

**BHARATIYA VIDYA BHAVAN'S**

**M.M. COLLEGE OF ARTS; N. M. INSTITUTE OF SCIENCE  
H.R.J. COLLEGE OF COMMERCE (BHAVAN'S COLLEGE)  
(AUTONOMOUS)**



**Munshi Nagar, Andheri (West) , Mumbai 400058**

**RIGHT TO INFORMATION ACT, 2005 MANUAL**

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

**Website : [www.bhavans.ac.in](http://www.bhavans.ac.in)**

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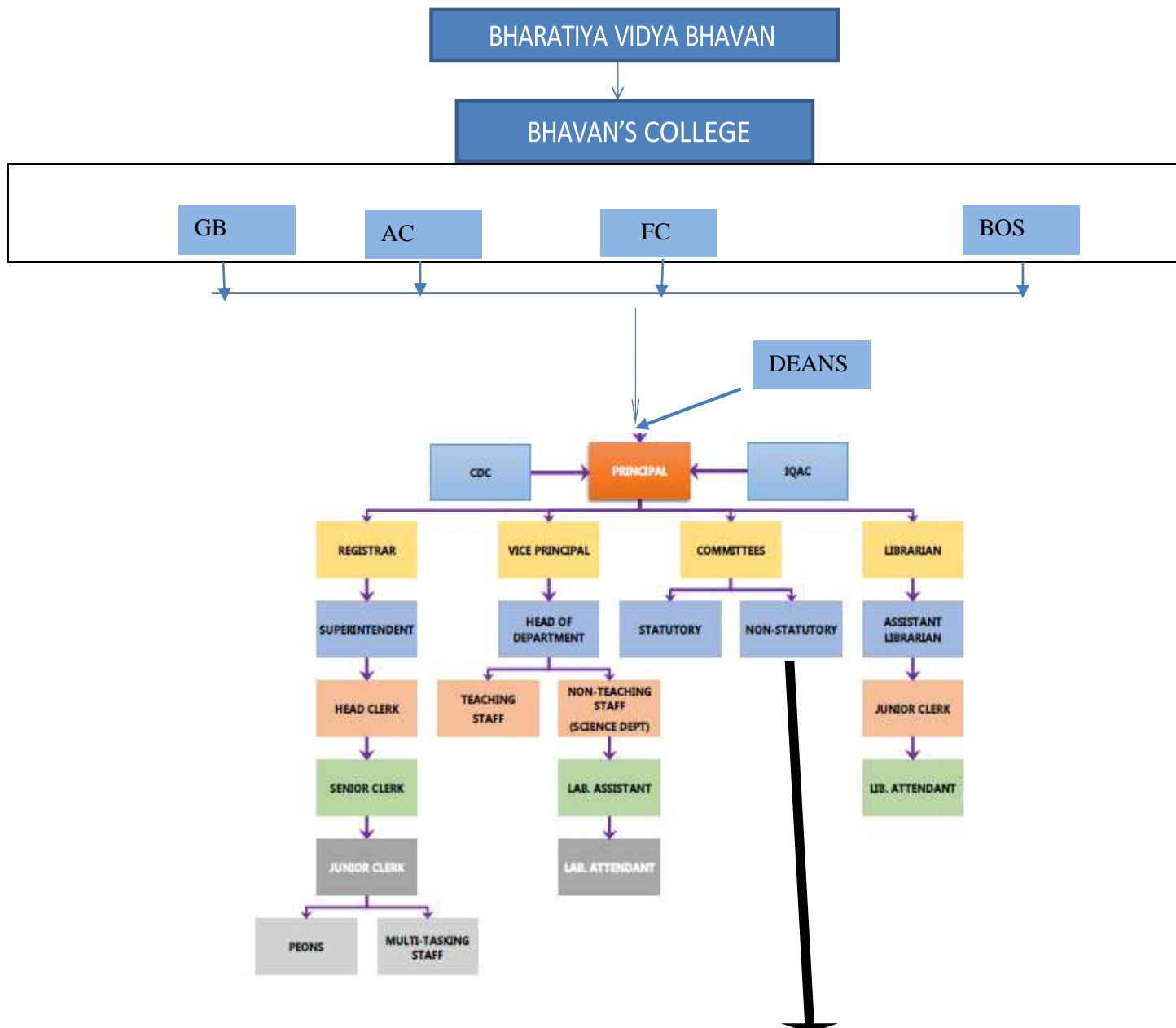
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**I. PARTICULARS OF THE COLLEGE, FUNCTIONS AND DUTIES:**

1	Name of the Office :	M.M. COLLEGE OF ARTS ; N. M. INSTITUTE OF SCIENCE H.R.J. COLLEGE OF COMMERCE(BHAVAN'S COLLEGE AUTONOMOUS)
2	Address :	Munshi Nagar , Andheri (W.), Mumbai – 400 058
3	Head of the Office :	The Principal, Bhavan's College,
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. Organization, Functions and Duties:



- Examination Committee
- Unfair Means Inquiry Committee
- Grievance 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. OFFICE 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:

- Academic growth of the College.
- Teaching, research, evaluation 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 GB.
- Conduct Regular meetings with deans, and taking stock of responsibilities assigned.

## **2. VICE PRINCIPALS AND THEIR RESPONSIBILITIES –**

### **1) Vice principal -**

1. 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.
2. 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.
3. 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.
4. You will assist the Principal in determining the staffing pattern and allocate duties to non-teaching staff and admin staff.
5. You will assist the Principal in all matters related to Joint Director (H.E.) and University.
6. You will assist the Principal in facilitating the functioning of the Internal Quality Assurance Cell of the College.
7. You will assist the Principal in Steering the Assessment and Accreditation of the College as a regular activity.
8. You will assist the Principal in steering the College towards Autonomy and NEP
9. In addition, you will also discharge any other duties assigned to you from time to time by the Principal.

### **3. 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 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 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. Providing Reference books to teachers, students, visitors
15. Reports to be submitted to Auditors, UGC/IQAC, Principal
16. Submitting Library Annual Report
17. Arranging Library Orientation Lectures and Tours
18. 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. Library Clearance
- i. Correspondence – Print & Dispatch
- j. Library Maintenance – Liaison with Administrator
- k. Hardware & Network – Liaison with Knowledge Centre
- l. Library Statistics
- m. Library Membership
- n. Summer cleaning and Weeding out
- o. Printing of Spine / Book/ Barcode Labels
- p. Arranging Library Orientation Tours
- q. Any other work assigned by the Librarian from time to time.
- r.

## **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

## **8. 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 governing 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.

**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](http://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](mailto:principal@bhavans.ac.in)
  - ii. [info@bhavans.college.ac.in](mailto: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.**

Note: Please refer college website for the details

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

Note: Remuneration are received from the State Govt as per the UGC pay scale fixed based on the cadre of the candidate..i.e. Assistant Prof, Associate Prof , Professor

**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 2022-23 DEGREE COLLEGE**

<b>RECEIPTS</b>	<b>BUDGET</b>
• Salary Grant – Received	20,74,92,937
• Fees Receivables from Govt.	6,83,834
• Approval Awaited Salary Receivable from Govt.	2,40,000
• Tuition Fees for Salary Grant (18- 19)	24,24,800
• Fees & Other Receipts	3,07,28,402
<b>TOTAL INCOME Rs.</b>	<b>241353937</b>

<b>EXPENDITURE</b>	<b>BUDGET</b>
• Salary Expenditure	209948637
• Expenses other than Salary	40745111
<b>TOTAL EXPENSES Rs.</b>	<b>250693748</b>

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

Not applicable

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

Not applicable

**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	:	<a href="http://www.bhavans.ac.in">www.bhavans.ac.in</a>
3. Telephone Nos.	:	9137849589
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.	First Appellate Authority	Prof Ashok Pawar ,Vice Principal, Head, Dept. of Physics	M.M. COLLEGE OF ARTS N. M. INSTITUTE OF SCIENCE
2.	Public Information Officer	Mrs.Vijaya Talpade I/c Superintendent	H.R.J. COLLEGE OF COMMERCE(Bhavan's College)
3.	Assistant Public Information Officer	Ms..Neeta M.Mhatre Stenographer	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:

- Student Roll
- AISHE

