

JAI HIND COLLEGE
MUMBAI – 400020



**RIGHT TO INFORMATION ACT,
2005 MANUAL u/s4(1) (B) OF ACT**

**Jai Hind College, Empowered Autonomous College
23-24 Backbay, Reclamation 'A' Road Churchgate
Mumbai 400020**

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Website: www.jaihindcollege.com

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Jai Hind College, Mumbai-400020
UNDER THE RIGHT TO INFORMATION ACT

I. Particulars of Jai Hind College, Functions and Duties:

- 1) Name of the Office: Jai Hind College
- 2) Address : 23-24, backbay Reclamation 'A' Road Churchgate
Mumbai -400020.
- 3) Head of the Office : The Principal, Jai Hind 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,
Mumbai Region, Government of
Maharashtra.
- 6) Area : Greater Mumbai
- 7) Functions : As laid down below

Organization, Functions and Duties:

The Principal of the College is the Administrative and Academic Head of Jai Hind 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. Registrar
6. Office Superintendent
7. Assistant Librarian
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:

1. Adhere to a responsible pattern of conduct and de mean or expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and their profession through them.
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
7. 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
8. 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 student 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 citing students against other students, colleagues or administration.

4. TEACHERS AND COLLEAGUES–Teachers are expected to:

- a. Treat to the 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 malafide allegations against colleagues to higher authorities; and
- d. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavor.
- e. Refrain from lodging unsubstantiated and mala fide allegations against colleagues to higher authorities; and
- f. 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 ability 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 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 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 latecomers 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.
- 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 carryout 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 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-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 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.

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, binding, Journal accessioning & data entry reminders Journal
- 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. 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.	Library 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	Period of preservation
1.	Salary Register	30years
2.	Dead Stock Register	30years
3.	General Register	30years
4.	Consolidated Annual Results	30years
5.	Admission Forms	30years
6.	Student Term Books	30years
7.	Cash Books and Ledgers	30years
8.	Library Accession Register	30years

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.jaihindcollege.com there is also an Email I.D. of the College: contactus@jaihindcollege.edu.in where clarifications on various College educational programmes are responded to.

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 as per the Statutes of the University of Mumbai.

1. Local Managing Committee (LMC).
2. The Internal Quality Assurance Cell (IQAC).
3. Women's Development Cell.
4. Students Placement Committee.
5. Students Grievance Redressal Committee.
6. Anti Ragging Cell.
7. Wellness Cell.

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 Jai Hind College Telephone 02222040256/1095

Sr. no	Name of the Employee	Designation-Subject
1.	Dr. Vijay Dabholkar	Principal-Chemistry
2.	Dr. Sangeeta A Godbole	Asso. Prof.-Botany
3.	Dr. Seema Sharma	Asso. Prof.-English
4.	Ms. N. K. Jyothi	Asso. Prof.-Psychology
5.	Dr. Shipra Biswas	Asst. Prof.-Chemistry
6.	Dr. Sreela Dasgupta	Asso. Prof.-Chemistry
7.	Dr. Ruchi D Chaturvedi	Asso. Prof.-Psychology
8.	Ms. Safina S Rakhang	Asst. Prof.-History
9.	Dr. Udhav B Zarekar	Asso. Prof.-Environmental Studies
10.	Dr. Manisha Deshpande	Asso. Prof.-Physics
11.	Dr. Sangeeta A Parab	Asso. Prof.-Chemistry
12.	Ms. June R Dias	Asst. Prof.-English
13..	Dr. Supriya K Deshmukh	Asst. Prof.-Chemistry
14.	Mr. Sharad N Dange	Asso. Prof.-Physics
15.	Ms. Leena Upadhya	Asst. Prof.-Mathematics
16.	Ms. Niloufer Kotwal	Asst. Prof.-Life Sciences
17.	Ms. Simmin A Bawa	Asst. Prof.-Philosophy
18.	Ms. Sarita Jai Shankar	Asst. Prof.-Economics
19.	Ms. Reema Julka	Asst. Prof.- Political Science
20.	Mr. Ashutosh R Saxena	Asst. Prof.-Commerce
21.	Dr. Devangi P Chahchad	Asso. Prof.-Botany
22.	Dr. Reshma N Jaisinghani	Asst. Prof.-Accountancy
23.	Dr. Sajith Kumar Chandran	Asso. Prof.-Chemistry
24.	Dr. Nital M Kothari	Asst. Prof.-Commerce
25.	Ms. Jyoti Mayekar	Asst. Prof.-Physics
26.	Mr. Gokul Ganesan	Asst. Prof.-Chemistry
27.	Ms. Vaidehi Dhamankar	Asst. Prof.-Economics
28.	Dr. Archana R Mishra	Asst. Prof.-History
29.	Dr. Payal Acharekar	Asst. Prof.-Botany
30.	Ms. Roopal P Kataria	Asst. Prof.-Microbiology
31.	Dr. Fatema H Fanuswala	Asst. Prof.-Accountancy
32.	Mr. Ashok N Kotangle	Asst. Prof.-Accountancy
33.	Dr. Deepna Rao	Asst. Prof.-English
34.	Dr. Anamika Purohit	Asst. Prof.-English
35.	Dr. Vijay Tiwari	Asst. Prof.-Mathematics

36.	Dr. Balakrishna S.Rongali	Asst.Prof.–Physics
37.	Dr. Shilpa Jain	Asst. Prof.– Chemistry
38.	Ms. Neesha S Vinchu	Librarian
39.	Mr. Jitendra D Dedhia	Registrar
40.	Ms. Deepa A Gagneja	Office Superintendent
41.	Ms. Swatimitra R Mohite	Head Clerk
42.	Ms. Nimisha N Deurkar	Senior Clerk
43.	Ms. Pratibha Mali	Senior Clerk
44.	Ms .Mala M Rajput	Senior Clerk
45.	Ms. Shubhangi S Kamble	Junior Clerk
46.	Ms. Vishakha C Panchal	Junior Clerk
47.	Mr. Laxman P Sonkar	Laboratory Assistant
48.	Mr. Pancham S Kori	Laboratory Assistant
49.	Mr. Sandesh Korgaonkar	Laboratory Assistant
50.	Mr. Sachin A Disale	Laboratory Assistant
51.	Mr. Rahul Ambekar	Laboratory Assistant
52.	Mr. Suraj A Negi	Library Clerk
53.	Mr. Jaiprakash R Sharma	Library Clerk
54.	Mr. Joobkesh S Khatik	Laboratory Attendant
55.	Mr. Chandrakant. S. Rane	Laboratory Attendant
56.	Mr. Pawan R Khatik	Laboratory Attendant
57.	Mr. Rupesh G Gawde	Laboratory Attendant
58.	Mr. Nandkishore R Sonkar	Laboratory Attendant
59.	Mr. Rajkumar H Jaiswar	Laboratory Attendant
60.	Mr. Shashikant R Sharma	Laboratory Attendant
61.	Mr. Satyanarayan Yadav	Laboratory Attendant
62.	Mr. Surendra B Vishwakarma	Laboratory Attendant
63.	Mr. Sachin A Nivagune	Laboratory Attendant
64.	Mr. Pradeep U Patil	Laboratory Attendant
65.	Mr. Shubhangi A Rane	Laboratory Attendant
66.	Mr. Edwin P Pereira	Laboratory Attendant
67.	Mr. Ajay. J Kori	Laboratory Attendant
68.	Mr. Jagdeesh L Vishwakarma	Laboratory Attendant
69.	Mr. Jaywant B Warude	Laboratory Attendant
70.	Mr. Rajeev Kumar Kori	Laboratory Attendant
71.	Mr. Ranjeet KSingh	Laboratory Attendant
72.	Mr. Kalpesh K Kothekar	Laboratory Attendant
73.	Mr. Pandharinath Raul	Laboratory Attendant

74.	Mr. Maharaj S. Valmiki	Laboratory Attendant
75.	Mr. Nilesh R Sawant	Laboratory Attendant
76.	Mr. Rajesh B Valmiki	Laboratory Attendant
77.	Mr. Dindayal Balmiki	Laboratory Attendant
78.	Mr. Bala M Patil	Laboratory Attendant
79.	Mr. Premchand G Valmiki	Library Attendant
80.	Mr. Jitendra T Devkar	Library Attendant
81.	Mr. Harishchandra. S. Mandavkar	Library Attendant
82.	Mr. Ramesh Kesarsingh	Library Attendant
83.	Mr. Ravindra D Bhorade	Library Attendant
84.	Mr. Bharatraj B Salian	Library Attendant
85.	Mr. Dhansingh Godhan Singh	Library Attendant
86.	Mr. Ananda T Khatkar	Library Attendant
87.	Mr. Rajesh E Mistry	Library Attendant
88.	Mr. Omprakash B Sonkar	Library Attendant
89.	Mr. Nitin Bhalerao	Library Attendant
90.	Mr. Satyanarayan R Kori	Library Attendant
91.	Mr. Prem C Shahani	Peon
92.	Mr. Subodh Kumar	Peon
93.	Mr. Ashok F Valmiki	Peon
94.	Mr. Amit K Balmiki	Peon
95.	Mr. Dharmendra H Chauhan	Peon
96.	Mr. Vikram D Valmiki	Peon

X. 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	Pay Scales as per 7th pay
1.	Principal	144200-218200	144200
2.	Associate Professors	131400-217100	131400
3.	Assistant Professors	57700-182400	57700
4.	Part-time Assistant Professors	28850-91200	288500
5.	Librarian	57700-182400	57700
6.	Registrar	41800 – 132300	41800
6.	Office Superintendent	38600 -122800	38600
7.	Head Clerk	35400 - 112400	35400
8.	Sr. Clerks	25500-811000	25500
9.	Jr. Clerks	19900-63200	19900
10.	Library Clerks	19900-63200	19900
11.	Laboratory Assistants	21700-69100	21700
12.	Laboratory Attendants	19900-63200	19900
13.	Library Attendants	19900-63200	19900
14.	Peons	15000-47600	15000

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

Name of Institution: Jai Hind College – MUMBAI

BUDGET FOR THE YEAR 2023-24

SR NO	ACCOUNT HEAD	ESTIMATES 2024-2025	SR NO	ACCOUNT HEAD	ESTIMATES 2024-2025
<u>Salary Payments</u> :			<u>Salary Receipts</u> :		
1	Salaries to Teaching & Non-Teaching Staff including DA & all other Allowances **	147,528,204.00	1_a	Salary Grants from Govt. *	147,528,204.00
1A	Non Salary Grants Transferred	-	1_b	Tuition fees (Arts,Science,Commerce) 2,376 Students +18 PG students @ Rs. 800/-	1,910,400.00
	Tuition Fees to Govt Treasury	1,910,400.00			
				Salary Grants from Govt. *	147,528,204.00
	Surplus in Salary a/c:	-		Deficit in Salary a/c	-
	Grand Total Salaries :	147,528,204.00		Grand Total : Salaries :	147,528,204.00
<u>Non-Salary Payments</u>			<u>Non-Salary Receipts</u>		
1	Chemistry Laboratory	300,000.00	1	Laboratory Fees from 448+30+13 Bsc/Psycho/PG students (Rs 1400/1400/9000 Resp. (Inc Forfeited Lab Fees)	813,000.00
2	Physics Laboratory	100,000.00	2	Laboratories Breakages	45,000.00
3	Microbiology Laboratory	100,000.00	3	<u>Students Societies Fees:</u>	
4	Biology Laboratory	100,000.00	a)	Library Fees @ 200/-p.a	488,000.00
5	Life Science Laboratory	75,000.00	b)	Other Fees & Extra Curricular fees@ 250/-p.a	835,800.00
6	Psychology Laboratory (Counselling charges)	24,000.00	c)	Magazines Fees @ 100/-p.a	238,800.00
7	Maths Laboratory	7,500.00	d)	Gymkhana Fees @ 400/-p.a	955,200.00
8	Library books,Papers,Magazines	500,000.00	e)	Sports Fees & Cultural Activities fees@ Rs 30/-	71,562.00
9	Furniture & Equipments	1,000,000.00	f)	Students Welfare Fund @ 50/-p.a	119,400.00
10	Social & Dramatic Union	800,000.00	4	Computer Fees : (Optional subjects)	54,000.00

11 (A)	Gymkhana Recurring Exps	420,000.00	5	T.C Fees/Fines & Late fees	30,000.00
11 (B)	Sports Equip /Salary to Dir Phy Edn	535,200.00	6	Miscellaneous Receipts (bonafide certi., etc.)	15,000.00
12	Literary & Debating Society	25,000.00	7	Admission Forms & Prospectus @ Rs 250	1,000,000.00
13	College Magazine	238,800.00	8	Identity Card Charges @ Rs 100/- + Duplicating I card @ 500/- *	238,800.00
14	Uni Share of Sports Fees & Cul Act fees @ 24/-	57,312.00	9	Admission Processing @ 200/- p.a.	477,600.00
15	Alumni Contribution	238,800.00	10	Document Verification @ 400 (For the student other than HSC) Rs. 150/-per student goes to the concerned Board.	5,000.00
16	Stationary & Printing Expenses & Online charges for Admission, Form Fees & Prospectus	800,000.00	11	Administrative Charges (Forfeited Fees)	60,000.00
17	Gas Expenses	200,000.00	12	Group Insurance @ 40/-p.a.	95,520.00
18	Electricity charges *	3,000,000.00	13	E-Charges @ Rs 20/- per Student (50% University Share)	47,760.00
19	Telephone	30,000.00	14	E-Suvidha @ Rs. 50/- *	119,400.00
20	Water charges (municipal & tanker)	75,000.00	15	Development Fund	6,263,490.00
21	Miscellaneous Expenses (Advt., Sundries, Conveyance & Electric Material, Bank Charges, binding charges)	350,000.00	16	Utility fees	3,038,500.00
22	Postage Expenses	15,000.00	17	Alumni Association Fees @ Rs 100/-	238,800.00
23	Identity card Expenses	238,800.00	18	Convocation Fees @ Rs 250/-	158,500.00
24	Auditor's Fees *	50,000.00	19	Disaster Relief Fees @ Rs 10/-	23,950.00
25	University Affiliation fees	-	20	Enrollment Fees @ Rs 220/-	204,600.00
26	Educational Excursion & Tour	100,000.00	21	National Service Scheme @ Rs 10/-	23,880.00
27	Registration fees for Attending Seminars	50,000.00	22	Vice Chancellor Fund @ Rs 20/-	47,760.00
28	Insurance on furniture, books, Equip's	100,000.00	23	University Verification Charges	5,000.00
29	Group Insurance for Degree Students @ Rs. 40/-	95,520.00	24	Internet Fees (MSC) - Rs 500/-	9,000.00
30	E Charges paid to University	47,760.00			

31	Computer Expenses (Recurring)	150,000.00			
32	Convocation Exps	158,500.00			
33	Honorarium to lecturers & Visiting Faculty	300,000.00			
34	Uniforms to Peons	250,000.00			
35	Repairs to Furniture & Equipment	500,000.00			
36	Municipal Property Taxes	286,614.00			
37	Building Maintenance grant from Govt. payable to S.E.A	52,515.00			
38	Bank Charges	5,000.00			
39	University Shares - Enroll, NSS, sports cont, VC, Stud Welf, Disast Relief, Eligib & Esuvidha	350,000.00			
40	Workshop / Seminar	50,000.00			
41	Main / Esta Exps - (Reimbu to Magt sub to availability of balance)	9,140,408.00			
42	Salary from Management Fund	16,408,972.00			
	Total Non-Salary Expd.(Sr No 2 - 45)	37,325,701.00		Non Salary grants trf from salary account *	-
	Surplus in Non Salary A/C :	-		Total Non Salary Receipts.(Sr No 2 - 26)	15,723,322.00
	Grand Totals: Non Salaries ;	37,325,701.00		Deficits in non salary exps- To be supported by SEA	21,602,379.00
	Total Surplus		-->>	Grand Total: Non Salaries:	37,325,701.00
	TOTAL PAYMENTS	184,853,905.00		TOTAL RECEIPTS	184,853,905.00

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 Backward 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/quartermly basis. Concessions for travel to their hometowns by rail are processed by the College.

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

Jai Hind College has an official website on internet. For further information log on to:

www.jaihindcollege.com

Information about the College, various courses, admissions, fee structure, 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:

a. Library Time : 08.30a.m.to 05.30p.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.

b. Website : www.jaihindcollege.com

3. Telephone Nos. : 022- 22040256/ 22041095

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

Sr. No.	Public Information Officers	Names & Designation	Address
1.	Public Information Officer	Mr. Jitendra Dedhia Registrar	Jai Hind College 23-24, Backbay, Reclamation, 'A' Road, Churchgate Phone No: 22040256, 22041095
2.	Assistant Public Information Officer	Ms. Deepa A Gagneja Office Superintendent	
3.	1 st Appellate Authority	Prof. Dr. Vijay Dabholkar Principal	

XVII. Such other information as may be prescribed.

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

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