



VIVEK EDUCATION SOCIETY'S VIVEK COLLEGE OF COMMERCE

VIVEK COLLEGE ROAD, GOREGAON WEST, MUMBAI – 400104.

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PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI, ACCREDITED BY NAAC

Right to Information Act, 2005

Manual w/s 4(1) (B) of Act, 2005

Contact us on: 022-28744058 / 28781536

Email ID of College: vivek_college@hotmail.com

Website of College: www.vivek-college.org

Under RTI Act , every citizen has a right to know the functioning of every Public Authority i.e., universities and other educational institutions, which are also declared as Public Authorities. Hence the information to be published in pursuance of section 4(1)(b) of Right to Information Act, 2005 is available in prospectus posted on the website.

<https://vivek-college.org/Content/Schools/VES/Admission/Prospectus2020-21.pdf>

Sec 4(1)(b)(ii) of RTI ACT,2005

Powers and duties of its Officers and Employees

A) Duties of the Principal:

- 1. Provide inspiration and motivational value-based academic and executive leadership to the college through policy formation. Operational management, organization of human resources and concern for environment and sustainability;*
- 2. Conduct himself/herself with transparency, fairness, honesty highest degree of ethics and decision making that is in the best interest of the college;*
- 3. Act as steward of the college's assets in managing the resources responsibility, optimally effectively and efficiently for providing a conducive working and learning environmental;*
- 4. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas ;*
- 5. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;*
- 6. Adhere to a responsible pattern of conduct and demeanour expected of*

- them by the community;*
7. *Manage their private affairs in a manner consistent with the dignity of the profession;*
 8. *Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;*
 9. *Participate in extension, co-curricular and extra –curricular activities, including the community service;*
 10. *Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.*

B) Duties of the Teaching Staff

I. Teachers and their Responsibilities :

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice.

The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals.

The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- i. *Adhere to a responsible pattern of conduct and demeanour expected of them by the community;*
- ii. *Manage their private affairs in a manner consistent with the dignity of the profession;*
- iii. *Seek to make professional growth continues through study and research;*

- iv. *Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;*
- v. *Maintain active membership of professional organizations and strive to improve education and profession through them;*
- vi. *Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;*
- vii. *Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;*
- viii. *Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;*
- ix. *Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and विधाधनम् सर्वधनात् प्रधानम्*
- x. *Participate in extension, co-curricular and extra -curricular activities, including the community service.*

II. Towards Students

Teacher should:

- i. *Respect the rights and dignity of the student in expressing his/her opinion;*
- ii. *Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics;*
- iii. *Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;*
- iv. *Encourage students to improve their attainments, develop their*

- personalities and at the same time contribute to community welfare;*
- v. *Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;*
 - vi. *Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;*
 - vii. *Pay attention to only the attainment of the students in the assessment of merit;*
 - viii. *Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;*
 - ix. *Aid students to develop an understanding of our national heritage and national goals; and*
 - x. *Refrain from inciting students against other students, colleagues or administration.*

iii. Towards Colleagues

Teacher should:

- i. *Treat other member of the profession in the same manner as they themselves which to be treated;*
- ii. *Speak respectfully of other teachers and render assistance for professional betterment ;*
- iii. *Refrain from making unsubstantiated allegations against colleagues to higher authorities; and*
- iv. *Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.*

iv. Towards Authorities

Teachers should:

- i. *Discharge their professional responsibilities according to the existing*

- Rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and /or professional organizations for change of any such Rule detrimental to the professional interest;*
- ii. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.*
 - iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;*
 - iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;*
 - v. Co-operate with authorities for the betterment of institutions keeping in view the interest and in conformity with the dignity of the profession;*
 - vi. Adhere to the terms of contract:*
 - vii. Give and expect due notice before a change of position takes place ;*
 - viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation. Keeping in view their particular responsibility for completion of academic schedule.*

v. Towards Non-Teaching

Staff Teachers should:

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;*
- ii. Help in the functioning of joint – staff council covering both the teachers and the non- teaching staff.*

vi. Towards Guardians

Teachers should:

- i. *The institution should maintain contact with the guardians, their students, send reports of their attendance and performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.*

vii. Towards Society

Teachers should:

- i. *Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;*
- ii. *Work to improve education in the community and strengthen the community 's moral and intellectual life;*
- iii. *Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;*
- iv. *Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;*
- v. *Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.*

C) DUTIES AND RESPONSIBILITIES OF SENIOR / JUNIOR ASSISTANTS

- 1. Administrative staff of the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulation as specified by the authorities.*
- 2. Administrative staff of the college shall not absent himself/herself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.*
- 3. Administrative staff of the college must always wear their identity card during working hours.*
- 4. Administrative staff (Support Staff) of the college should wear the Uniform provided by the Management.*
- 5. Administrative staff will carry out their duties as instructed by the authorities to whom they are attached.*
- 6. Administrative staff of college shall be at the disposal of the college for full-time and shall serve in such capacity and at such place as he may, from time be so directed.*
- 7. The Administrative staff of college shall conform and abide by the provision of the act, Statutes, Standards Code, Ordinances, Regulations and Rules and directives and decision of the Competent Authority. The administrative staff shall also observe, guidelines stated by the officer under whose jurisdiction, superintendence or control, he has been placed, for the time being.*
- 8. The Administrative staff at all-time shall maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of college as the case may be. He shall ensure the integrity and devotion to duty towards all employees under his control and authority for the time being.*

Sec 4(1)(b) of RTI ACT, 2005

Monthly Remuneration Received by
Approved Aided Staff.

<i>Sr. No.</i>	<i>Designation</i>	<i>Pay Scale As per 7th Pay commission(rupees)</i>
1	Principal	144200-218200
2	Associate Prof	131400-217100
3	Assistant Prof	79800-211500
		68900-205500
		57700-182400
4	Librarian	79800-211500
5	Head Clerk (REGD)	35400-112400
6	Senior Clerk	25500-81100
7	Junior Clerk	19900-63200
8	Library Clerk	19900-63200
9	Library Attendant	19900-63200
10	Peon	15000-47600

Sec 4(1)(b)(xvi) of RTI ACT, 2005

The Names Designations and
other Particulars Of
Public Information Officers

<i>Officer Designated</i>	<i>Name of the Designated Officer</i>	<i>Contact details</i>
<i>Appellate Officer</i>	<i>Principal Dr. Vijetha Shetty</i>	<i>022-28744058/28781536 principal@vivek-college.org</i>
<i>Public Information Officer</i>	<i>Assistant Prof Shefali Naranje</i>	<i>022-28744058/28781536 shefali.naranje@vivek-college.org</i>
<i>Assistant Public Information Officer</i>	<i>Assistant Prof Anuja Narvankar</i>	<i>022-28744058/28781536 anuja.narvankar@vivek-college.org</i>
<i>Assistant Public Information Officer</i>	<i>Mrs Lavanya Malpedi</i>	<i>022-28744058/28781536 lavanya.malpedi@vivek-college.org</i>
