and in other sections and are displayed on the website.

IX Directory of Officers and Staff of Mumbai College

Telephone :- 022 - 24162168/24159352

Sr.no.	Name of the Employee	Designation - Subject
1	Dr. Subhash Vadgule	Principal- Commerce
2	Dr.Chandrakant Ghabak	Professor – Commerce/Management
3	Dr. Sonali Gopal Kale	Asso. Prof.- Accountancy
4	Arun Lingade	Asst. Prof & HOD-I.T(Mathematics). & BIOTECH
5	Draksha khan	Asst. Prof. & HOD - Commerce (Management Studies (BMS))
6	Anil Gaikwad	Asst. Prof. & HOD - Commerce
7	Sanjay kamble	Ass. Prof. & HOD- C.S.
8	Shweta Shirgaonkar	Asst. Prof.- Commerce
9	AniketAshok Sonsurkar	Asst. Prof.- Accountancy
10	Sanjana Shridhar Khaire	Asst. Prof.- Commerce
11	Moksha Salva	Asst. Prof.- Commerce
12	Roshelle salins	Asst. Prof. – Commerce(Management)
13	Madhura Vilekar	Asst. Prof.- Commerce (Management)
14	Santosh Gawai	Asst. Prof.- Commerce
15	Prashant Narayanka	Asst. Prof.- Commerce (Management)
16	Pritesh Wadhe	Asst. Prof.- Biotechnology
17	Monika Avadutha	Asst. Prof.- Biotechnology
18	Susum Raidas	Asst. Prof.- Biotechnology
19	Inba prema	Ass. Prof.- I.T/C.S.
20	Prakash Shinde	Office Superintendent
21	Mahendra Gacche	Account officer
22	Jyoti Jadhav	Head Clerk
23	Mahendra Tambe	Senior Clerk
24	Narayan Jadhav	Junior Clerk
25	Divyata Padwal	Junior Clerk
26	Aparna Yelmar	Library Clerk
27	Arman Idrisi	Computer Lab Attendant
28	Manohar Patil	Laboratory Attendant
29	Prasad Randive	Librarian
30	Roopali K.	Asst. Librarian
31	Swati Lingade	Library Clerk
32	Rajeshree Kamble	Library Attendant
33	Santosh Shinde	Peon

34	Hemant Gaikwad	Peon
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X. 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 Backward Group students are processed through the college and disbursed directly to the students.

XI. 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. Concessions for travel to their hometowns by rail are processed by the College.

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

Mumbai College has an official website on internet. For further information log on to www.mumbaicollege.in

Information about the College, various courses, admissions, fee structure, etc. is available on the College website.

XIII. 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. Library Time : 09.00 a.m. to 05.00 p.m.

Generally the Library facility is available only to students of the College but a person coming from outside the College can access the Library facility with the prior written permission of the Principal.

2. Website : www.mumbaicollege.in

3. Telephone Nos. : 24162168/24165137

XIV. The names, designation and other particulars of the Public Information Officers.

Sr.No.	Name	Name of Post as per RTI Act	Address
1	Mr. Anil Gaikwad Mobile no. 8652322401	Assistant Public Information Officer	J.K.Jadhav Knowledge centre, Nadkarni Park,Wadala, Mumbai-37.
2	Draksha Khan Mobile No. 9920524847	Public Information Officer	J.K.Jadhav Knowledge centre, Nadkarni Park,Wadala, Mumbai-37.
3	Sanjay Kamble Mobile No. 9594123902	Appellate Officer	J.K.Jadhav Knowledge centre, Nadkarni Park,Wadala, Mumbai-37.

XV. Such other information as may be prescribed.

Information prescribed by Government would be furnished from time to time.