

RTI RULE 2005

Section 4 (1) (B) : INFORMATION ON 17 MANUALS

Name of the Office / College	: :	Gujarat Research Society's Hansraj Jivandas College of Education,
Address of College	: : :	Gujarat Research Society's Hansraj Jivandas College of Education, Dr. Madhuri Shah Campus, R. K. Mission Marg, Khar(W), Mumbai – 400 052.
Head of the Office / Principal	:	Dr. Anita Swami.
Department	: :	Privately Managed and State Government Aided College, Permanently Affiliated to University of Mumbai.
Duties of the Office / College	:	Imparting Education leading to B.Ed. degree to students.
Vision of the Institute	:	<i>Empower</i> : to sow the seeds of knowledge <i>Emerge</i> : to nurture the inner potentials <i>Evolve</i> : to blossom into an integrated personality <i>Encompass</i> : to pledge to the global society
Mission of the Institute	:	<i>Total transformation of student teachers to bring harmony through -</i> • <i>Commitment to cultivate competencies and capacity building</i> • <i>Translating inclusion and core values into practice Fostering research attitude</i>
Details of Institution	:	
Contact Numbers E-mail ID & Office Timings	: : :	022 – 2604 4641 2604 1192 (fax) hjcollege@rediffmail.com principal.hjc@gmail.com 10:30 a.m. to 5:30 p.m.
Website	:	www.hjce.in
Weekly Off & for special services	:	All Sundays besides Bank holidays.
Date of Establishment	:	16 th June 1969
Grant	:	100 % Government Aided
Status of College	:	Gujarati Linguistic Minority Status granted under Article 30(A)
Affiliation	:	Permanently affiliated to University of Mumbai
UGC Provision	:	Covered under provisions 12B & 2f of UGC
Recognition	:	Recognized by NCTE
Credentials	:	NAAC Re-Accredited with 'A' Grade

Details of Employees	:	Name of the Employee	Class	Designation
Employees of the College	:	1. Dr. Anita Swami	I	Principal
	:	2. Dr. Usha Borkar	II	Asst. Professor
	:	3. Smt. Vaishali Sawant	II	Asst. Professor
	:	4. Dr. Tandra Bandyopadhyay	II	Asst. Professor
	:	5. Smt. Manjeet Sahmbey	II	Asst. Professor
	:	6. Dr. Karuna Sinha	II	Asst. Professor
	:	7. Dr. Shrima Banerjee	II	Asst. Professor
	:	8. Smt. Archana Katgeri	II	Asst. Professor
	:	9. Dr. Usha Ajithkumar Malayankandy	II	Asst. Professor
	:	10. Smt. Pallavi Talekar	II	Asst. Professor
	:	11. Smt. Manisha Garje	II	Librarian
	:	12. Smt. Aditi Nerurkar	III	Head Clerk
	:	13. Ms. Tejshree S. Bagwe	III	Junior Clerk
	:	14. Shri. Vinayak Ghanekar	IV	Library Attendant
	:	15. Shri. Ravindra Mhadye	IV	Peon
	:	16. Shri. Vishwanath Nikam	IV	Peon
	:	17. Shri. Abhishek Chavan	IV	Peon
	:	18. Shri. Sanket Panchal	IV	Peon
	:	19. Ms. Bharati Gangawane	IV	Peon
Services offered by the College	:	Regular Undergraduate Course Leading to B.Ed. degree		
	:	Personal Contact Programme for Post Graduate Course of Institute of distance and Open Learning (IDOL) University of Mumbai.		
	:	Study Centre of IGNOU (Indira Gandhi National Open University offering Counselling to students admitted for following Courses : 1) Post Graduate Diploma in Higher Education (PGDHE) 2) Post Graduate Diploma in School Leadership & Management (PGDSLML) 3) Post Graduate Diploma in Education Management & Administration (PGDEMA) 4) Diploma in Early Childhood Care & Education (DECE) 5) Certificate Course in Teaching of English (CTE)		
	:	Sub Centre with Gujarat Research Society for following Courses of IGNOU 6) Diploma in Women Entrepreneurship and Development 7) Diploma in Performing Arts 8) Post Graduate Diploma in Education Technology		

Description of Duties and period of accomplishment by College Administration	:	Admissions & Completion of course	As per Directives of office of the Director, Higher Education, Pune, Government of Maharashtra & University of Mumbai.
	:	Completion of Enrollment, Eligibility, filling up of Examination Forms, Revaluation, Conducting Internal Examinations, Issue of Results & Certificates	As per schedule of University of Mumbai.
	:	Scholarships & Freeships	As per Government schedule
	:	Assessment, Audit, Budget, Workload, Workshops,	As per directives of office of Jt. D.E. / D.E., Pune
	:	Filling up of various Online Forms of MIS, AISHE, NCTE, NAAC, University of Mumbai, Comply University information & return of students on roll,	As and when instructed by concerned Authority
	:	Issue of T.C. / Transcripts / Bonafide Certificates	15 days
	:	Answering RTI matters	Within 30 days / within stipulated time as asked in the circulars / letters.
	:	Submission of Information to University / Jt. Director's office / Director's office, Pune.	
Constituted Committee of RTI	:	Dr. Anita Swami : Appealing Officer	Compliance Within 30 days
	:	Dr. Usha Borkar : Information Officer	
	:	Smt. Aditi Nerurkar : Asst. Info. Officer.	
Women Development Cell	:	Dr. Anita Swami : Chairperson	Organize Women Safety programmes, sessions on awareness on women safety, sexual harassment, anti ragging, self defence for women, and police assistance.
	:	Dr. Tandra Bandyopadhyay : Teaching staff representative.	
	:	Smt. Aditi Nerurkar : Non-teaching representative.	
Expectations from Students / Alumni / Parents	:	<ul style="list-style-type: none"> ➤ Treat all Staff equal, with respect and dignity, ➤ Approach Staff politely, ➤ Follow Discipline and maintain culture of institution while on premises, ➤ Explain nature of work you have in the College, ➤ Express need of your work, ➤ Meet the authorities with prior permission, ➤ Fill Applications concerned accurately, ➤ Attach necessary documents as requested so as to avoid any Confusion, ➤ <i>Do not encourage CORRUPTION in this institution as 'WE DON'T',</i> ➤ <i>Address your grievances, if any to the Head.</i> 	