

***Information Handbook***  
***of***  
***Manghanmal Udharam College of Commerce***

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**(Refer to: Right to Information Act, 2005)**

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**INTRODUCTION**

The Right to Information Act, 2005 sets out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority. Section 2(h) of the Act defines "public authority" as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government: It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority. This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the Manghanmal Udharam College of Commerce and related information.

This Information Handbook is divided into 17 manuals/sections. Each section deals with units of information as delineated under section 4 (1) (b).

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Section 4 (1) (b) (i) / Manual – 1: Particulars of the organization, functions and duties

### **Aims and Objectives**

The main objective of the college is to provide quality commerce education to its students.

The Objectives of the College are

1. To provide commerce and technical education with interdisciplinary approach.
2. To reserve 50% seats for the students of Sindhi minority in view of the minority status.
3. To encourage girls to enroll and continue higher education.
4. To create awareness of quality and excellence in the functioning as a team and develop into a pace setting institution.

### **Vision**

- To become an education centre of excellence in commerce with emphasis on entrepreneurship aimed at generating knowledge for the well-being of the society.

### **Mission**

- To provide quality education and excellent commerce education for all round development to create responsible citizens and to provide this knowledge to students of all strata of the society, inculcating in them values of hard work, sincerity and commitment.

### **Brief History**

Jai Hind Sindhu Education Trust's M. U. College of Commerce was established in 1983. The college enjoys Sindhi Linguistic Minority status since its inception. The college is a single faculty commerce college and is affiliated to Savitribai Phule Pune University. The college offers undergraduate and post graduate courses namely, B.Com., BBA, BCA and M.Com through English medium. The college has been imparting quality commerce education to the students for more than thirty years. The College has been reaccredited by NAAC and was awarded '**B' Grade**.

### **Address**

Manghanmal Udham College of Commerce, Jai Hind School Campus, Near Jijamata Hospital, Pimpri, Pune, Maharashtra-411017, India.

## **Contact Details**

**Website:** www.mucollege.org

**Tel. No:** 020 27413943 / 020 65107016

**Email:** principal.mucc@gmail.com

**Note:** The details of the Teaching Staff members are available on our website.

## **Duties to be performed to achieve the Mission**

Teaching, research, and conduct co-curricular and extra-curricular activities.

## **Details of Services Rendered**

The college renders various services to its members.. Some of them are briefly enumerated below:

- a. Teaching of various courses at the undergraduate and post-graduate level.
- b. Conducting internal and university examinations.
- c. Organization of seminars, workshops, guest lectures, cultural events etc.
- d. Provision of various sports facilities.
- e. Facilities to conduct lectures regarding research in the subjects being taught by faculty members.

## **Organization and Administrative Machinery**

1. College Management Committee
2. Principal
3. Teaching staff
4. Non-teaching staff
5. Student Council
6. Each department has a teacher in charge i.e. Head of the Department appointed by seniority.
7. The various committees are formed in order to conduct curricular and co-curricular activities.

### **Citizens / Stakeholders /Public Interaction**

This is encouraged and formally conducted during the Alumni Meet and Annual Day. Parents and members of the civil society are also free to meet the Principal/other college authorities on any working day. The support, suggestions and cooperation of the common citizen are always welcome.

### **Postal Address**

M. U. College of Commerce, Jai Hind School Campus, Near Jijamata Hospital, Pimpri, Pune, Maharashtra-411017, India.

### **Map of Location**

A location map is available on [http://www.mucollege.org/contact\\_us\\_mucc.html](http://www.mucollege.org/contact_us_mucc.html)

### **Working Hours**

#### **Office**

09.30 a.m. to 5.00 p.m. -- Monday to Friday (except on public holidays).

09.00 a.m. to 1.00 p.m. -- Saturday

#### **Teaching**

8.00 a.m. to 4.00 p.m. -- Monday to Saturday (in accordance to time table).

### **Grievance Redressal**

The college has appointed a committee, which works under the supervision of the Principal. The committee looks into the grievances and tries to rectify them for smooth functioning of the college. Being a single faculty college, several committees are framed headed by a coordinator.

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#### Section 4 (1) (b) (ii) / Manual – 2: Powers and Duties of Officers and Employees

- The Principal is the principal-academic and chief executive officer of the college. He is responsible for administration, organization, instruction and management of affairs of the college, as stipulated in University Calendar / Ordinance.

- Powers and duties of other authorities including faculty / administration, library and laboratory staff are also in accordance to the laid down rules and regulations of the University as stated in the University Calendar.
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Section 4 (1) (b) (iii) / Manual – 3: Procedure followed to take a decision on various matters

- Decisions in organizing admissions, seminar, sports, extra-curricular activities, allocation of its work to teachers, preparation of time-table, guidelines for purchase of library books etc. are framed by the Principal along with the coordinators and members of the concerned committee.
  - The College functions under the supervision and control of the College Management Committee.
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Section 4 (1) (b) (iv) / Manual – 4: Norms set by the College for the discharge of its functions

- Norms and standards for various activities of the college are set by the competent authority such as the College Management Committee, Principal and Staff Members.
  - The Principal and various academic committees are responsible for the maintenance of the standards of instruction, education and examination in the college and other academic matters.
  - Norms and standards for various academic activities are set by the Academic Council and Executive Councils of Savitribai Phule Pune University, Staff Council and Managing Committee of the College.
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Section 4 (1) (b) (v) / Manual – 5: Rules, regulations and instructions used

- Statutes of the College as contemplated under Ordinance in University Calendar.
- Regulations / instructions for admission regarding all the courses (under-graduate/ postgraduate) in accordance with Savitribai Phule Pune University notification / Staff Council Resolutions.
- University Non-teaching Employees (Terms & Conditions of Service) Rules, 1971.

- Various rules / instructions of the Savitribai Phule Pune University concerning personnel management for the teaching and non-teaching staff and adopted by the Governing Body.
  - Fundamental Rules and Supplementary rules of Government of India except where the University has its own provisions with regard to teaching and non-teaching staff.
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Section 4 (1) (b) (vi) / Manual – 6: Official documents and their availability

- The college Timetable
  - Examination Schedules
  - Scholarship Notices
  - Administrative Notices
  - Students, Attendance Records
  - Students, Internal Assessment Records
  - Examination results
  - The College prospectus regarding admission information is published every year and available on payment from Administrative Office.
  - Staff information and College directory is available in the Administrative Office.
  - Matters pertaining to examination (confidential), paper setting, evaluation of scripts and consequent procedures; composition and proceedings of the Selection Committees minutes of the Governing Body and Staff Council until these are printed are confidential.
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Section 4 (1) (b) (vii) / Manual – 7: Mode of public participation

- The College Management Committee comprises of eminent personalities of the Society and representatives of the public.
  - The College takes into account the suggestions provided by alumni and parents at the time alumni meetings and parents meetings.
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Section 4 (1) (b) (viii) / Manual – 8: Councils, Committees, Faculties, Departments, etc. under the College

The college has Local as well as College Management Committee. Apart from these committees, college has constituted different committees. Some of them are:

- Student Welfare Committee
  - Grievance & Redressal Committee
  - Anti-Ragging & Ban Smoking Committee
  - Cell against Sexual Harassment
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Section 4 (1) (b) (ix) / Manual – 9: Directory of officers and employees

- Directory of officers and employees is available in the college office as well as on the college website.
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Section 4 (1) (b) (x) / Manual – 10: Monthly remuneration received by each of its employee

- The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission / Savitribai Phule Pune University and adopted by the College.
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Section 4 (1) (b) (xi) / Manual – 11: Budget allocated to each agency

- The budget and the financial estimates are as approved by the Governing Body and presented before the University/UGC for approval/sanction.
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Section 4 (1) (b) (xii) / Manual – 12: Manner of execution of subsidy programmes

- Not Applicable
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Section 4 (1) (b) (xiii) / Manual – 13: Concessions granted by the College

- Reservation policies of Government of India in principle as approved by the Savitribai Phule Pune University are followed. Scholarships are given to needy students.
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Section 4 (1) (b) (xiv) / Manual – 14: Information available in Electronic form

- All the 17 manuals under RTI and other information about the College are available on the College website.

- Information made publicly available can be accessed at college website.

All the information about the college is available on our website and in the college office.

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Section 4 (1) (b) (xv) / Manual – 15: Means, methods and facilities available to citizens for obtaining information

- Unrestricted Access to Website.
  - Citizens may submit a written application for information to the Public Information Officer.
  - Through the notice boards, relevant brochures and various other rules which are available in print as well as on the website.
  - Some of the publications (i.e. College Prospectus etc.) are priced and can be obtained by paying the stipulated amount.
  - Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc.
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Section 4 (1) (b) (xvi) / Manual – 16

**Public Information Officer**

**Dr. Mrs. Varsha Borgaonkar**

Associate Professor, M. U. College of Commerce, Pimpri, Pune 411017.

**Appellate Authority**

**Dr. Mrs. Vijayalakshmi Nambiar**

Principal / Appellate Authority, M. U. College of Commerce, Pimpri, Pune 411017.

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Section 4 (1) (b) (xvii) / Manual – 17: Other Useful Information

The person seeking information may apply on a plain paper giving particulars of information being sought and his correct address for communication. Separate application for seeking information on different subjects is required.

Major portion of information will be available from the University Calendars and other rules as applicable to the University from time to time and printed syllabi for various courses. Some of these are available on the website of the University.

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