

**Women Development Cell
University of Mumbai**

Date: 26th February, 2016.

4. Obligations of public authorities.

(1) Every public authority shall –

(a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;

(b) publish within one hundred and twenty days from the enactment of this Act,-

(i) The particulars of its organization, functions and duties;

➤ Women Development Cell, University of Mumbai.

Functions and Duties: Inquiring into the complaints of sexual harassment by students, teachers and karmacharis and regularly conducting awareness programmes on women's issues and 'Gender Sensitization' workshops for teachers, students and karmacharis of University and affiliated colleges.

(ii) The powers and duties of its officers and employees;

➤ **Officers:** Chairperson and Members of the Complaints Committee. Dealing the cases of sexual harassment. Through inquiries are conducted and detailed report with findings and recommendations are submitted to the Hon. Vice-Chancellor, University of Mumbai.

Employees: Employees carry out the work in day to day activities according to the instructions of Chairperson and Member-Secretary.

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

➤ Women Development Cell of University consists of 21 Members. Meeting of which is held with the consent of Hon. Vice-Chancellor who is the President of Women Development Cell. He is supposed to attend and chair the meeting. In this meeting general policy and programmes are decided and report is also

made to this committee about number of cases of sexual harassment and their status. There is a five members Complaints Committee. Chairperson of UWDC is also the chairperson of the Complaints Committee. Under the Chairmanship inquiry is conducted of the complaint of sexual harassment received by the department. Generally, unanimously committee arrives to the findings and recommendations and submits the report to the Hon. Vice-Chancellor for approval. The committee is accountable to Hon. Vice-Chancellor.

- (iv) The norms set by it for the discharge of its functions;
 - Norms and discharge of its functions according to Vice-Chancellor Directives Ref.No.WDC/VCD/ 240 of 2008, dated 18th January, 2008.
- (v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
 - According to Vice-Chancellor Directives Ref.No.WDC/VCD/ 240 of 2008, dated 18th January, 2008.
- (vi) A statement of the categories of documents that are held by it or under its control;
 - Complaint files are confidential and in the possession of the department. Important documents are complaint files and complaint register.
- (vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or implementation thereof;
 - Through RTI Application.
- (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 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;
 - All the documents are confidential.

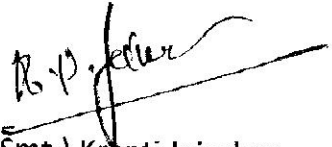
- (ix) A directory of its officers and employees;
 - Officers: Chairperson and Member-Secretary
Employees: Co-ordinator, Jr.Ty.Clerk, Peon, Hamal.
- (x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
 - **Officers:** Chairperson and Member-Secretary do not receive any remuneration or honorarium. They are entitled for reimbursement of actual travelling expenditure.
Staff: Co-ordinator gets Rs. 15,000/-, Jr.Ty.Clerk, Peon as per University scale and Hamal on daily wages.
- (xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
 - Copy of the budget allocated to the department is attached herewith.
- (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
 - There is no such scheme.
- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;
 - Nil.
- (xiv) Details in respect of the information, available to or held by it, recued in an electronic form;
 - Vice-Chancellors Directives and Manuals. Details of programmes are informed on the University 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;
 - Library is maintained for the public use.

(xvi) The names, designations and other particulars of the Public Information Officers;

➤ Dr. (Smt.) Kranti Jejurkar, Chairperson, UWDC.

(xvii) Such other information as may be prescribed, and thereafter updated these publications every year;

➤ We do inform is there is change in our policy.



Dr. (Smt.) Kranti Jejurkar,
Chairperson, UWDC