

**WILSON COLLEGE, MUMBAI – 400 007**

**17 POINTS MANUAL u/s 4(1) (b) OF**

**THE RIGHT TO INFORMATION ACT, 2005.**

John Wilson Education Society's Wilson College ( A Christian Minority College)

Chowpatty, Mumbai – 400 007.

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## **Wilson College, Mumbai – 400 001.**

### **17 MANUALS UNDER SECTION 4(B) OF THE RIGHT TO INFORMATION ACT**

#### **I. Particulars of Wilson College, Functions and Duties:**

Name of the Office : Wilson College

2) Address : Chowpatty, Mumbai – 400 007.

3) Head of the Office : The Principal, Wilson 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, Government of Maharashtra

6) Area : Greater Mumbai

7) Functions : As laid down below

#### **Organisation, Functions and Duties:**

The Principal of the College is the Administrative and Academic Head of Wilson 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. Librarian
4. Registrar
5. Office Superintendent
6. Assistant Librarian
7. Head Clerk
8. Senior Clerks
9. Junior Clerks
10. Library Clerks
11. Laboratory Assistants
12. Laboratory Attendants
13. Library Attendants
14. 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 labour 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.

### **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 NONTEACHING STAFF:**

- a. Teachers should treat the non-teaching staff as colleagues partners in a co-operative undertaking within the institution and equal.

#### **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.
- 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 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.

**Head Clerk :**

- 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 behaviour 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 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.

**Senior Clerk, Junior Clerk & 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. Honours in Library Science
20. Training Staff

**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. Solar System & Panel
- I. Library Clearance
- J. Correspondence – Print & Dispatch
- K. Library Maintenance – Liaison with Administrator
- L. Hardware & Network – Liaison with Knowledge Centre
- M. HRD day to day
- N. Library Statistics
- O. Library Membership
- P. Summer cleaning administration
- Q. Weeding out
- R. Reference
- S. Printing of Spine / Book/ Barcode Labels
- T. Library Orientation Tours
- U. Any other work assigned by the Librarian from time to time.

#### **8. 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

**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 Staff Council and ratified by the Board of Management 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 process as outlined in the University Statutes are followed.

**IV. The norms set for the discharge of functions**

The norms set by the College as ratified by the Board of Management for the discharge of functions are followed. These norms are displayed on the website of the College and in its handbook 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.	College Handbooks
7.	Student Term Books
8.	Cash Book
9.	Book Accession Register
10.	Return Book Register
11.	Daily Reference Book Register
12.	Prof. Issue-Return Book Register
13.	Periodical / Journal Register
14.	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	30 years
2.	Dead Stock Register	30 years
3.	General Register	30 years
4.	Consolidated Annual Results	30 years
5.	Admission Forms	5 years
6.	College Handbooks	5 years
7.	Student Term Books	5 years
8.	Cash Book	30 years
9.	Book Accession Register	30 years

**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.wilsoncollege.edu](http://www.wilsoncollege.edu) .There is also an email I.D. of the College [wilsoncollege.mumbai@gmail.com](mailto:wilsoncollege.mumbai@gmail.com) where clarifications on various College educational programmes are responded to.

2. The members of the public can meet the Principal with grievances. The Principal either can act himself or instruct subordinates to solve problems.

**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. The Board of Management
2. The Examination Committee
3. The Internal Quality Assurance Cell (IQAC)
4. Women's Development Cell
5. Students Placement Committee
6. Local Managing Committee
7. Students Council
8. Non-teaching Staff Grievance Cell
9. Teachers Grievance 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 and in the College handbook.

**IX. Directory of Offices & Staff of Wilson College.**

Telephone No: 022- 42134343 /303 /303, 23637663

Sr. No.	Name of the Employee	Designation-Subject
1	Dr. V. J. Sirwaiya	Principal – Chemistry
2	Smt. S. A. Pethe	Associate Professor - Economics
3	Ku. A. Masarguppi	Assistant Professor – Economics
4	Shri. M. Philip	Assistant Professor – English
5	Smt. V. Mathew	Assistant Professor – English
6	Smt. V. P. Bhonsle	Assistant Professor – English
7	Dr.(Mrs.) Satyawati C.	Assistant Professor- Hindi
8	Smt. Aarti Manerikar	Assistant Professor – History
9	Smt. R. Chettiar	Assistant Professor – History
10	Smt. H. P. Badkar	Associate Professor – Philosophy
11	Smt. S. R. Nalwalla	Associate Professor - Philosophy
12	Smt. R. S. Patel	Associate Professor – Philosophy
13	Dr. (Mrs.) Biraj Mehata	Assistant Professor- Philosophy

14	Shri. S. Solomonraj	Associate Professor - Political Science
15	Dr. S. Skariah	Associate Professor - Political Science
16	Dr. Smt. S. Dewan	Associate Professor – Sociology
17	Smt. M. N. Khambhawala	Assistant Professor – Sociology
18	Dr. S. A. Bhalerao	Professor – Botany
19	Smt.S.D.Kavarana	Associate Professor – Botany
20	Shri. B. M. Konde	Assistant Professor – Botany
21	Dr. (Smt) Ajita Kumar	Assistant Professor – Botany
22	Dr. Abhishek Chris	Assistant Professor – Botany
23	Dr. Jai Knox	Assistant Professor – Botany
24	Dr.Smt. S. D. Irani	Associate Professor - Chemistry
25	Dr. Smt. M. H. Uchil	Associate Professor – Chemistry
26	Shri. S. S. Borde	Associate Professor – Chemistry
27	Dr. (Smt.)S. Z. Bootwala	Associate Professor - Chemistry
28	Dr. S. D. Mhaske	Assistant Professor – Chemistry
29	Dr. H. Parbat	Assistant Professor – Chemistry
30	Dr. Ashish S. Uzgare	Assistant Professor – Chemistry
31	Dr. Jamson Masih	Assistant Professor – Chemistry
32	Ms. Hina Shaikh	Assistant Professor – Chemistry
33	Mr. K Shinde	Assistant Professor – Chemistry
34	Dr. A. Burange	Assistant Professor – Chemistry
35	Mr. T. Fernandes	Assistant Professor – Chemistry
36	Shri. S. Y. Pakhle	Assistant Professor – Maths
37	Smt. J. Kurien	Assistant Professor – Maths
38	Mrs. Jizelle D'sa	Assistant Professor – Maths
39	Mr Sadik Shaikh	Assistant Professor – Maths
40	Dr. Smt. K. Aruna. S	Professor – Microbiology
41	Smt. A. S. Pendse	Associate Professor - Microbiology
42	Smt. R. D. Birmole	Assistant Professor – Microbiology
43	Smt. M. R. Gore	Assistant Professor – Microbiology
44	Ms.. Joyline Mascarenhas	Assistant Professor – Microbiology

45	Ms. G. Gnanaseelan	Assistant Professor – Microbiology
46	Shri. S. R. Deodhar	Associate Professor – Physics
47	Shri. M. D'Souza	Assistant Professor - Physics
48	Shri. U. V. Patil	Associate Professor - Physics
49	Shri. M. N. Shetti	Assistant Professor - Physics
50	Dr. Smt. S. Patil	Assistant Professor - Physics
51	Dr. K. K. Bhatt	Assistant Professor - Physics
52	Shri. S. S. Parkar	Associate Professor - Zoology
53	Dr. Smt. R. Ghosh	Associate Professor - Zoology
54	Smt. P. M. Shetti	Assistant Professor - Zoology
55	Dr. Shushant J. Mane	Assistant Professor - Zoology
56	Ms. Neha E. Koshy	Assistant Professor - Zoology
57	Dr. Devdatta G. Lad	Assistant Professor - Zoology
58	Smt. S. D. Gavankar	Librarian
59	Shri. P. P. Abhyankar	Registrar
60	Smt. K. M. Kamat	Sr. Clerk
61	Smt. A. V. Mulgund	Jr. Clerk
62	Shri. M.G. Manjalkar	Jr. Clerk
63	Shri. P. S. Ghoderao	Jr. Clerk
64	Smt. S. W. Gaikwad	Jr. Clerk
65	Shri. Pravin A. Pangale	Jr. Clerk
66	Ms. Priya U. Chougule	Jr. Clerk
67	Shri. A. D. Awhad	Library Clerk
68	Shri. Sachin D. Sankhe	Library Clerk
69	Shri. K. K. Nikam	Assistant Librarian
70	Shri. S. S. Hatiskar	Lab. Assistant
71	Smt. S. S. Lad	Lab. Assistant
72	Shri. D. T. Chawan	Lab. Assistant
73	Shri. M. K. Kadam	Lab. Assistant
74	Shri. R. Garje	Lab. Assistant
75	Shri. Yogesh B. Thakur	Lab. Assistant



76	Shri. Vijay B. Thakur	Lab. Assistant
77	Shri. A. B. Rane	Lab Assistant
78	Shri. A. Qureshi	Library Attendant
79	Shri. G. P. Alva	Library Attendant
80	Shri. A. S.Pathare	Library Attendant
81	Smt. Deepika M. Gill	Library Attendant
82	Smt. Deepali J. Jadhav	Library Attendant
83	Shri. Avinash J. Rathod	Library Attendant
84	Shri. Mohanrao G. Palleti	Library Attendant
85	Shri. Ajaysing R. Patil	Library Attendant
86	Shri. D. B. Dhuri	Lab Attendant
87	Shri. M. G. Jade	Lab Attendant
88	Shri. P. S. Patade	Lab Attendant
89	Shri. A. S. Rajput	Lab Attendant
90	Shri. B. R. Hatim	Lab Attendant
91	Shri. P. T. Bendkar	Lab Attendant
92	Shri. R. B. Chowthe	Lab Attendant
93	Shri. S. P. Sonawane	Lab Attendant
94	Shri. V. A. Lad	Lab Attendant
95	Shri. S. L. Ghatbane	Lab Attendant
96	Shri. V. R. Dhuri	Lab Attendant
97	Smt. D. D. Jambhale	Lab Attendant
98	Shri. B. B. Gade	Lab Attendant
99	Shri. A. P. Panchmukh	Lab Attendant
100	Shri. A. B. Rathod	Lab Attendant
101	Shri. R. S. Hegde	Lab Attendant
102	Shri. C. P. Samuel	Lab Attendant
103	Shri. P. Y. Panchal	Lab Attendant
104	Shri. Dilip E. Mahadaye	Lab Attendant
105	Shri. Markas W. Masih	Lab Attendant
106	Smt. Sabeeka Bano Sayyed	Lab Attendant

107	Shri. Sanjay N. Chavan	Lab Attendant
108	Shri. Vijay L. Patil	Lab Attendant
109	Shri. Pradeep V. Bagwe	Lab Attendant
110	Shri. Bala D. Palekar	Lab Attendant
111	Shri. Rahul M. Metkar	Lab Attendant
112	Shri. Pradeep V. Gawande	Lab Attendant
113	Shri. Amol N. Chowdhari	Lab Attendant
114	Shri. Deepak R. Jadhav	Lab Attendant
115	Shri. Gokul N. Patil	Lab Attendant
116	Shri. Subhash D. Mahajan	Lab Attendant
117	Shri. Uday G. Mahajan	Lab Attendant
118	Shri. Charansing P. Patil	Lab Attendant
119	Shri. Amit Nalawade	Lab Attendant
120	Smt. Sushma A. Hatiskar	Lab Attendant
121	Shri. H. I. Shaikh	Lab Attendant
122	Shri. V. P. Patil	Peon- Hamal
123	Shri. V. M. Parmar	Peon- Hamal
124	Shri. D. D. Keskar	Peon- Hamal
125	Shri. A. Kadam	Peon- Hamal
126	Smt. V. Dabholkar	Peon- Hamal
127	Shri. R. G. Kadam	Peon- Hamal
128	Mr. Sachin D. Sawant	Peon- Hamal
129	Shri. G. M. Waghela	Peon- Hamal
130	Shri V.D.Sudrik	Peon- Hamal

**X. The monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulations.**

S. No.	Designation	Pay Band	Pay Scales as per 6th Pay	Grade Pay
1	Principal	37400 – 67000	37400	10000
2	Associate Professors	37400 – 67000	37400	9000
3	Assistant Professors	15600-39100	15600	7000
4	Part-time Assistant Professors	-	-	-
5	Librarian	15600-39100	15600	6000
6	Registrar	9300-34800	9300	4400
7	Superintendent	-	-	-
8	Lower Grade Stenographer	-	-	-
9	Head Clerk	-	-	-
10	Assistant Librarian	5200-20200	5200	2800
11	Sr. Clerks	5200-20200	5200	2400
12	Jr. Clerks	5200-20200	5200	2400
13	Library Clerks	5200-20200	5200	1900
14	Laboratory Assistants	5200-20200	5200	2200
15	Laboratory Attendants	5200-20200	5200	2200
16	Library Attendants	5200-20200	5200	2550
17	Peons	4440-7440	4440	1600

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

**Name of Institution: WILSON COLLEGE – MUMBAI**

**BUDGET FOR THE YEAR 2014-2015**

<b>Sr. No.</b>	<b>EXPENDITURE</b>	<b>BUDGET 2014-2015</b>
1	Teaching & Non Teaching Staffs Salary	8,00,00,000.00
2	Rent	1,07,073.00
3	Lab.Expenses (U.G.)	3,32,000.00
4	Lab. Expenses (P.G.)	1,62,000.00
5	Lab. Equipment, Furniture & Computers	3,00,000.00
6	Maintenance of Furniture & Equip.	1,00,000.00
7	Maintenance of College campus & other facility	3,00,000.00
8	Stationary, Printing & Advt.	1,70,000.00
9	Miscellaneous expenses	1,30,000.00
10	Electricity Expenses	5,50,000.00
11	Gas Expenses	15,000.00
12	Uniforms	25,000.00
13	Telephone	80,000.00
14	Insurance	15,000.00
15	Postage & Telegrams	20,000.00
16	Audit Fees	60,000.00
17	Conveyance	80,000.00
18	Educational Excursion	20,000.00
19	Educational Workshop/Refresher course	50,000.00
20	Gardening	7000.00
21	Affiliation fees (pd to BU)	6000.00
22	Taxes & Rates	25,000.00
23	Library Expenses: Book Binding Educational Journals Reading Room Library	45,000.00 1,65,000.00
24	(A) Sports & Game, Gymkhana Expenses	1,75,000.00

	(B) Students Activities	1,70,000.00
	(C) Magazine	1,70,000.00
	(D) Students Welfare Fund A/c.	58,300.00
25	Admission Form, Prospectus & Processing fees	1,00,000.00
26	I. Card Exp.	61,850.00
27	Cleaning and Sweeping Charges	2,50,000.00
28	C.H.B.	30,000.00
29	Water Charges	50,000.00
30	Security Charges	1,50,000.00
31	Research Activities for staff/teachers	50,000.00
32	Research Activities for students & other students related activities	50,000.00
33	Examination Expenses:	4,50,000.00
	(A) Examiners/Supervisors Charges	3,00,000.00
	(B) Printing & Stationary	3,25,000.00
	(C) Materials/Consumbles/others	2,00,000.00
	(D) University Shares of Fees	

<b>Major Heads of Income</b>	<b>Budget 2014-15</b>
1. Government Salary Grant	8,00,00,000
2. Government non-salary Grant	---
3. Laboratory Fees (U.G)	5,76,000
4. Laboratory Fees (P.G)	4,50,000
5. Other Fees & Extra Curr. Activities	3,28,500
6. Gymkhana Fees	2,23,380
7. Library Fees	3,16,400
8. Development Fees	6,57,000
9. Magazine Fees	1,31,400
10. Utility Fees	3,28,500
11. Bonafide, Leaving & T.C. Certificate Fees	80,000
12. E Charge	13,140
13. I Card & Fine etc	65,700
14. Students Welfare Fund	65,700
15. Sports & Cultural Activities	13,140
16. Admission form & Prospects	1,41,400
17. Administration Processing Fees	2,62,800
18. E – Suvidha	65,700
19. Alumni Association Fees	32,850
20. Project Fees	1,77,500
21. Senior College Examination Fess	14,78,100

## **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, permits 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.

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

Wilson College has an official website on internet. For further information log on to [www.wilsoncollege.edu](http://www.wilsoncollege.edu) For Information about the College, various courses, admissions, fee structure, hostel accommodation 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:**

1. Office time :- 10.15 a.m. to 01.30 p.m.

Website : [www.wilsoncollege.edu](http://www.wilsoncollege.edu)

3. Telephone Nos. : 022-42134343/301/302/303, 23637663

4. Library Time : 08.00 a.m. to 5.00 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.

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

<b>S. No.</b>	<b>Public Information Officers</b>	<b>Names &amp; Designation</b>	<b>Address</b>
1.	Public Information Officer	Mr. Pradeep Abhyankar Registrar	Wilson College Chowpatty, Mumbai, 400 007
2.	Assistant Public Information Officer	Mr. Pravin Pangale	
3.	First Appellate Authority	Mr. Shekhar Deodhar Associate Professor	

## **XVII. Such other information as may be prescribed.**

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