

Information pertaining to
UGC Human Resource Development Centre, University of Mumbai

Sr. No.	Particulars	
1	Particulars of Organization, Functions & Duties	UGC Human Resource Development Centre, University of Mumbai To conduct training programmes for teachers of Higher Education
2	The powers and duties of its officers and employees	Director has the Academic, Administrative and Financial responsibility for the conduct of programmes <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> Section Officer Senior Assistant Steno-Typist Computer Assistant Peon Hostel Attendant </div> <div style="font-size: 3em; margin-right: 10px;">}</div> <div> To assist in smooth conduct of courses </div> </div>
3	The procedure followed in the decision making process including channels of supervision and accountability	As per the relevant guidelines given by UGC for UGC HRDC and the guidance of Local Programme Planning and Management Committee (LPPMC)
4	The norms set by it for the discharge of its functions	Same as above
5	The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions	As per UGC guidelines and University of Mumbai rules
6	A statement of the categories of documents that are held by it or under its control	Course related material
7	The particulars of any arrangements that exists for consultation by the members of the public in relation to the formulation of its policy or implementation thereof	NIL
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 advise 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	Local Programme Planning and Management Committee (LPPMC) Minutes of the meeting are not given to the public

9	A directory of its officers and employees	Available in the UGC HRDC, University of Mumbai website
10	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in it regulations	As per UGC guidelines
11	The budget allocated to the Department indicating the particulars of all plans, proposed expenditure and reports on disbursement made	N.A
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	NIL
13	Particulars of recipients of concessions, permits or authorizations granted by it.	NIL
14	Details in respect of the information, available to or held by it reduced in an electronic form	N.A
15	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room it maintained for public use	NIL
16	The names, designations and other particulars of the public information officers	Section Officer, UGC HRDC
17	Such other information as may be prescribed and thereafter update these publications every year	NIL