



HSNC University, Mumbai Kishinchand Chellaram College

Reaccredited 'A' Grade by NAAC (3rd Cycle)
Best College Award by University of Mumbai
Awardees 'STAR College Status' by DBT & 'Fist Programme' by DST



Statutory Declaration under Section 4(1)(b) of the RTI Act 2005

1. Particulars of Organization, Functions and Duties

1	Name of the Organization	KISHICHAND CHELLARAM COLLEGE D. W. ROAD, CHURCHGATE, MUMBAI – 400 020.
2	Postal address of the Organization	KISHICHAND CHELLARAM COLLEGE D. W. ROAD, CHURCHGATE, MUMBAI – 400 020.
3	Website	www.kccollege.edu.in
4	E-Mail	office@kccollege.edu.in
5	Phone Number	022- 66981000, 22855726
6	Approved & Affiliated	HSNC University, Mumbai.
7	The Principal	Prof. Dr. Tejashree V. Shanbhag, I/c Principal
8	P.I.O.	Dr. Rajesh A. Samant
9	Registrar	Mr. Jeewat Harjani
10	R.T.I. Support Staff	Mr. Shekhar P. Shishupal

Working hours of the office:- For office 09:30 am to 5:30 p.m. - Monday to Saturday

For Students counters 10.00 am to 1.00 pm.

Lunch Time - 1.30 pm to 2.00 pm.

Sundays and Public Holidays office remains closed.



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2. DUTIES AND RESPONSIBILITIES OF THE OFFICERS AND OTHER EMPLOYEES OF THE INSTITUTE

The College Development Committee shall –

- (a) prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;
- (b) decide about the overall teaching programmes or annual calendar of the college;
- (c) recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
- (d) take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
- (e) make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
- (f) make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
- (g) make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
- (h) make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
- (i) prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
- (j) formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
- (k) make recommendations regarding the students' and employees' welfare activities in the college or institution;
- (l) discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
- (m) frame suitable admissions procedure for different programmes by following the statutory norms;
- (n) plan major annual events in the college, such as annual day, sports events, cultural events, etc.;



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- (o) recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
- (p) consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
- (q) recommend the distribution of different prizes, medals and awards to the students. prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;

Responsibilities of the Head of the Department/ Principal:

The Head of the Department/Principal as an administrative and academic Head of the College and shall be responsible for:

1. Academic growth of the Department/College. (Participation in the teaching work, research, and training programs)
2. Assisting in planning and implementation of academic programs such as orientation courses, seminars, in service and other training programs organized by the Institute for academic competence of the Faculty Members.
3. Assessing reports of teachers.
4. Any other work relating to the Department/Institute as may be assigned to Him/her by the Competent Authority from time to time.
5. Admissions of students and maintaining discipline.
6. Receipts, expenditure and maintenance of true and correct accounts.
7. The overall administration of the College and Recognized Institution and their Libraries and Hostels, if any.
8. Correspondence relating to the administration of the College.
9. Administration and supervision of curricular, co-curricular / extracurricular or extra-mural, students' welfare activities of the College and Recognized Institution and maintenance of records.
10. Observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
11. Supervision of the examinations, setting of question papers, moderation and



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- assessment of answer papers and such other work pertaining to the examinations of College / Recognized Institution.
- Maintenance of Assessment Reports of teachers and administrative staff as prescribed and their Service Books.
 - Any other work relating to the College or Recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time.
 - Preparation of institutional development plan for every five years with action plan of implementation.
 - Identification of avenues for resource generation.
 - Teacher welfare programmes for teachers which include promotions to administrative staff and Career Advancement Scheme on time.
 - Working as mentor for teachers and administrative staff of the college.
 - Maintenance and updating college/institutional website giving all mandatory disclosures of the college/institution and adopt ICT in governance and administration.
 - Practice inclusive leadership by involving all teachers in various committees for smooth conduct of the college/recognized institution.
 - Connecting college/institution with societal needs.

Duties and responsibilities of Faculty

The Faculty of any Department shall be responsible for:

- Development of teaching material, planning of lessons, assessing test papers, arranging and conducting tests, conduct of Local/Board examinations, implementation of project for students, setting and evaluation.
- Curriculum Development due to the ever expanding demand of knowledge and changing needs of the industry
- Student's activities as an adviser to literary, games, student associations, warden ship etc.
- Administration which may be departmental and or institutional as member/convener of some committee.



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5. Professional activities i.e. involvement in professional and technical societies.
6. Continuing education activities both as an organizer instructor and as a participant
7. He/she shall organize sports events for the students time to time.
8. Shall take care of sports equipments
9. To promote good health, giving students a new way to make them fit and learn their lessons at the same time.
10. Shall also promote team play. Working as a part of a team is always encouraged to make the students competitive.

Duties and responsibilities of Statutory committees of Institute Anti-Ragging Committee

Anti-ragging In-charge will be Responsible for the following:

1. They will form duty chart & carryout regular checks for any Ragging activity in their areas.
2. They will carry-out surprise checks in probable areas of ragging. In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately

Women Grievance Cell

1. To resolve issues pertaining to girls'/women's sexual harassment.
2. To equip the female students, faculty and staff members with knowledge of their legal rights.
3. To safeguard the rights of female students, faculty and staff members.
4. To provide a platform for listening to complaints and redressed of grievances.
5. To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
6. To ensure personality along with academic development of students

ST/SC Cell

1. To investigate and monitor all matters relating to the safeguards provided for the Scheduled Castes under this Constitution or under any other law for the time being in force or under any order of the Government and to evaluate the working of such safeguards.



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2. To inquire into specific complaints with respect to the deprivation of rights and safeguards of the Scheduled Castes.
3. To participate and advise on the planning process of socio-economic development of the Scheduled Castes and to evaluate the progress of their development.

Internal Grievance Committee

1. To understand what is Workplace Harassment and how women are prone to it.
2. To know the statutory implication by Indian legislature to control Workplace harassment.
3. To suggest Standard Operating Procedures to transform the organizations as safe workplace for women.

Alumni Association

1. Maintaining and updating alumni database.
2. Organizing Annual Alumni Meet.
3. Continuous liasoning with alumni for curriculum enrichment, activities of entrepreneurship development cell etc.

Duties and responsibilities of Office Superintendent of Institute

1. The Office Superintendent shall have the powers to take disciplinary action against the non-teaching staff working in the department/institutions. Ordinarily such disciplinary action shall be taken with the recommendation of the concerned head of the Department / Head of the institute.
2. It shall be the responsibility of the Office Superintendent, subject to the control of the Executive Council, to enter into agreement, sign documents and authenticate records on behalf of the institute.
3. The Office Superintendent shall be the custodian of the records, the common seal and such other property of the institute.
4. The Office Superintendent shall exercise such other powers and perform such other duties as are prescribed, or are required from time to time by the Principal and managing committee.



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Duties and responsibilities of Librarian and Library staff

1. Check books in and out of the library and Assemble and arrange display materials.
2. Review and evaluate resource material, such as book reviews and catalogs.
3. Direct and train library staff in duties such as receiving, shelving, researching, cataloging, and equipment use.
4. Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access.
5. Develop library policies and procedures.

Duties and responsibilities of Head Clerk/ Equivalent Cadres

1. To exercise, check and to follow up the incoming letters received from the University / Colleges/Students etc.
2. To ensure the prompt dispatch of letters.
3. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
4. To maintain calendar of periodical returns for incoming and outgoing, separately.
5. To attend to such other work that may be assigned to him with the approval of the Office Superintendent.

Duties and responsibilities of Peons

1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
2. Do dustings of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.
3. Do the work of opening, pasting and sorting and arranging papers and circulars in accordance with instructions of the Section Officer/Head.
4. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.



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5. Carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.
6. Serve drinking water to employees and to visitors, when required.
7. Any other work as may be assigned to him by the concerned officer from time to time.

Duties and responsibilities of Other Non-teaching Staff working in the Institute

The Principal shall assign duties to non-teaching employees working under them, as per the needs/requirements of the concerned, from time to time.

3. Procedure followed in decision making including channels of supervision and accountability:

All academic and administrative decisions are taken by the Principal in consultation with the Management Board, Academic Boards and committees for smooth function of the institution. The Principal is accountable to the State government, university and Management Board of the college. While taking any decision the care is always taken to abide the rules and regulations drawn by the UGC, State Government, University and the Management board.

4. The norms set for discharge of function:

The duties and functions of all officers and staff of the college are as per the directives specified by UGC and Maharashtra public service terms act. The management board has also enlisted the duties for smooth function of the institution and it also indicates the welfare policies adopted by the Managing Board.



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5. Details of record keeping system of the duties of all employees

The record of duties of all officers and staff members is in the form of physical signature muster as well as biometric data, as per the guidelines of the Government circulars. The leave record is regularly updated in their personal file and service books.

6. Statement of documents and the available period:

Besides the information available on the web site the hard copies and records are also available in the office for the period of more than 30 years, few of them are listed below as example:

Sr. No	Type of record
1	General register of students
2	Dead stock register
3	Salary register
4	Consolidated mark sheets / register
5	Permissions, affiliation and approvals
6	Statutory payment records
7	Legal documents
8	Staff record books / service books

7. Details of contact for consultation services available for public

All the details of the institution, circulars, time tables, results are made available on the college website www.kccollege.edu.in and the contact can be made with the email address office@kccollege.edu.in



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8. List of various committees, boards, clubs available for information and participation:

The college has several statutory and non-statutory committees for example:

Statutory committees:

- a. Examination committee
- b. Gender Equality Cell
- c. Women development cell
- d. Anti Ragging Committee
- e. Unfair means committee
- f. Student welfare committee
- g. SC / ST Cell
- h. NSS

Non-statutory Committees:

- a. Environmental Club
- b. Nature Club
- c. Entrepreneur cell
- d. SCOPE
- e. Marathi Mandal

RIGHT TO
INFORMATION



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9. List of Officers and staff with designation

SENIORITY LIST OF FACULTY MEMBERS DEGREE COLLEGE (AIDED) - JUNE 2024 - MAY 2025

Sr. No.	Name of Employee	Designation	Department
I/c. Principal			
1	Dr. (Mrs.) Tejashree Vinayak Shanbhag	I/c. Principal and Professor	Life-Sciences
PROFESSOR ACADEMIC LEVEL 14			
2	Dr. (Mrs.) Hemlata Kapil Bagla (on lien)	Professor	Chemistry
3	Dr. (Ms.) Asha Angnamal Jindal	HOD & Professor	Statistics
4	Dr. Ravikiran Ramanand Garje	HOD & Professor	Economics
5	Dr. Rajesh Ashok Samant	Professor	Chemistry
6	Dr. (Mrs.) Leena Sibasish Mohapatra Pujari	HOD & Professor	Sociology
7	Dr. (Mrs.) Nandini Indranil Sengupta	Professor	Economics
8	Dr. Satish Shridhar Kolte	Professor	Chemistry
9	Dr. (Mrs) Shalini R.Sinha	Vice Principal and Professor	English
10	Dr. (Mrs.) Rakhi Ashok Mehta	HOD & Professor	Psychology
11	Dr. (Mrs) Shalini Anil Rai	Professor	Life-Sciences
12	Dr. (Mrs.) Sejal Jitesh Rathod	HOD & Professor	Microbiology
13	Dr. Kulvinder Kaur Batth	Professor	Commerce



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ASSOCIATE PROFESSOR LEVEL 13 A			
14	Dr. (Mrs.) Sandhya Ramchandran Iyer	HOD & Associate Professor	History
15	Mrs. Anita Ravi Kizhakkumari	HOD & Associate Professor	Physics
16	Mr. Shailendra Shyambahadur Singh	Associate Professor	Physics
17	Dr. (Mrs.) Nivedita Narsing Rao	HOD & Associate Professor	Ancient Indian Culture
18	Dr. Pankit Suresh Gandhi	Associate Professor	Mathematics
19	Mrs. Saradha Balasubramanian	HOD & Associate Professor	English
20	Mrs. Usha V.V.Hemasundar Gollakota	HOD & Associate Professor	Mathematics
21	Dr. (Ms.) Shaila Manunath Wagle	Associate Professor	Physics
22	Ms. Kavita Kandathil Peter	Associate Professor	English
23	Dr. (Mrs.) Yogita Mangesh Shinde	Associate Professor	Chemistry
24	Dr. (Mrs.) Pratibha Jinesh Shah	Associate Professor	Microbiology
25	Dr. (Ms.) Hiral Jaysukhlal Sheth	Assistant Professor	Economics
26	Dr. (Ms.) Aashu Vajpai	Associate Professor	Life-Sciences



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27	Dr. (Mrs.) Jyotsana Rajiv Pandey	Associate Professor	Physics
ASSISTANT PROFESSOR LEVEL- 12			
28	Dr. Sakharam Bhanudasrao Muley	Assistant Professor	Statistics
29	Mrs. Mrunal Mayuresh Hardikar	Assistant Professor	Mathematics
30	Dr.(Mrs.) Pratiksha Maheshkumar Kadam	Assistant Professor	Computer Systems & Applications
31	Dr. (Mrs.) Charulata Avadhesh Chaturvedi	Assistant Professor	Organic Chemistry
32	Mr. Karun Ghansham Sodah	Assistant Professor	Organic Chemistry
33	Dr. Shyam Ratankumar Pakhare	Assistant Professor	History
34	Dr. (Mrs.) Mridula Vikasdeep Gupta	Assistant Professor	Chemistry
35	Dr. (Mrs.) Suvarna Ashutosh Sharma	Assistant Professor	Life-Sciences
36	Dr. (Mrs.) Pooja Vikram Soni	Assistant Professor	Psychology
ASSISTANT PROFESSOR LEVEL 11			
37	Ms. Veena Vasanth Kumar	Assistant Professor	Psychology
38	Ms. Carvalho Jade Charles	Assistant Professor	Psychology
ASSISTANT PROFESSOR LEVEL 10			
39	Mrs. Shailaja Janardan Rane	Assistant Professor	Statistics



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COMMON SENIORITY LIST OF NON-TEACHING STAFF (AIDED SECTION) **(CLASS - III EMPLOYEES) FOR THE YEAR 2024-2025**

<i>SR. NO.</i>	<i>NAME OF THE EMPLOYEE</i>	<i>DESIGNATION</i>
1	Mr. Jeewat Rupchand Harjani	Registrar
2	Mr. Ravikumar Devidas Jain	Asst. Librarian
3	Mr. Ramjiyavan Ramjanak Pandey	Head Clerk
4	Mr. Ramkripal Kedarnath Tiwari	Lab. Assistant
5	Mr. Siymani Lallan Chowbey	Lab. Assistant
6	Ms. Leshma Pinjomal Vanwari	Junior Clerk
7	Mrs. Shashikala Mahesh Dhage (Nee Shashikala R. Kate)	Junior Clerk
8	Mr. Hitesh Murlidhar Ahuja	Junior Clerk
9	Mr. Shekhar Pralhad Shishupal	Junior Clerk
10	Mrs. Lavanya Mahesh Tel (Nee Karuna Parkipalli)	Library Clerk
11	Mrs. Muskan Girish Haryani (Nee Renu P. Lahori)	Library Clerk
12	Mrs. Kajal Santosh Tahilyani (Nee Sonam J. Poptani)	Junior Clerk
13	Mr. Rajkumar Jiledar Yadav	Junior Clerk
14	Mr. Hareh Hashmatmal Lalwani	Lab. Assistant
15	Mr. Narain Arjandas Vaswani	Lab. Assistant
16	Mr. Rajwant Munna Singh	Lab. Assistant
17	Mr. Manu Muraleedharan Pillai	Lab. Assistant



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LIST OF NON-TEACHING STAFF (NOT IN COMMON SENIORITY) (AIDED SECTION)
(CLASS - III EMPLOYEES) FOR THE YEAR 2024-2025

<i>SR. NO.</i>	<i>NAME OF THE EMPLOYEE</i>	<i>DESIGNATION</i>
1	Mr. Rajkumar Sadhumal Rajani	Lab. Assistant
2	Mr. Mahesh Kishinchand Rochlani	Lab. Assistant

10. Details of salary scale:

The salary scales are as per UGC norms and Fixation approval done by the Joint Director, higher education Mumbai, with increment date July 01, every year.

11. Details of salary per month:

The salaries are as per the UGC norm of 7th pay and monthly remunerations are after regular deductions as per rule.

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiary of such programmes:

There are no subsidies received by the college. The benefits of scholarships, fees refund for certain backward (social / economical) provided by the government are directly forwarded to the students accounts. College only assists the students to apply for the same.



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13. Particulars of recipients of concessions, Permits of authorization:

As per the norms of central and state governments our students are eligible for the travel concessions on local municipal transport, railway, and state transport. The forms are available with the office and are provided to all eligible students.

14. The information of institution in electronic form:

The required information about the institution is available on the website of the college www.kccollege.edu.in

15. Particulars of office working hours:

Sr. No.	Particular	Time
1.	Office Hrs for staff and visitors	9.30 am to 5.00 pm
2.	Office Hrs for Students	10.00 am to 1.00 pm
3.	Telephone	9.30 am to 5.00 pm
4	Library	9.00 am to 6.00 pm

16. Name, Designation and contact information of Public Information Officers:

Sr. No.	Position	Name and Designation	Contact details
1	Public Information Officer	Prof. Dr. Rajesh Samant PIO	office@kccollege.edu.in
2	Record Officer	Mr. Jeewat Harjani Registrar	
3	1 st Appellate Authority	Prof. Dr. Tejashree Shanbhag I/c Principal	

17. Any other information:

The above format is updated time to time as per the government circulars regarding the same.