

# Mandatory Disclosures as per the RTI Act 2005

## 1. The Particulars of the Department, Functions and Duties

### a) Particulars of the Department

Name of the Department	Department of Students' Development
Address	Vidyapeeth Vidyarthi Bhavan, First Floor, 'B' Road, Churchgate, Mumbai, PIN-400 020
Contact No.	+91 22-22042859, +91 22 22040360
Email	deptstudentswelfare@gmail.com
Website	www.mu.ac.in unimumbaidsd.com

### b) Functions and Duties of the Department

The Department shall-

- Work towards promotion of cultural, recreational and welfare activities of students in colleges, institutions and university departments.
- Conduct leadership training programmes for students.
- Ensure that there are mentors and counseling cells for the young students in colleges, institutions and University departments.
- Organize anti-ragging committees and squads and ensure that all necessary measures are taken to prevent ragging in the University, colleges and the institutions.
- Look into the grievances and general welfare of the students.
- Help in building-up the all-round personality of students and to groom them to be future leaders and confident adults.
- Organize cultural and recreational activities jointly with regional, national and international bodies.
- Hold University level competitions, skills development workshops, interactive activities in order to bring the society closer to the colleges, institutions and University.
- Establish rapport with groups (excluding political parties), societies and other professional bodies so as to involve them in the activities of the Development.
- Devise, develop and implement innovative schemes of students' development including Earn and Learn Scheme, Education Loan, Vice-Chancellors Aid Fund, Endowment Schemes, Student Exchange Schemes, etc.
- Promote the interest of the youth and develop their skills for appreciation of the fine and performing arts, pure arts and literary skills.
- Organize University, state, national and international level competitions, skills development workshops and interactive programmes in various fields for the students.
- Take necessary measures to ensure participation of well-trained teams in various regional, national and international level competitions, and cultural, recreational and other activities.
- Train the students for state, national and international level competitions in various cultural activities.
- Conduct elections to the University Students' Council.

- Devise a mechanism to implement recommendations of the Commission as regards students' development and culture.
- Recommend to competent authority to make alternative arrangements regarding examinations for students participating in the inter-university or national or international cultural competitions during the relevant schedules of examinations as prescribed by Ordinances.
- To prepare the report of the Board of Students' Development to be submitted before the Senate.
- Undertake any other task assigned to him by the University authorities to carry out objectives of the Department.
- Exercise such other powers and perform such other duties as prescribed by or assigned to the Department, by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

## 2. The Powers and Duties of its Officers and Employees

Sr. No.	Name of the Officer/Employee	Designation	Work Assigned
1	Dr. Sunil Patil	I/c Director	<ul style="list-style-type: none"> <li>• Annual Planning</li> <li>• Meetings of Board of Students' Development</li> <li>• Execution and Monitoring of Activities</li> <li>• Attestation of Documents</li> </ul>
2	Mrs. Smita Shinde	Officiating Assistant Registrar	<ul style="list-style-type: none"> <li>• Monitoring of Activities of Department and Administrative Staff</li> <li>• Monitoring of Budget and Accounts</li> <li>• Monitoring of Office Records</li> <li>• RTI</li> <li>• Elections of Students' Council</li> </ul>
3	Mr. Nilesh Sawe	Cultural Co-ordinator	<ul style="list-style-type: none"> <li>• Youth Festival</li> <li>• Training Camps</li> <li>• Workshops</li> <li>• Deputation of Students</li> <li>• Cultural Exchange Programmes</li> </ul>

Sr. No.	Name of the Officer/Employee	Designation	Work Assigned
4	Mrs. Neeta Chaphekar	Higher Grade Stenographer	<ul style="list-style-type: none"> <li>• Departmental Notes</li> <li>• Preparation of Agenda, Minutes and Action Taken Report</li> <li>• Management Council Items</li> <li>• Purchase Committee Items</li> <li>• Finance Committee Items</li> <li>• Monitoring of Accounts</li> <li>• Annual Reports</li> <li>• Anti-Ragging Mechanism</li> <li>• RTI</li> <li>• Yuva Raksha Scheme</li> <li>• Day to Day Correspondence</li> <li>• Visitors Management</li> </ul>
5	Mr. Yogesh Patil	Data Entry Operator	<ul style="list-style-type: none"> <li>• Data Entry</li> <li>• Youth Parliament</li> <li>• Youth Festival Software Processing and Management</li> <li>• Avishkar Software Processing and Management</li> <li>• Financial Assistance Schemes Software Processing and Management</li> <li>• Updation of Website</li> <li>• Presentations</li> <li>• Budget</li> <li>• Monitoring of Accounts</li> </ul>

Sr. No.	Name of the Officer/Employee	Designation	Work Assigned
			<ul style="list-style-type: none"> <li>• Chancellor P.C. Alexander Elocution Competitions</li> <li>• International Students: Admission and Activities</li> </ul>
6	Mr. Mangesh Jadhav	Junior Typist Clerk	<ul style="list-style-type: none"> <li>• Vice-Chancellor's Fund</li> <li>• Group Insurance Scheme</li> <li>• Mobile Knowledge Resource Centre</li> <li>• Attestation of Documents</li> </ul>
7	Mr. Kalpesh Jadhav	Junior Typist Clerk	<ul style="list-style-type: none"> <li>• Youth Festival and Related Competitions</li> <li>• Government Programmes</li> <li>• Qawwali Competition</li> <li>• Dineshbhai Mody Elocution Competition</li> <li>• Cultural Exchange Programmes</li> <li>• Monitoring of Accounts</li> <li>• Mind Training Camp</li> <li>• Self Defence Training Programmes</li> </ul>
8	Ms. Prachi Magodia	Junior Typist Clerk	<ul style="list-style-type: none"> <li>• Vice-Chancellor's Fund</li> <li>• Group Insurance Scheme</li> <li>• Special Certificates</li> </ul>
9	Mr. Kiran Burte	Junior Typist Clerk	<ul style="list-style-type: none"> <li>• Research Conventions</li> <li>• Marathi Bhasha Gaurav Din Karyakram</li> </ul>

Sr. No.	Name of the Officer/Employee	Designation	Work Assigned
			<ul style="list-style-type: none"> <li>• Bhajan Sandhya</li> <li>• Career Avenue Programmes</li> <li>• International Yoga Day</li> <li>• Monitoring of Accounts</li> <li>• Programmes of NGOs</li> <li>• Financial Assistance Schemes</li> <li>• Karmaveer Bhaurao Patil Earn and Learn Scheme</li> <li>• Interaction Programme of Students with Hon'ble Vice-Chancellor</li> </ul>
10	Ms. Ashwini Mhatre	Junior Typist Clerk	<ul style="list-style-type: none"> <li>• Attestation of Documents</li> <li>• Inward and Outward</li> <li>• DJMS</li> <li>• Email Checking</li> </ul>
11	Mr. Thakur Magodia	Auditorium Attendant	<ul style="list-style-type: none"> <li>• Auditorium Management</li> <li>• Sound and Light Arrangement</li> </ul>
12	Mr. Vishwanath Rawool	Hawalदार	<ul style="list-style-type: none"> <li>• Monitoring of Work of Class IV Employees</li> <li>• Monitoring of Office Records</li> </ul>

### 3. The Procedure Followed in the Decision Making Process, Including Channels of Supervision and Accountability

- Every policy / activity / programme and their budget have been planned as per Maharashtra Public Universities Act, 2016.
- Every policy / activity / programme and their budget have been placed before the Board of Students' Development and approved by the Board of Students' Development.
- The Director, Students' Development executed the policy / activity / programme as per the directives of Board of Students' Development and with the help of Staff of the Department.

#### **4. The Norms Set by it for the Discharge of its Functions**

The Department and its Officers and Staff are discharging their functions and duties in accordance with Board of Students' Development and relevant Uniform Statutes of Government of Maharashtra, Vice-Chancellor's Directives and Circulars of University of Mumbai.

#### **5. The Rules, Regulations, Instructions, Manuals and Records, held by it or under its Control or Used by its Employees for Discharging its Functions**

The Rules, Regulations, Instructions, Manuals and Records are available on the Website of University of Mumbai, [www.mu.ac.in](http://www.mu.ac.in) and [www.unimumbaidsd.com](http://www.unimumbaidsd.com).

#### **6. A Statement of the Categories of Documents that are Held by it or under its Control**

Following documents are kept by the Department under its control-

- General Correspondence
- Circulars and Ordinance
- Raj Bhavan Correspondence
- Tenders and Purchase Committee Documents
- Accounts
- Budget
- Sports and Cultural Activities Contribution
- Inward and Outward
- Establishment
- Management Council
- Personal Files
- Youth Festivals
- Research Conventions
- Other Programmes
- Career Avenues Programmes
- Programmes of GOs
- Programmes of NGOs
- Interaction Programme of Students with Hon'ble Vice-Chancellor
- International Students' Activities
- Certificates
- Anti-Ragging Mechanism
- Students' Council
- Scholarships and Financial Assistance Schemes
- Board of Students' Development
- Knowledge Resource Centre
- Students Grievance Redressal Cell
- Attestation of Documents

**7. 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**

- Every policy / activity / programme and their budget have been planned as per Maharashtra Public Universities Act, 2016.
- Every policy / activity / programme and their budget have been placed before the Board of Students' Development consisting of representation of stakeholders for their approval.
- The Director, Students' Development executed the policy / activity / programme as per the directives of Board of Students' Development and with the help of Staff of the Department.
- Also, to achieve the objectives of the Department as laid down by Maharashtra Public Universities Act, 2016 various regulations / circulars have been framed thorough discussions with representative of stakeholders and approval from the competent authorities. These regulations and circulars are put forth on the Website of University of Mumbai.

**8. 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**

No.

**9. A Directory of its Officers and Employees**

Sr. No.	Name of the Officer/Employee	Designation	Contact No.
1	Dr. Sunil Patil	I/c Director	+91 22 2204 0360
2	Mrs. Smita Shinde	Officiating Assistant Registrar	+91 22 2204 2859
3	Mr. Nilesh Sawe	Cultural Co-ordinator	+91 22 2204 2859
4	Mrs. Neeta Chaphekar	Higher Grade Stenographer	+91 22 2204 2859
5	Mr. Yogesh Patil	Data Entry Operator	+91 22 2204 2859
6	Mr. Mangesh Jadhav	Junior Typist Clerk	+91 22 2204 2859
7	Mr. Kalpesh Jadhav	Junior Typist Clerk	+91 22 2204 2859
8	Ms. Prachi Magodia	Junior Typist Clerk	+91 22 2204 2859
9	Mr. Kiran Burte	Junior Typist Clerk	+91 22 2204 2859

Sr. No.	Name of the Officer/Employee	Designation	Contact No.
10	Ms. Ashwini Mhatre	Junior Typist Clerk	+91 22 2204 2859
11	Mr. Thakur Magodia	Auditorium Attendant	+91 22 2204 2859
12	Mr. Vishwanath Rawool	Hawaladar	+91 22 2204 2859
13	Mr. Prashant Murkar	Peon	+91 22 2204 2859
14	Mr. Nilesh More	Peon	+91 22 2204 2859
15	Mr. Shailesh Sawant	Peon	+91 22 2204 2859
16	Mr. Anant Kambli	Peon	+91 22 2204 2859
17	Mr. Prasad Teli	Peon	+91 22 2204 2859
18	Mr. Nilesh Sonawane	Peon	+91 22 2204 2859
19	Mr. Pranay Wandekar	Hamal	+91 22 2204 2859
20	Mr. Harshad Marchande	Peon-cum-Hamal	+91 22 2204 2859
21	Mr. Mahesh Gamre	Peon-cum-Hamal	+91 22 2204 2859
22	Mr. Niket Ghanekar	Hamal	+91 22 2204 2859
23	Mr. Shyamsundar Ghanekar	Hamal	+91 22 2204 2859
24	Mr. Sameer Kolambkar	Hamal	+91 22 2204 2859
25	Mr. Arjun Rambade	Security Guard	+91 22 2204 2859
26	Mr. Prakash Shinde	Security Guard	+91 22 2204 2859
27	Mr. Santosh Tupe	Security Guard	+91 22 2204 2859
28	Mr. Vishwas Dhulgude	Security Guard	+91 22 2204 2859
29	Mr. Sahebrao Shinde	Driver	+91 22 2204 2859
30	Mr. Gaurav Jadhav	Cleaner	+91 22 2204 2859
31	Mrs. Durga Waghela	Sweeper	+91 22 2204 2859
32	Mr. Ashok Ujjainwal	Sweeper	+91 22 2204 2859
33	Smt. Hemlata Salvi	Sweeper	+91 22 2204 2859

**10. The Monthly Remuneration Received by each of its Officers and Employees, including the System of Compensation as Provided in its Regulations**

Officers and Employees are receiving the monthly remuneration as per the policy of Government of Maharashtra and University of Mumbai.

**11. The Budget Allocated to each of its Agency, indicating the Particulars of all Plans, Proposed Expenditures and Reports on Disbursements Made**

Financial Year	2018-19
Budget Estimates	Rs. 4,32,50,448/-
Actual Expenditure	Rs. 2,43,42,333/-



**12. The Manner of Execution of Subsidy Programmes, including the Amounts Allocated and the Details of Beneficiaries of such Programmes**

**1. Book Bank Scheme for SC/ST/DT/NT Students of Colleges/Recognized Institutes affiliated to University of Mumbai and University Departments (2018-19)**

<b>Available Fund</b>	<b>Rs. 55,00,000/-</b>
<b>Colleges</b>	
No. of Colleges Applied	101
No. of Students of Colleges	16740
Fund Disbursement to Colleges	16740 x Rs. 280 = Rs. 46,87,200/-
<b>University Departments</b>	
No. of University Departments Applied	1
No. of Students of Departments	3
Fund Disbursement to Departments	Rs. 2,00,000/-
<b>Total Disbursement (Colleges + University Departments)</b>	<b>Rs. 49,87,200/-</b>

**2. Financial Assistance to Needy and Financially Backward Class Students of Colleges/Recognized Institutes affiliated to University of Mumbai and University Departments (2018-19)**

<b>Available Fund</b>	<b>Rs. 6,75,448/-</b>
<b>Colleges</b>	
No. of Colleges Applied	39
No. of Students of Colleges	146
Fund Disbursement to Students	146 x Rs. 4,000 = Rs. 5,84,000/-
<b>University Departments</b>	
No. of University Departments Applied	8
No. of Students of Departments	17
Fund Disbursement to Students	17 x Rs. 4,000 = Rs. 68,000/-
<b>Total Disbursement (Colleges + University Departments)</b>	<b>Rs. 6,52,000/-</b>

**3. Financial Assistance to ST Students of Colleges/Recognized Institutes affiliated to University of Mumbai (2018-19)**

<b>Available Fund</b>	<b>Rs. 60,00,000/-</b>
<b>Colleges</b>	
No. of Colleges Applied	13
No. of Students of Colleges	Boys: 908 Girls: 491 Total: 1399
Fund Disbursement to Students	Boys: 908 x Rs. 3,700 = Rs. 33,59,600/- Girls: 491 x Rs. 4,200 = Rs. 20,62,200/-

<b>Total Disbursement (Boys + Girls)</b>	<b>Rs. 54,21,800/-</b>
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**4. Financial Assistance to SC/ST/DT/NT Students of University Departments (2018-19)**

<b>Available Fund</b>	<b>Rs. 35,00,000/-</b>
<b>University Departments</b>	
No. of University Departments Applied	13
No. of Students of University Departments	Hostellite Students: 14 Non-Hostellite Students: 48 Total: 62
Fund Disbursement to Students	Hostellite Students: 14 x Rs. 20,000 = Rs. 2,80,000/- Non-Hostellite Students: 48 x Rs. 25,000 = Rs. 12,00,000/-
<b>Total Disbursement (Hostellite + Non-Hostellite)</b>	<b>Rs. 14,80,000/-</b>

**13. Particulars of Recipients of Concessions, Permits or Authorizations Granted by it**

Not applicable

**14. Details in Respect of the Information, Available to or Held by it, Reduced in an Electronic Form**

All the Circulars, Notices, Advertisement of Tender issued by the Department time to time are made available on the Website of University of Mumbai.

**15. The Particulars of Facilities Available to Citizens for Obtaining Information, including the Working Hours, if Maintained for Public Use**

The information is available on the Notice Board and Website of University of Mumbai.

**16. The Names, Designations and other Particulars of the Public Information Officers**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1	Dr. Ajay Deshmukh	Registrar, University of Mumbai
2	Dr. Sunil Patil	I/c Director, Students' Development
3	Mrs. Smita Shinde	Assistant Registrar, Students' Development, University of Mumbai

**17. Such other Information as may be Prescribed**

Nil