



Smt. P.D. Hinduja Trust's

K.P.B. HINDUJA COLLEGE OF COMMERCE

(Autonomous)

Sindhi Linguistic Minority Institution: NAAC Re-Accredited With "A+" Grade: CGPA: 3.59
Current Address (Temporary): Sadhana House, 570 Pandurang Budhkar Marg, Behind Mahindra
Towers, Worli, Mumbai – 400018. Contact Details Tel: 022-4098-9000.
Email: info@hindujacollege.Com : Website: www.hindujacollege.edu.in

Disclosure Under Section 4(1)(b) of the Right to Information Act, 2005

1. Particulars of the Organization, its Functions and Duties

K. P. B. Hinduja College of Commerce (Autonomous), Mumbai, established in 1974, is a premier institution of higher education managed by the **Smt. P. D. Hinduja Trust**. The College is permanently affiliated with the **University of Mumbai**, enjoys **Autonomous Status** granted by the University Grants Commission (UGC), University of Mumbai and is accredited by **NAAC with an 'A+' Grade**.

As an autonomous institution, the College has academic autonomy in designing curricula, conducting examinations, framing evaluation methods, introducing innovative academic programmes, and awarding degrees under the aegis of the University of Mumbai, in accordance with the UGC (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations and other applicable statutory provisions as applicable from time to time.

The College is committed to providing quality education through undergraduate, postgraduate, doctoral, certificate, diploma, and value-added programmes while promoting excellence in teaching, research, innovation, entrepreneurship, skill development, community engagement, and holistic student development.

The primary functions of the College include:

- Providing quality higher education in Commerce, Management, Science, Information Technology, Banking, Finance, Accounting, Economics, and allied disciplines.
- Designing and implementing industry-relevant curricula under the autonomous framework.
- Conducting fair and transparent examinations and continuous internal assessments.
- Promoting research, consultancy, innovation, and interdisciplinary learning.
- Organizing extension activities, outreach programmes, and community development initiatives.
- Providing student support services including scholarships, career guidance, placement assistance, mentoring, counselling, and skill enhancement.
- Maintaining high standards of governance, transparency, accountability, and institutional ethics.
- Implementing the provisions of the NEP 2020 from time to time.



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- i. Implementing national educational policies and quality initiatives prescribed by UGC, University of Mumbai, Government of Maharashtra, and other statutory bodies.

2. Powers and Duties of Officers and Employees

The powers and duties of officers and employees are governed by:

- University Grants Commission (UGC) Regulations
- Government of Maharashtra Rules and Circulars
- Maharashtra Public Universities Act, 2016
- University of Mumbai Statutes, Ordinances and Regulations
- Autonomous College Regulations issued by UGC
- College Service Rules and Administrative Orders
- Service Rules framed by the Management
- AICTE/DTE (wherever applicable)

Principal

The Principal is the academic and administrative head of the institution and is responsible for:

1. Academic growth of the College
2. Participation in the teaching, research and training programmes of the College.
3. Assisting in planning and implementation of academic programmes such as Refresher / Orientation course, seminars, in-service and other training programmes organized by the University / College for academic competence of the Faculty Member.
4. Admission of students and maintenance of discipline of the College.
5. Receipts, expenditure and maintenance of true and correct accounts.
6. The overall administration of the College and Recognized Institution and their Libraries and Hostels, if any.
7. Correspondence relating to the administration of the College.
8. Administration and supervision of curricular, co-curricular / extra curricular or extra-mural, students' welfare activities of the College and Recognized Institution and maintenance of records.
9. Observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.



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10. Supervision of the examinations, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of College / Recognized Institution.
11. Overall supervision of the University Examinations.
12. Observance or provisions of Accounts Code.
13. Maintenance of Assessment Reports of teachers and administrative staff as prescribed and their Service Books.
14. Any other work relating to the College or Recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time.
15. Preparation of institutional development plan for every five years with action plan of implementation. 82
16. Identification of avenues for resource generation.
17. Preparation for assessment, accreditation and academic audit of the college/institution
18. Teacher welfare programmes for teachers which include promotions to administrative staff and Career Advancement Scheme on time.
19. Working as mentor for teachers and administrative staff of the college.
20. Maintenance and updating college/institutional website giving all mandatory disclosures of the college/institution and adopt ICT in governance and administration.
21. Practice inclusive leadership by involving all teachers in various committees for smooth conduct of the college/recognized institution.
22. Connecting college/institution with societal needs.

Vice Principal(s)

1. Assist the Principal in administration.
2. Supervise academic activities.
3. Coordinate departments.
4. Monitor student discipline.
5. Oversee institutional quality initiatives.

Controller of Examinations

- Conduct of autonomous examinations.
- Preparation of examination schedules.
- Confidential handling of question papers.
- Result processing.
- Issuance of mark sheets.
- Examination reforms.



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- Compliance with UGC norms.

Registrar (Head of the Non-teaching Staff)

1. The Registrar shall regulate the work and conduct of the staff in accordance with the Act, Statutes, Ordinances, Rules and Regulations. 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.
2. The Registrar shall have the power to issue warnings, reprimands, and memos to the non-teaching employees subject to the approval of the Principal.
3. 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.
4. The Registrar shall keep the Minutes of the meetings, and records of such meetings attended by him.
5. The Registrar shall co-ordinate the work in the college amongst the teaching and the non-teaching staff.
6. The Registrar shall bring to the notice of the Principal any of the act of the staff or the students, if prejudicial to the College and/or is not in the interest of the Institution/College.
7. The Registrar shall sign letters issued from the College office of routine nature.
8. The Registrar shall watch over the work of college affiliation, staff recognition and follow procedure for appointments.
9. 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.
10. The Registrar shall exercise coordination between departments.

Heads of Departments

Responsible for:

- Academic planning.
- Curriculum implementation.
- Faculty allocation.
- Departmental budgeting.
- Student mentoring.
- Research promotion.
- Outcome-based education.

Teaching Faculty



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Responsible for:

- Devoting his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programmes, such as Seminars, workshop, Orientation Programme and Refresher Courses, Inservice programme, etc.
- Performing his/her academic duties such as preparation of lectures, demonstrations, assessment, guidance to research, tutorials, University, College and Recognized Institution examinations, and will encourage pursuit of learning in the students.
- Engaging the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot from the syllabus to him/her, from time to time and shall not ordinarily remain absent from work without intimating the Principal.
- Observing the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University, Management, Principal and shall ensure the interest of the University, College or Recognized Institution.
- Attending to extracurricular, co-curricular activities organized by the University, College and Recognized Institution and administrative and supervisory work and maintenance of records and self-reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.
- Helping the University, College or Recognized Institution authorities to enforce and maintain discipline and inculcate good habits among the students.
- Performing such other duties as are prescribed by their respective Central Councils and accepted by Government and University, from time to time.

Non-Teaching Staff

Office Superintendent:

1. To receive and to initial and date each receipt in token of his/her having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him/her.
2. To deal with letters which can dispose of without the assistance of the officers and those letters which in his/her opinion are important enough to be seen by the higher officers at the initial stage or on which he/she desires their instructions.
3. To exercise check and follow up of letters received from the State Government/U.G.C./Office of the Director of Education/Office of the Joint Director of Education/Universities, etc.



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4. To draft notes and independently deal with case which are of routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers and give interim replies.
5. To maintain the muster roll of the members of the staff working under him/her and inform the Registrar about late attendance, absentees, etc.
6. To attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.
7. To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
8. To give instructions regarding destruction of old records according to the directives of the Section Head.
9. To attend to such other work as may be given to him with the approval of the Registrar.

Head Clerk:

1. To exercise, check and to follow up the incoming letters received from the University Department/Colleges/Students, etc.
2. To point out mistake or misstatements, if any, and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.
3. To submit notes/drafts for approval of the officers through the superintendent.
4. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestions, if any and submit the same to the Superintendent/Registrar as the case may be.
5. To ensure the prompt dispatch of letters.
6. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
7. To attend to such other work that may be assigned to him with the approval of the Registrar.

Senior Clerk/Junior Clerk:

1. To enter the mail and letters and inter-departmental correspondence, files, letters, documents etc. addressed to the officer by name will be received by the officers themselves or through Superintendent.
2. To acknowledge letters received.



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3. To submit dak to the Office Superintendent daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents, etc.
4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
5. To send relevant extracts or any part of a receipt, through Superintendent/Registrar to the section concerned for remarks and/or necessary action.
6. To open and maintain service book/new file(s), do copying work, rubber stamping and to attend to all types of administrative/clerical work.
7. To maintain different registers, forms, etc.
8. To keep a note-book to watch timely disposal of urgent papers.
9. To collect the relevant material required for taking action on a receipt, file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material, etc.
10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
11. To prepare routine letters/replies for approval where noting is not required issue reminders.
12. To maintain daily work sheet, and to submit weekly arrears report to the Superintendent/Registrar.
13. To prepare monthly arrears report and submit it to the Superintendent for perusal and guidance/instructions.
14. Any other work assigned from time to time, with the approval of the Superintendent/Registrar.

3. Procedure Followed in Decision-Making Process Including Channels of Supervision and Accountability

The College follows a participative, transparent, decentralized and democratic governance system. The major decision-making hierarchy is as follows:

Management (Smt. P. D. Hinduja Trust) : "Management" means the trustees or the managing or governing body, by whatever name called, of any trust registered under the Maharashtra Public Trusts Act, under the management of which one or more colleges or recognized



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institutions or other institutions of higher learning, are conducted and admitted to the privileges of the college.

Governing Body : To set and monitor the institution's mission, purpose, priorities and the strategies within the boundaries of the institution's constitution and legal obligations. To involve the key stakeholders to set and monitor the institution's mission and maintain positive relationships with them. To develop policies that will allow the institution to serve its stakeholders. To monitor the institution's programs and services. To influence the decisions and finances. To set the standards for evaluating its own governance performance. To Maintain a governing body plan.

Principal : The Principal is the academic and administrative head of the institution and control all the activities carried out in the college.

Academic Council : The Academic Council shall be the principal academic authority of the university and shall be responsible for regulating and maintaining the standards of teaching, research and evaluation in the university. It shall also be responsible for laying down the academic policies in regard to maintenance and improvement of standards of teaching, research, extension, collaboration programmes in academic matters and evaluation of workload of the teachers.

Finance Committee : The Finance Committee to plan, coordinate and oversee the financial operations of the university. It shall examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of the provisions available.

Board of Studies : The Board of Studies shall be the primary academic body of the college.

Examination Committee : To conduct of autonomous examinations, do preparation of examination schedules, confidential handling of question papers, result processing, to issue of mark sheets, do examination reforms and compliance with UGC norms.

Internal Quality Assurance Cell (IQAC) : The Internal Quality Assurance Committee to plan, guide and monitor quality assurance and quality enhancement in all the academic activities of the college.

College Development Committee : The College Development Committee to prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities.



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Heads of Departments : To do academic planning, curriculum implementation, faculty allocation, departmental budgeting, student mentoring, research promotion and outcome-based education.

Faculty Members : To do classroom teaching, research, student mentoring, evaluation, curriculum development, extension activities, examination duties and institutional responsibilities.

Administrative Departments : To look after administrative support, office management, accounts, student records, library services, laboratory management, IT support, examination assistance and maintenance of institutional infrastructure.

Students : To attend the lectures and learn, take participation in different activities, prepare for examination, keep college premises clean and tidy.

Major policy decisions are discussed in statutory committee meetings before implementation.

Administrative matters are processed through departmental heads, Administrative Office, Principal and Management wherever necessary.

Financial matters are processed through:

Department → Accounts Section → Principal → Finance Committee/Management (where applicable).

Academic proposals are processed through:

Department → Board of Studies → Academic Council → Governing Body.

All decisions are documented through meeting minutes and office records.

4. Norms Set for the Discharge of Functions

The College adheres to the following norms:

- Academic excellence.
- Transparency.
- Accountability.



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- Student-centric governance.
- Professional ethics.
- Timely service delivery.
- Quality assurance.
- Inclusive education.
- Environmental sustainability.
- Digital governance.
- Continuous improvement through IQAC.

The institution follows Outcome Based Education (OBE), NEP implementation guidelines, academic audits, green audits, financial audits, and administrative audits.

5. Rules, Regulations, Instructions, Manuals and Records Used by Employees

The College functions under the provisions of:

- University Grants Commission Act, 1956
- Maharashtra Public Universities Act, 2016
- UGC Autonomous College Regulations
- University of Mumbai Statutes
- National Education Policy (NEP) 2020
- Examination Manual
- Service Rules
- Financial Rules
- Purchase Policy
- Human Resource Policy
- Leave Rules
- Library Rules
- Laboratory Rules
- IT Policy/Social Media Policy
- Cyber Security Policy
- Code of Conduct
- Anti-Ragging Regulations by UGC
- Sexual Harassment Prevention Policy
- Grievance Redressal Policy for students
- Internal Quality Assurance Manual



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- Academic Regulations as per University guidelines
- Student Handbook
- Prospectus
- Office Orders
- Circulars issued by UGC, Government of Maharashtra and University of Mumbai.

6. Categories of Documents Held by the College

The College maintains records including:

- Admission records.
- Student academic records.
- Examination records.
- Degree and certificate records.
- Employee service books.
- Attendance records.
- Financial statements.
- Audit reports.
- Governing Body minutes.
- Academic Council minutes.
- Board of Studies minutes.
- Finance Committee minutes.
- IQAC records.
- NAAC documents.
- NIRF submissions.
- Research records.
- MOUs.
- Purchase records.
- Asset registers.
- Library records.
- Stock registers.
- Scholarships.
- Student welfare records.
- NSS and NCC records.
- Alumni records.
- Placement records.
- Annual reports.



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- Policies and SOPs.

7. Arrangements for Consultation with or Representation by Members of the Public

The College encourages stakeholder participation through:

- Parent-Teacher Meetings.
- Alumni Association.
- Industry Advisory Boards.
- Student Council.
- Student Satisfaction Survey.
- Faculty Feedback.
- Curriculum Feedback.
- Public Grievance Redressal System.
- Community outreach programmes.
- Extension activities.
- Interaction with professional bodies and industry experts.

Suggestions received are considered while revising curricula, institutional policies, and quality initiatives.

8. Boards, Councils, Committees and Other Bodies

The College has the following statutory and non-statutory bodies:

Statutory Bodies

- Governing Body
- Academic Council
- Board of Studies
- Finance Committee
- Examination Committee
- Internal Quality Assurance Cell (IQAC)

Administrative Committees



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- Admission Committee
- Anti-Ragging Committee
- Internal Complaints Committee
- Grievance Redressal Committee
- SC/ST, OBC, Minority Cell
- Equal Opportunity Cell
- Research Committee
- Placement Cell
- Discipline Committee
- Library Committee
- Purchase Committee
- Social Media Committee
- Website Committee
- NAAC Steering Committee
- Student Development Committee
- Sports Committee
- Cultural Committee
- NSS Advisory Committee
- Alumni Association
- Internal Audit Committee

Meetings of these bodies are generally conducted for institutional governance. Proceedings are maintained as official records and are disclosed in accordance with applicable laws and institutional policies.

9. Directory of Officers and Employees

The College maintains an updated directory containing:

- Principal
- Vice Principal(s)
- Registrar/Administrative Officer
- Controller of Examinations
- Heads of Departments
- Teaching Faculty
- Administrative Staff
- Library Staff



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- IT Department
- Accounts Department
- Support Staff

The directory includes designation, department, office contact number, and official email address and is published on the College website.

10. Monthly Remuneration of Officers and Employees

The remuneration of employees is governed by:

- Government of Maharashtra norms.
- University Grants Commission pay scales.
- Management-approved service conditions.
- Applicable statutory revisions.

Salary, allowances, pensionary benefits, and other admissible benefits are paid as per applicable rules.

11. Budget Allocated to the College

The College prepares an annual budget comprising:

- Salary expenditure.
- Academic development.
- Research activities.
- Infrastructure.
- ICT facilities.
- Library resources.
- Laboratory equipment.
- Student welfare.
- Scholarships.
- Maintenance.
- Extension activities.
- Quality assurance.



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- Examination expenditure.
- Capital expenditure.

The budget is recommended by the Finance Committee and approved by Governing Body.
Annual financial statements are audited by statutory auditors.

12. Subsidy Programmes

The College does not directly implement subsidy programmes.

However, students benefit from scholarships, freeships, fee concessions and financial assistance offered by:

- Government of Maharashtra.
- Government of India.
- Minority Welfare Departments.
- Philanthropic trusts.
- College Student Aid Fund.

13. Recipients of Concessions, Permits or Authorizations

The College grants scholarships, fee concessions, freeships, prizes and financial assistance strictly according to eligibility criteria prescribed by Government agencies, UGC, University of Mumbai, Management and sponsoring organizations.

No commercial permits or authorizations are granted.

14. Information Available in Electronic Form

The following information is available electronically through the College website and ERP systems:

- Prospectus.



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- Admission notifications.
- Academic calendar.
- Curriculum and syllabi.
- Examination schedules.
- Results.
- Notices.
- Circulars.
- Policies.
- Annual reports.
- NAAC documents.
- NIRF submissions.
- AQAR reports.
- Research publications.
- Committee details.
- Faculty profiles.
- Student support information.
- Tender notices.
- RTI disclosures.
- Events and activities.

15. Facilities Available to Citizens for Obtaining Information

Information may be obtained through:

- Official College Website.
- RTI applications submitted under the Right to Information Act, 2005.
- Registrar/Administrative Office.
- Examination Section.
- Library (where permissible).
- Student Facilitation Centre.
- IT Section.
- Email correspondence.
- Telephone enquiries during office hours.

The College functions during notified working hours on all working days except declared holidays. Visitors are encouraged to contact the concerned department or office for information



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and assistance. Information that is exempt under the Right to Information Act, 2005 or restricted by applicable laws and regulations shall not be disclosed.

15. The Particulars of Facilities Available to Citizens for Obtaining Information, Including the Working Hours of a Library or Reading Room [Section 4(1)(b)(xv) of the Right to Information Act, 2005]

K. P. B. Hinduja College of Commerce (Autonomous), Mumbai is committed to promoting transparency, accountability, and easy access to information in accordance with the provisions of the Right to Information Act, 2005. The College has established various mechanisms through which students, parents, alumni, staff members, researchers, and members of the public may obtain information relating to the functioning, administration, academics, and other institutional activities, subject to the provisions and exemptions specified under the RTI Act.

The following facilities are available for obtaining information:

1. Official College Website

The College website serves as the primary source of public information and contains comprehensive details regarding:

- About the Institution
- Vision, Mission and Core Values
- Governance and Administration
- Autonomous Status and Statutory Bodies
- Academic Programmes and Curriculum
- Admission Procedures
- Examination Rules and Results
- Academic Calendar
- Notices and Circulars
- Faculty Profiles
- Committees and Cells
- Research and Extension Activities
- NAAC, NIRF and AQAR Reports
- Annual Reports
- Policies, Rules and Regulations
- RTI Disclosures
- Contact Information



Smt. P.D. Hinduja Trust's

K.P.B. HINDUJA COLLEGE OF COMMERCE

(Autonomous)

Sindhi Linguistic Minority Institution: NAAC Re-Accredited With "A+" Grade: CGPA: 3.59
Current Address (Temporary): Sadhana House, 570 Pandurang Budhkar Marg, Behind Mahindra
Towers, Worli, Mumbai – 400018. Contact Details Tel: 022-4098-9000.
Email: info@hindujacollege.Com : Website: www.hindujacollege.edu.in

The website is updated periodically to ensure that stakeholders have access to accurate and current information.

2. Public Information Officer (PIO)

The College has designated a Public Information Officer (PIO) in accordance with the provisions of the Right to Information Act, 2005. Citizens seeking information that is not available in the public domain may submit an RTI application to the Public Information Officer in the prescribed format along with the applicable fee as prescribed under the Act and relevant rules.

The Public Information Officer shall process RTI applications and provide information within the time limits specified under the Right to Information Act, 2005, except where disclosure is exempt under the provisions of the Act.

3. First Appellate Authority

Applicants who are not satisfied with the decision of the Public Information Officer or who do not receive a response within the prescribed period may file a first appeal before the First Appellate Authority designated by the College in accordance with the provisions of the Right to Information Act, 2005.

4. Administrative Office

The Administrative Office provides assistance relating to:

- Admissions
- Student Records
- General Administration
- Certificates
- Service-related information (where permissible)
- Institutional Policies
- General Enquiries

Information is provided during office working hours subject to applicable rules and confidentiality provisions.

5. Examination Section

The Examination Section assists students and authorised stakeholders regarding:

- Examination Schedules



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- Results
- Grade Cards
- Transcripts
- Duplicate Mark Sheets
- Degree Certificates
- Examination Rules and Regulations

Requests are processed in accordance with the Examination Regulations of the Autonomous College and the applicable provisions of the University Grants Commission (UGC) and the University of Mumbai.

6. Library and Reading Room

The College maintains a well-equipped Central Library that supports teaching, learning, research, and academic development. The library provides access to:

- Printed books and reference materials
- Journals and periodicals
- Newspapers and magazines
- Digital resources and e-books
- Online databases
- Previous question papers
- Institutional publications
- Research dissertations and project reports (where applicable)

A dedicated reading room is available for the use of students, faculty members, research scholars, and authorised users during the notified library working hours. Access to library resources is governed by the Library Rules and Regulations of the College.

Members of the public requiring access to specific reference materials may be permitted to use the library with prior approval of the Principal or Librarian, subject to institutional policies and availability of resources.

Library Working Hours

The Central Library functions during the College's notified working days and timings. Any changes in the schedule due to examinations, vacations, public holidays, or special circumstances are notified through the College website and official notices.

7. Student Facilitation and Help Desk



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The College provides assistance through designated help desks during admission, examination, scholarship, and other academic processes to guide students and stakeholders in obtaining relevant information and completing necessary formalities.

8. Information Through Electronic Mode

Citizens may also obtain information through:

- Official Email Communication
- College ERP/Student Portal (for authorised users)
- Online Notices and Circulars
- Digital Publications
- Official Social Media Platforms (for public announcements)

9. Office Working Hours

The Administrative Office functions on all working days as per the timings notified by the College from time to time. Information requests are attended to during office hours, excluding Sundays, public holidays, and officially declared vacations.

10. Access to Information

The College endeavours to proactively disclose information under Section 4 of the Right to Information Act, 2005 through its website and other official communication channels. Information that falls under the exemptions specified in Sections 8 and 9 of the Right to Information Act, 2005, or is otherwise restricted under applicable laws, shall not be disclosed.

The College remains committed to ensuring transparency, good governance, and timely dissemination of information while safeguarding confidentiality wherever required under law.

16. The Names, Designations and Other Particulars of the Public Information Officers [Section 4(1)(b)(xvi) of the Right to Information Act, 2005]

In accordance with the provisions of the **Right to Information Act, 2005**, K. P. B. Hinduja College of Commerce (Autonomous), Mumbai has designated the following officers to facilitate the implementation of the Act and to ensure timely disposal of applications seeking information held by the College.



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Public Information Officer (PIO)

Name: Shri Sanjay Patil

Designation: Registrar

Email address : sanjay.patil@hindujacollege.com

Institution: K. P. B. Hinduja College of Commerce (Autonomous), Mumbai

The Public Information Officer is responsible for receiving applications submitted under the Right to Information Act, 2005, processing requests for information, coordinating with the concerned departments of the College, and furnishing information to applicants within the time limits prescribed under the Act, subject to the provisions and exemptions contained therein.

First Appellate Authority

Name: Dr. Chandrakala Joshi

Designation: Professor and Vice Principal

Email address : Chandrakala.joshi@hindujacollege.com

Institution: K. P. B. Hinduja College of Commerce (Autonomous), Mumbai

The First Appellate Authority hears appeals filed by applicants who are dissatisfied with the decision of the Public Information Officer or who have not received a response within the time prescribed under the Right to Information Act, 2005. Appeals are disposed of in accordance with the procedures and timelines laid down under the Act.

Citizens seeking information under the Right to Information Act, 2005, may submit their applications to the Public Information Officer during the College's notified office working hours along with the prescribed application fee, wherever applicable. The College is committed to ensuring transparency, accountability, and timely access to information in accordance with the provisions of the Right to Information Act, 2005.

Before the writing block: Below is a detailed and institution-specific draft for **K. P. B. Hinduja College of Commerce (Autonomous), Mumbai** under **Section 4(1)(b)(xvi)** of the Right to Information Act, 2005. This section outlines the key responsibilities and special activities of the Principal, the Public Information Officer (PIO), and the First Appellate Authority in ensuring effective implementation of the RTI Act.

Special Activities Undertaken by the Principal, Public Information Officer (PIO) and First Appellate Authority

[Section 4(1)(b)(xvi) of the Right to Information Act, 2005]



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K. P. B. Hinduja College of Commerce (Autonomous), Mumbai is committed to promoting transparency, accountability, and good governance in accordance with the provisions of the Right to Information Act, 2005. The College has designated competent authorities to facilitate the implementation of the Act and ensure timely dissemination of information to citizens.

1. Principal

The Principal, being the Head of the Institution, plays a pivotal role in ensuring effective implementation of the Right to Information Act within the College. The Principal provides administrative leadership and oversees compliance with statutory provisions relating to transparency and disclosure of information.

Special Activities and Responsibilities

- Ensures effective implementation of the Right to Information Act, 2005 within the institution.
- Promotes a culture of transparency, accountability, and ethical governance in all academic and administrative functions.
- Supervises the proactive disclosure of information under Section 4 of the RTI Act through the College website and official publications.
- Reviews institutional policies and procedures to ensure compliance with RTI provisions and other statutory requirements.
- Facilitates coordination among academic, administrative, examination, finance, library, and support departments for timely availability of information.
- Monitors maintenance and preservation of institutional records in physical and electronic formats.
- Encourages digitization of records to improve accessibility and efficient retrieval of information.
- Ensures that confidential records are protected in accordance with the exemptions provided under the RTI Act, 2005 and other applicable laws.
- Supports awareness programmes promoting transparency, good governance, and public accountability within the institution.
- Reviews institutional grievances, suggestions, and feedback mechanisms to strengthen administrative responsiveness

2. Public Information Officer (PIO)

Name: Shri Sanjay Patil

Designation: Registrar and Public Information Officer



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The Public Information Officer is responsible for receiving, processing, coordinating, and disposing of applications submitted under the Right to Information Act, 2005.

Special Activities and Responsibilities

- Receives RTI applications from citizens in the prescribed format.
- Examines applications and identifies the departments concerned for collection of information.
- Coordinates with various academic and administrative sections to obtain accurate and complete information.
- Provides information within the time limits prescribed under the Right to Information Act, 2005.
- Ensures that information supplied is authentic, complete, and legally permissible.
- Advises applicants whenever additional clarification or supporting documents are required.
- Transfers applications to the appropriate public authority under Section 6(3) of the RTI Act, where applicable.
- Protects confidential information exempted under Sections 8 and 9 of the RTI Act.
- Assists departments in maintaining records in a manner that facilitates easy retrieval of information.
- Promotes proactive disclosure of institutional information through the College website.
- Coordinates with the First Appellate Authority regarding appeals and compliance with appellate orders.
- Prepares RTI-related reports and records as required by statutory authorities.

3. First Appellate Authority

Name: Dr. Chandrakala Joshi

Designation: Professor and Vice Principal

The First Appellate Authority functions independently to hear appeals submitted by applicants who are dissatisfied with the decision of the Public Information Officer or who have not received information within the prescribed time.

Special Activities and Responsibilities

- Receives and hears first appeals under the provisions of the Right to Information Act, 2005.



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- Examines records and submissions made by the applicant and the Public Information Officer.
- Ensures that appeals are disposed of within the time prescribed under the Act.
- Passes reasoned and speaking orders in accordance with the provisions of the RTI Act.
- Reviews whether the information has been denied appropriately or requires disclosure.
- Directs the Public Information Officer to provide information where disclosure is legally permissible.
- Ensures that exemptions under the RTI Act are applied correctly and fairly.
- Promotes consistency, transparency, and accountability in the RTI decision-making process.
- Advises departments on improving record management and proactive disclosure practices to reduce the need for individual RTI applications.
- Monitors compliance with appellate decisions and recommends corrective measures wherever necessary.

Institutional Commitment

K. P. B. Hinduja College of Commerce (Autonomous), Mumbai continuously strives to uphold the objectives of the Right to Information Act, 2005 by ensuring transparency, accountability, efficient record management, and citizen-friendly access to information. The College encourages proactive disclosure under Section 4 of the Act, adopts digital governance practices, and regularly updates institutional information on its official website to minimise the need for individual RTI applications while maintaining confidentiality of information exempt under law.

This section aligns with the requirements of **Section 4(1)(b)(xvi) of the RTI Act, 2005** and is suitable for inclusion in the College's RTI Manual or on its official website. It can be supplemented with the official contact details of the Principal, Public Information Officer, and First Appellate Authority if desired.

Before the writing block: The following draft is suitable for inclusion in the **RTI Manual** or on the **official website** of **K. P. B. Hinduja College of Commerce (Autonomous), Mumbai**. Although titled under Section 4(1)(b)(xvi), it serves as a public message encouraging citizens to use the Right to Information Act responsibly while recognizing the College's commitment to proactive disclosure.

Appeal to Citizens

Under the Right to Information Act, 2005



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K. P. B. Hinduja College of Commerce (Autonomous), Mumbai firmly believes that transparency, accountability, and good governance are fundamental to the effective functioning of an educational institution. In keeping with the spirit and objectives of the Right to Information Act, 2005, the College is committed to ensuring that information relating to its administration, academics, governance, finances, policies, and institutional activities is made readily available to all stakeholders through proactive disclosure.

The College earnestly appeals to all citizens, students, parents, alumni, staff members, researchers, and other stakeholders to make effective use of the information already placed in the public domain through the College's official website, prospectus, annual reports, statutory disclosures, notices, academic regulations, and other published documents. This proactive dissemination of information under Section 4 of the Right to Information Act, 2005 is intended to promote openness and reduce the need for individual RTI applications.

Before submitting an application under the Right to Information Act, applicants are requested to verify whether the required information is already available through the College's official publications or website. This will facilitate quicker access to information and contribute to the efficient use of institutional resources.

Where the desired information is not available in the public domain, citizens are welcome to submit an application under the provisions of the Right to Information Act, 2005. The College assures every applicant that such requests will be processed fairly, transparently, and within the timelines prescribed under the Act, subject to the provisions and exemptions contained therein.

The College also encourages citizens to:

- Submit clear, specific, and concise RTI applications to facilitate timely disposal.
- Use the RTI Act responsibly for obtaining information available under law.
- Avoid seeking information that is already publicly available through the College's proactive disclosures.
- Respect the provisions relating to confidentiality and exemptions under Sections 8 and 9 of the Right to Information Act, 2005.
- Extend constructive suggestions and feedback that contribute to continuous institutional improvement and quality enhancement.

K. P. B. Hinduja College of Commerce (Autonomous), Mumbai remains dedicated to fostering a transparent, responsive, and citizen-friendly administration. The College is committed to maintaining accurate records, strengthening digital governance, promoting proactive disclosure, and ensuring that every stakeholder has access to information in accordance with the provisions of the Right to Information Act, 2005.

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"Transparency strengthens trust, accountability enhances governance, and informed citizens contribute to institutional excellence."

Navin Mukesh

शीलं परं वरम्



Prof. (Dr.) Navin Mukesh Punjabi
Principal

