

**Right to Information ACT 2005 4(1) B 17 points**

**Institution Name: Royal College of Education and Research for Women**

**Address: Royal College Campus, Plot No. 236, Srishti Hsg. Complex,**

**Sector -1, Penkar Pada, Mira Road(E), Dist.: Thane Pin-401107**

**Phone No: 9136738766**

**Email: [b.edroyalcollege@yahoo.co.in](mailto:b.edroyalcollege@yahoo.co.in)**

**Website: [royalb-edcollegemiraroad.edu.in](http://royalb-edcollegemiraroad.edu.in)**

**4 (1) B Structure of the college**

**Management: Royal Higher Education Society**

**Higher Authorities (Sanctioning bodies)**

**Director : Directorate of Higher Education, Higher Education Pune, Maharashtra**

**Regional Head: Joint Director, Higher Education, Panvel, Maharashtra**

**College Principal:**

- 1) Dr. Judy Grace Andrews, Principal, Royal College of Education and Research for Women**

**Functions:** Pre-service and in-service students teacher training (Secondary, Higher Secondary)

**Duties:** Regular/full time B.Ed. training of trainees admitted to the course:

- (i) The particulars of its organisation, functions and duties:**  
Muslim Minority Institution for women affiliated to University of Mumbai, offering two years B.Ed. degree course.
- (ii) The powers and duties of its officers and employees;**

SR. NO.	Designation	RIGHTS	FUNCTIONS
1	Principal	Organisation and Administration of College, Implementation of Teaching, Admission and Administration process, Curriculum Development.	The duties of the Principal are all encompassing as all aspects of the college operations are either directly or indirectly under his/her jurisdiction. In general terms of the Principal shall be responsible for: a. The detailed organization of the B.Ed. College; b. The development of the instructional program; (c) The assignment of duties to and the supervision of members of his staff and; (d) The general operation of the college facility.

			e. All other duties assigned by the higher authorities
2	Assistant Professor	Teaching , Research and Extension Admission and Assessment, Curriculum Development.	<ul style="list-style-type: none"> <li>a. Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the College, and maintenance of records</li> <li>b. Supervision of University College and University Examinations, setting of question papers, for the University Department/ College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned</li> <li>c. All other duties assigned by the higher authorities</li> </ul>
3	Librarian	Maintenance of library and library books	<ul style="list-style-type: none"> <li>a. Management of College Libraries, Laboratory, Art and Craft and Sports Centre</li> <li>b. maintenance of footfall record of the library</li> <li>c. managing book bank</li> <li>d. ordering and renewing journals</li> <li>e. purchase and weeding of books</li> <li>f. keeping records of library expenditure</li> <li>g. All other duties assigned by the higher authorities</li> <li>h. Regular Annual stock checking</li> </ul>
4	Head Clerk / office Assistant	Management of office, admission, infra-structure, official circulars, maintenance of official records	<ul style="list-style-type: none"> <li>a. Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee</li> <li>b. Observance of provisions of Accounts Code</li> <li>c. Correspondence relating to the administration of the College</li> <li>d. Smooth functioning of admission process</li> <li>e. All other duties assigned by the higher authorities</li> </ul>

5	Library Attendant	To assist librarian in all library activities	Arranging books, taking care of overall cleanliness, seating arrangement
6	Peon	Cleanliness of the institution, support system of the institution	<ul style="list-style-type: none"> <li>a. Assist office in communication</li> <li>b. Maintenance of clean and healthy environment</li> <li>c. Maintenance of infrastructure of the college and other amenities</li> <li>d. All other duties assigned by the higher authorities</li> </ul>

**(iii) The procedure followed in the decision making process, including channels of supervision and accountability :**

Through the official meetings and discussions, all decisions were made available through e-mail and other social networking platform.

**(iv) The norms set by it for the discharge of its functions :**

Rules and regulations of the statutory body (UGC, NCTE, DHE, ARA and UNIVERSITY of MUMBAI) are put in place for the members to observe and follow.

**(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions :**

All the circulars of UGC- NCTE, Higher Education and University of Mumbai are made available.

**(vi) A statement of the categories of documents that are held by it or under its control :**

Documents related to college accounts, Staff Service Book, Hard Records Book, Inward and Outward registers, Student Admission forms, Students' personal information and records, Students 'Practical Work Records, Students' Internal Evaluation records and students' Scholarship records.

**(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 its policy or implementation thereof:**

University Grants Commission, National Education Council, Government of Maharashtra, Department of Higher Technical Education, Hon. Director of Education, Higher Education, Hon. Joint Director of Education, Joint Director of Higher Education, University of Mumbai has vested policy making powers, implementation is done as per the policy. If the citizens give statement, they are sent to the concerned superiors for orders and the concerned are informed accordingly.

**(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public :**

A statement of the boards, councils, committees and other bodies, as per Maharashtra University act of 2017, consisting of two or more persons constituted as its part or for the purpose of its advice, and the meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public on the college notice board, as records and website.

**(ix) A directory of its officers and employees :  
College Development Committee**

Sr.NO	COMMITTEE MEMBERS	NAME
1	Chairman of the management or his nominee ex-officio Chairperson	Prof. Asgar .E. Lakdawala
2	Secretary of the Management or his nominee	Ms .Afroz Shattari
3	One head of department, to be nominated by the principal	Asst. Prof. Mandrita Mitra
4	Three teachers elected by the full-time among themselves out of whom at least one shall be woman	Asst. Prof. Sonal Chavan Asst. Prof. Dr. Jaswanti Adhangale Asst. Prof. Joya Chaudhari
5	One non-teaching employee, elected by regular non-teaching staff from among themselves.	Ms. Pradnya Nerurkar
6	Four local members, nominated by the management in consultation with the principal from the fields of -Education & Industry & Research, and Social service of whom at least one shall be alumnum	Ms Zainab Valikarimwala Ms Maleka Bootwala Ms Aqueela Qureshi
7	Co-coordinator, Internal Quality Assurance Committee of the college	Asst. Prof. Manpreet Kaur
8	President and Secretary of the College Students' Council	Ms Vedika Aer  Ms Mariya Baig
9	Principal of the College - Member – Secretary	Dr .Judy Grace Andrews

**(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations :**

Salary is directly remitted into the personal account of the employee by the office of the Institution.

**(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made :**

NA

- (xii) The member 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 authorisations granted by it :**

NA

- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form :**

NA

- (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 :**

Library facilities are available to all stakeholders on all days between 9: 30 am to 4:30 pm except Sundays and bank holidays.

- (xvi) The names, designations and other particulars of the Public Information Officers :**

Appellate Authority: Ms. Afroz Shattari

Information Officer: Dr. Judy Grace Andrews

- (xvii) Such other information as may be prescribed; and thereafter update these publications every year :**

Details related to the students are displayed on the website