

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

Section 4(1) (b) of RTI Act 2005 covers the statutory declaration on the website of Nagindas Khandwala College of Commerce, Arts and Management Studies and Shantaben Nagindas Khandwala College of Science. It covers all the rules and regulations which are implemented by Govt. of Maharashtra.

Our College is a “College of co- education”, which is registered under Govt. of Maharashtra and affiliated to University of Mumbai, Maharashtra, India. The College has a Governing Body, which comprises of the members specified by Govt. of Maharashtra. It runs as per rules and regulations made by the Govt. from time to time.

The College comes under “Grant in Aid” category therefore financial transactions are audited by the government. The College has different Committees to maintain all types of disciplines.

All the committees of the institution are under Statutory Bodies and come under section 4(1) (b) of RTI Act 2005. All information about the college under Section 4(1) (b) of RTI Act 2005 are open for the public and it can be obtained at any time by any citizen of India.

RTI -Disclosure under Section 4(1)(b)

1. Organisation Functions and Duties

Nagindas Khandwala College of Commerce, Arts and Management Studies and Shantaben Nagindas Khandwala College of Science was founded in 1983 by Malad Kandivli Education Society. It is the affiliated to University of Mumbai.

The college has 25 UG, 15 PG and 4 Ph.D. programmes. 40 % of the faculty members are Ph.D. of which 25% are Research Guides.

The college also has to its credit 3 Ph. D. Programmes, in Banking and Finance, Business Management and Geography.

For internationalization of Higher Education, Nagindas Khandwala College has signed Memorandum of Understanding to promote international and intercultural understanding and academic cooperation and collaboration for students.

In 2002, the college opted voluntarily for assessment and evaluation by National Assessment and Accreditation Council (NAAC), an autonomous body of UGC and the college made a breakthrough in the fields of academics as it achieved the highest rating of Five Stars and became the only Five Star accredited college in the western suburbs.

N.A.A.C. Peer Team Reaccreditation visit took place between 17.03.2008 and 19.03.2008. Result of the same was declared on 28.03.2008 in the 45th E.C. Meeting. Our college was reaccredited with A grade. We attribute this success to all the stake holders of our institution – our alumni and present students, their parents, our teachers, our administrative staff and our management. The success of our institution lies in the hard work of each and every individual and their capability to function as a team.

N.A.A.C. Peer Team Reaccreditation visit took place between 19.09.2013 and 21.09.2013. Result of the same was declared on 21.02.2014 in the 66th E.C. Meeting. Our college was Re-Accredited (3rd Cycle) with '**A**' **Grade** with a CGPA (Cumulative Grade Point Average) of **3.32** on a four point scale for a period of five years valid from 25/10/2013. Further, NAAC extended the validity for a further two years period for consistently acquiring higher grade in three cycles and subsequently, extended the further validity by one year i.e. upto **31st December, 2021** due to accomplishment of '**Autonomous Status**' by University Grants Commission and University of Mumbai.

N.A.A.C. Peer Team Reaccreditation visit took place between 17.06.2022 and 18.06.2022. Result of the same was declared on 21.06.2022. Our college was Re-Accredited (4rd Cycle) with '**A**' **Grade** with a CGPA (Cumulative Grade Point Average) of **3.23** on a four point scale for a period of five years valid upto **20/06/2027**.

University of Mumbai has granted “Empowered Autonomous” Status on 30th June, 2023 to our institution for a period of ten years from Academic Year 2023-2024 to 2032-2033. The college today has established itself as one of the prominent colleges of Western suburbs.

The Principal of Nagindas Khandwala College of Commerce, Arts and Management Studies and Shantaben Nagindas Khandwala College of Science, is the Academic and Administrative Head of the College. Associate Professors and Assistant Professors under various department work under the able guidance of the Principal.

The College has well equipped centralized library, science and language laboratories are vibrant with a creative and socially committed campus having N.C.C., N.S.S., Indoor Activities etc.

a. **Objective** : To provide Co- Education to students

b. **Vision** : Education for all.

Education for the youth

Education for the future of our country.

c. **Mission** : The Mission of our institution is to serve the society at large, and students belonging to linguistic minority in particular with commitment, dedication and devotion.

d. **Quality Policy** :

- Providing excellent infrastructure and conducive learning environment.
- Building a harmonious work culture & motivating everybody to contribute the best.
- Pro-actively responding to changing need of industry, parents & society by embracing latest technological trends in the field of education.
- Complying with requirement of ISO 9001:2015 Standard & striving for continually improving the operations of the Institution.

e. **Brief History of the college** : Education is the heartthrob of any civilized society. In 1942, when India was still under colonial rule, the need of education became all the more crucial. Realizing this the visionaries of Malad and Kandivli areas came together and established Malad Kandivli Education Society. Harboursing the dream of providing high standard education, Malad Kandivli Education Society founded Sheth Nahalchand Laloochand High School in **1942-43**

Dedicated to the cause of education; the Malad Kandivli Education Society expanded its branches and established many new educational institutions. It has groomed many young minds into responsible citizens over these many years. Thousands of students have gone out of its portals and today occupy important positions in the Society. In its 80 years of existence, the society has achieved many milestones and one such significant milestone of the Society was the establishment of the College in **July 1983**

The College was started with three classes of commerce by creating wooden partitions in the dilapidated hall without any government grant and in the very first year, 330 students enrolled. In the next year, College was shifted to the present building. The college offers courses on various disciplines of Commerce, Arts and Science along with new age programmes.

f. **Duties of the college :** Providing quality education.

g. **Main activities / function :** Teaching and Research

h. **Monitoring Agent :** Governing Body

i. **Address of the college :** Bhavishya Bharat Campus, S. V. Road, Malad (West), Mumbai – 400 064.

j. **Office hours:** 9.30 a.m. to 5.00 p.m.

2. The Power & Duties of Officers and Employees

The Principal of the College is the Academic and Administrative Head of the College. Administrative office is headed by the Registrar and Office Superintendent and supported by Senior and Junior Clerks who support the Principal in financial matters.

Professors, Associate Professors & Assistant professors of various departments under the supervision of senior teacher as the Head in charge of the department support the Principal in academic matters.

3. The Procedure Followed In the Decision Making Process, Including Channels Of Supervision And Accountability.

The Principal in consultation with Governing Council, various committees constituted in the college and with support of the office makes suitable decisions for the proper conduct of the college under the control of The President of Malad Kandivli Education Society. She is Coordinator, Academics and Administration. The rules of Maharashtra State & subordinate Service rules, Maharashtra Education Act & Rules, Statutes of the affiliating University are also strictly followed in this regard.

The individual employees of the college are accountable for their duties.

4. The Norms Set By the College for the Discharge of Its Functions

The functions of Nagindas Khandwala College of Commerce, Arts and Management Studies and Shantaben Nagindas Khandwala College of Science are discharged in accordance with the various rules and regulations constituted for the purpose. All the functions are discharged under the supervision and control of UGC / State Government/ University/ Management/ Academic Coordinator/Principal as per assignment of functions. Issues are dealt with on priority basis, expeditiously taking into account, the various instructions issued from time to time.

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 Constitution of India
- Maharashtra State Service Rules
- Laws Relating To Civil Services
- Maharashtra Education Act & Rule
- Statutes of the University of Mumbai, Maharashtra, India as amended from time to time.

- Rules for the conduct of Classes/ Library/Labs/ Hostel/ Committees and cells of the college as amended from time to time.

6. Statement of Categories of documents that are held by it or under its control

S.No	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Non-confidential	College Bye-Laws	To approach the Information Officer	Principal
2.	Non-confidential	Memorandum of Understanding and Rules & Regulations	- do -	- do -
3.	Non-confidential	Notes on Agenda placed in Governing Body	- do -	- do -
4.	Non-confidential	Minutes of various meetings like Governing Body / Academic committee / Building committee	- do -	- do -
5.	Confidential	Employees Confidential Report (CR)	Cannot be obtained	- do -

7. 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:

There is no arrangement to solicit the views of the members of the public in relation to the formulation of policies or implementation thereof in the College.

8. Statement of 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.

The following committees and cells have been constituted by the Principal for its functioning. Meetings of these committees are not open to the public. Minutes of the meetings will be made available to the public on request, subject to the provisions of the RTI act, 2005:

- RTI
- Anti Ragging Committee
- Anti-Sexual Harassment Cell
- Career Guidance and Placement Cell
- Discipline Committee
- NAAC Committee
- Research Cell
- Sports and Cultural Cell
- Grievance Redress Committee
- Website Committee
- Minority Cell
- Internal Complaint Committee
- Women Development Cell

9. Directory/ Details of Officers

1) Prof. Dr. Moushumi
Datta (First Appellate
Authority)

Phone (O) 022-28072262

e mail – Principal@nkc.ac.in

2) Dr. Mona Mehta
Public Information Officer
Phone No. 28072262

e mail- mona@nkc.ac.in

3) Mr. Chandrashekhar Penta
Assistant Public Information Officer
Phone No. 28072262

e mail- penta@nkc.ac.in

10. Monthly remuneration received by officers and employees

Having regard to the number of employees working in the College, it is not feasible to publish on web the monthly remuneration received by each of its officers and employees. Moreover, the monthly remuneration is likely to change depending on the grant of increments and variation in the dearness allowance sanctioned by the government from time to time.

11. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and disbursements made.

Statement of budget allocated for the financial year 2022-23 to the College from the agencies of the Government of India and Government of Maharashtra under the heads of accounts operated and controlled by the College is accountable and available to the Public on request under RTI Act.

12. Manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes

No subsidy programmes are executed by the College and no amount has been allocated for the same.

13. Particulars of recipients of concessions, permits or authorisations granted by the College

Details of the students receiving fee concessions under different schemes of the Government are available in the office upon request.

14. Information held by / available to the College, reduced in an electronic form:

- Statutes of the affiliating University as amended from time to time.
- Rules for the conduct of Classes/ Library /Laboratories/ Hostel/ Committees of the college as amended from time to time.
- Manual of Office Procedure.

The college library has been computerized and the online public access catalogue is available to everyone.

15. Facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.

Public can directly access the information from the office/ principal and the concerned departments during working hours of the college. Information on other matters can be obtained from the public information officer as per provisions of the RTI ACT, 2005. Library is not available for public use.

16. Name, designation and other particulars of the appellate authority and Public information officer.

Appellate Authority	: Prof. Dr. Moushumi Datta, Principal
Public Information Officer	: Dr. Mona Mehta, Vice Principal
Asst. Public Information Officer	: Shri Chandrashekhar Penta, Secretary to Principal