

**Vidya Vikas Education Society's
VIKAS COLLEGE OF ARTS, SCIENCE & COMMERCE
Affiliated to University of Mumbai**



**RIGHT TO INFORMATION ACT, 2005
MANUAL n/s 4(1) (B) OF ACT**

**Vidya Vikas Education Society's
VIKAS COLLEGE OF ARTS, SCIENCE & COMMERCE
Affiliated to University of Mumbai
Kannamwar Nagar No.2, Vikhroli (East), Mumbai-400083
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INDEX

Sr. No.	Particulars	Page Nos.
I.	College Profile	3
II.	Roles & Responsibilities of Officers & Employees	4
III.	The Procedure followed in decision-making process including channels of supervision and accountability	11
IV.	The Particulars of any arrangement that exists for consultation with or Representation by the members of the public in relation to the formulation of policy or implementation	11
V.	A Statement of the Committees and bodies	11
VI	List of Teaching Staff	12
VII	List of Non-teaching Staff	14
VIII	Statement of Pay-structure	15
IX	Subsidy Programmes	15
X	Particulars of recipient of concessions	16
XI	Details in respect of the information available to or held or reduced in an electronic form	16
XII	The names, designation and other particulars of the Public Information Officers.	16

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VIKAS COLLEGE OF ARTS, SCIENCE & COMMERCE
Affiliated to University of Mumbai
Vikhroli (East,) Mumbai-400083.
UNDER THE RIGHT TO INFORMATION ACT

I.Particulars of Vikas College of Arts, Science &Commerce, Function and Duties :

- 1) Name of the Office : Vidya Vikas Education Society's
Vikas College of Arts, Science & Commerce
(Affiliated to University of Mumbai)
- 2) Address : Kannamwar Nagar no.2, Vikhroli East Mumbai 400083
- 3) Head of the Office : The Principal, Vikas College of Arts, Science & Commerce, is
Empowered to work as head of the office and of the institution
- 4) Government Dept. : The Department of Higher and Technical Education,
Government of Maharashtra
- 5) Administrative Dept. : The Director of Higher Education, Government of Maharashtra
The Joint Director of Higher Education, Mumbai Region,
Government of Maharashtra
- 6) Area : Suburban Mumbai
- 7) Functions : As Laid down below

Organization, Functions and Duties:

The Principal of the College is the Administrative and Academic Head of Vikas College and he exercises control and supervision over all aspects of admission, teaching and conduct of internal and university examinations, with the assistance of the teaching, clerical or administrative and other staff under his control. There are:

1. Associate Professor
2. Assistant Professors
3. Librarian
4. Office Superintendent
5. Head Clerk
6. Senior Clerks
7. Junior Clerks
8. Library Clerks
9. Laboratory Assistants
10. Laboratory Attendants
11. Library Attendants
12. Peons

II. Roles & Responsibilities of Officers & Employees

1) Principal

Subject to the supervision and general control of the University of Mumbai and the Government of Maharashtra, the Principal as an administrative and academic Head of the College shall be responsible for:

- a) The Academic growth of the College.
- b) The teaching, research and extension programmes of the College.
- c) The assisting in planning and implementation of academic programmes such as seminars etc. for enhancing the academic competence of the Faculty Members.
- d) The admission of the students and maintenance of discipline of the College.
- e) The management of the College library, computer rooms etc.
- f) The observance of the provision of the Accounts Code.
- g) The correspondence relating to the administration of the College.
- h) The administration and supervision of curricular, co-curricular/extra-curricular activities.
- i) The observance of the Maharashtra Public Universities Act, and the Statutes, Ordinances, Regulation, Rules and other orders issued by the University of Mumbai from time to time, especially as under the Statutes for autonomy.
- j) The Supervision of College and University examinations, assessment and moderation of answer papers and such other work pertaining to the examinations as assigned.
- k) The Assessing of reports of teachers and maintenance of service books and of other records of the College.
- l) Any other work relating to the College as may be assigned to him by the competent Authority from time to time.

2) TEACHERS

Teachers are expected to:

- a. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- b. Manage their private affairs in a manner consistent with the dignity of the profession.
- c. Make professional growth continuous through study and research.
- d. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- e. Maintain active membership of professional organizations and strive to improve education and their profession through them.

- f. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- g. Co-operate and assist in carrying out functions relating to the educational appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
- h. Participate in extension, co-curricular and extra-curricular activities including community service.

3) TEACHERS AND THE STUDENTS

Teachers are expected to :

- a. Respect the right and dignity of the student in expressing his / her opinion
- b. Deal justly and imparting with students regardless of their religion, caste, political, economic, social and physical characteristics
- c. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- d. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- e. Inculcate among students a scientific outlook and respect for physical labour and the ideals of democracy, patriotism and peace
- f. Be affectionate to the students and not behave in a vindictive manner toward any of them for any reason
- g. Pay attention to only the attainments of the student in the assessment of merit
- h. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- i. Aid student to guide students to develop an understanding of our national heritage and national goal and refrain from inciting students against other students, colleagues or administration.

4) TEACHERS AND COLLEAGUES

Teachers are expected to :

- a. Treat other members of the profession in the same manner as they themselves wish to be treated.
- b. Speak respectfully of other teachers and render assistance for professional betterment.
- c. Refrain from lodging unsubstantiated and mala fide allegations against colleagues to higher authorities ; and

- d. Refrain from allowing consideration of caste, creed, religion, race or gender I their professional endeavor.

5) TEACHERS AND AUTHORITIES

Teachers are expected to :

- a. 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 interest. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- b. Co-operate in the formulation of policies of the institution by accepting various office and discharge responsibilities which such offices may demand.
- c. Co-operate in the formulation of policies of the institution and accept offices.
- d. Co-operate with the authorizes for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- e. Perform to the best of their ability in accordance with generally accepted professional standards of the teaching profession, to ensure there is no breach of their contract.
- f. Give and expect due notice before a change of position is made
- g. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable, with prior intimation of the academic schedule.

6) TEACHERS AND NON-TEACHING STAFF :

- a. Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within the institution.

7) TEACHERS AND PARENTS :

- a. Try to maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meeting convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

8) TEACHERS AND SOCIETY :

- a. Recognize that education is a public service and strive to keep the public informed of the educational programmers which are being provided.
- b. Work to improve education in the community and strengthen the community's moral and intellectual life.

- c. Be aware of social problems and take part in such activities as are conducive to the progress of society and by extension, the country as a whole.
- d. 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.

Duties and responsibilities assigned to Non-teaching employees mentioned in the Standard Code-1984 of Maharashtra Government & Maharashtra Civil Service Rules.

1. Office Superintendent :

- a. The Superintendent shall be in-charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of the Registrar.
- b. He shall convene regular meeting of the office staff and laboratory Assistants and shall determine the time dimensions of each of the task assigned and supervise the overall working as per the prescribed norms if any
- c. He shall issue Memos and reprimands of erring employees. He shall inspect the attendance register of the non-teaching staff and take such action as he may deem fit in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to the Registrar/Principal to take disciplinary action, in case the same employee shows no improvement.
- d. It shall be the duty of the Superintendent to maintain cordial public relation and to attend to the queries of the members of the public and students and supply information through the Registrar/Principal to Government authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office work, and to entertain complaints, if any, against the staff subordinate to him, in the College.
- e. He shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
- f. He shall be responsible for the work of a highly confidential nature that may be undertaken by his section.

- g. The Superintendent shall personally look into the court case concerning the College and obtain orders/instructions from the Principal wherever necessary.
- h. The Superintendent shall mark and distribute letters in the name of assistants or to the Heads of the Departments in the College. He shall exercise a check on and follow up of letters received from the Government, University Grant Commission, University, Management etc.
- i. He shall draft notes and deal independently the cases which are of a routine nature. He shall also draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. or special case and submit to the higher authority i.e. Registrar or the Principal and give interim replies.
- j. The Superintendent shall point out mistakes or mis-statement. If any, and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.
- k. The Superintendent shall be responsible of examination work pertaining to the Degree College in the overall supervision of the registrar or Principal.
- l. Any other work assigned to the Superintendent by the Principal or Registrar from time to time.

2. Head Clerk

- a. Head Clerk shall perform the duties as may be assigned to him from time to time, by the Principal, The Superintendent.
- b. He shall be in charge of the unit or section and shall be responsible for its normal and smooth working. He shall assist the Superintendent in the disposal of his duties and shall look after the day to day work in the office of which he is in charge as per the instructions received from the higher authorities from time to time.
- c. He shall ensure and maintain proper co-ordination and follow up with the other department or section of the College.
- d. He shall be responsible for the smooth, efficient and effective working of the office and timely disposal of case, letters, bills, reports, returns etc. and decide and maintain proper filing procedure. He shall also ensure that the cases or letters requiring immediate and urgent dispose are dealt with immediately.
- e. He shall train the members of his department and provide guidance to all.

- f. He shall dispose of important cases where relevant regulations are clearly applicable and forward otherwise the same to the Superintendent with clear and specific comments.
- g. He shall keep exhaustive and self-contained notes of important papers passed down and facilitate their movement till final disposal and also consider the proceeding of the work.
- h. He shall exercise constant vigilance on expenditure, quantitative disposal of work, safety of the records, furniture, fittings of the College, regular and orderly behavior of the staff under him.
- i. He shall attend meetings, issue notice of meeting, prepare agenda and draft minutes of the meeting and take follow up actions.
- j. He shall inspect the racks and tables of assistants working under him and satisfy himself that no paper or files have been overlooked and that there are no old receipts or bills lying un-disposed off.
- k. He shall submit notes or drafts for approval of the authorities through the Superintendent.
- l. He shall attend to audit queries and reply to audit report, and also submit necessary statement of accounts.
- m. He shall recover grants due from the government etc. and shall prepare the requirement of furniture, other equipment, stationery etc. with the consultation of the higher authority.
- n. He shall be responsible for the examination work of the Junior College unit with overall supervision of the Registrar.
- o. If the post of Accountant does not exist in the College the head Clerk or Deputy Accountant shall also perform the duties of the Superintendent or the Accountant as the case may be.
- p. He shall attend to any other work assigned to him from time to time by the higher Authorities.

3. All other non-teaching staff :

The Principal shall assign duties as per the needs or requirement of the concerned College from time to time in respect of any other non-teaching staff.

4. Librarian :

The Librarian's post is a teaching post. The job responsibilities of a Librarian are as follows:

- a) Planning new services for the Library.
- b) Making rules for the library
- c) Acquisitions and Gift books selection
- d) Classification
- e) Catalogue entries – checking & keywords
- f) Software for Library
- g) Library Committee
- h) Correspondence
- i) Signatory for all bills, correspondence notices.
- j) HRD special issues
- k) Maintaining Discipline in Library
- l) Replacement of Library books lost
- m) Assigning work to the Library Staff
- n) Weeding out
- o) Reference to teachers, students, visitors
- p) Reports to be submitted to Auditors, UGC/IQAC, Principal
- q) Library Annual report
- r) Library Orientation Lectures & Tours
- s) Honours in Library Science
- t) Training Staff

5. Library Clerk :

- a. Journal subscription, renewal, receipt of current issues, reminders Journal binding, Journal accessioning & data entry
- b. Display of recent arrivals of book, printing of Journal Labels
- c. Plastic binding of new books, Printing of Journal Labels
- d. Library Shelf/ Stack guides
- e. Library Membership
- f. Printing of Spine / Book / barcode Labels
- g. Stationery – Purchase & Distribution
- h. Printing of Stationery & circulation

- i. Liaison with Administrator
- j. Liaison with Knowledge Centre
- k. Circulation – overdue book – Phone reminders
- l. Multimedia Management
- m. Assisting Librarian in acquisition work
- n. Typing & Other Assistance to Librarian
- o. Any other work assigned by the Librarian from time to time

6. Library Attendant :

- a. Issue / Return of books
- b. Writing statistics of issue / return
- c. Label pasting (Spine, Book & Barcode)
- d. Shelving of Book & dusting
- e. Shelving of Journals
- f. Summer cleaning
- g. Physical Verification of Books
- h. Any other work assigned by the Librarian from time to time

III. The Procedure followed in decision-making process including channels of supervision and accountability

All academic and administrative decisions are taken by the Principal in consultation with the Vice-Principals and various Curricular and extra-curricular Committees as far as practicable for smooth functioning of the institution. The Principal is accountable to the University, the State Government and the Governing Body of the College.

IV. The Particulars of any arrangement that exists for consultation with or Representation by the members of the public in relation to the formulation of policy or implementation

- 1. A detailed website which includes information of the various courses and programmes conducted by the College are available on the College website www.vikascollege.org
- 2. The members of the public can meet the Principal with grievances. The Principal either can act himself or instruct subordinates to solve problems.

V. A Statement of the Committees and bodies :

For administrative and academic work of College following Committees are formed as per the

Statutes of the University of Mumbai.

1. The Managing Committee
2. The College Development Committee
3. The Internal Quality Assurance Cell (IQAC)
4. The Examination Committee
5. Women's Development Cell
6. Career Counselling and Placement Cell
7. Special Cell
8. Research Development Committee
9. Backward Caste Cell
10. Anti Ragging Cell
11. College Internal Grievances Cell
12. Unfair Means Enquiry Committee
13. Cultural Committee
14. Gymkhana Committee

The Minutes of meeting of the Statutory Boards, Councils and Committees wherever applicable are maintained by the College.

VI. List of Teaching Staff

Sr. No.	Name of the Employee	Department
AIDED SECTION		
1.	Dr. Ranjan K.Patra	Principal, Dept. of Commerce
2.	Mr. Mathew Shaji	Vice-Principal, Dept. of Mathematics
3.	Mr. Vinayak.V. Mulay	Vice-Principal, Dept. of Economics
4.	Ms. Wins C. Nadar	Economics
5.	Dr. Ms. Shubhada K. Deshpande	English
6.	Dr. Manoj B. Nirbhavne	Commerce
7.	Dr. Sambhaji N. Ingale	Economics
8.	Mr. Surendra K. Athawale	English
9.	Mr. Uday U. Kulkarni	Librarian
UNAIDED/ SELF FINANCE SECTION		
10.	Ms. Jyotsna N. Shimpi	Commerce & Accountancy
11.	Mr. Mohsin M. Pathan	Commerce & Accountancy

12.	Ms. Prashant A. Pathak	Commerce & Accountancy
13.	Mr. Manoj Kumar G. Nahak	Commerce & Accountancy
14.	Ms. Lalita R. Mehta	Commerce & Accountancy
15.	Mr. Prashant R. Bane	Commerce & Accountancy
16.	Mr. Nayan G. Mhatre	History
17.	Dr. Ms. Reshma S.Anvekar	Economics
18.	Mr. Pramod K. Salunkhe	Economics
19.	Mr. Sambhaji A. Khandekar	Political Science
20.	Dr. Prakash R. Dake	Hindi
21.	Ms. Chhaya Wadekar	Marathi
22.	Mr. Mandar H.Bhasme	Environmental Studies
23.	Dr. Ms. Geetha P.Nair	Botany
24.	Mr. Navnitlal R. Valania	Botany
25.	Dr. Ms. Prajakta Borgaonkar	Physics
26.	Mr. Sushant M. Jagtap	Physics
27.	Ms. Smita N. More	Chemistry
28.	Ms. Anita Madhu	Chemistry
29.	Ms. Sheetal A. Sanas	Chemistry
30.	Ms. Tanuja V. Matle	Chemistry
31.	Ms.Swapnali S. Gotam	Chemistry
32.	Ms. Priyanka P. Hingad	Chemistry
33.	Mr. Yogesh S. Salvi	Biotechnology
34.	Dr. Ms. Sonal S. Upadhyay	Biotechnology
35.	Mr. Sumangal K. Dhar	Biotechnology
36.	Ms. Sonal P. Sonawane	Biotechnology
37.	Ms. Saili K. Hande	Biotechnology
38.	Ms. Sayali D. Margaj	Biotechnology
39.	Mr. Vikas P. Raut	I.T. & C.S.
40.	Dr. Ms. Seema Rahul	I.T. & C.S.
41.	Mr. Milind M. Paradkar	I.T. & C.S.
42.	Ms. Aishwarya D. Desai	I.T. & C.S.
43.	Mr. Abhishek Singh	I.T. & C.S.

44.	Ms. Amrapali G. Ambhore	I.T. & C.S.
45.	Ms. Mrunal G. Aher	I.T. & C.S.
46.	Mr. Rajesh N. Salvi	Mathematics
47.	Ms. Nitu M. Chaurasiya	Mathematics
48.	Ms. Manasi M. Gokhale	Management Studies
49.	Ms. Sarika Surve	Management Studies
50.	Mr. Jayant A. Naik	Management Studies
51.	Ms. V.S.Vinipriyaangel Nadar	Management Studies
52.	Ms. Neha Saroj	Management Studies
53.	Ms.Prachi D. Alve	Management Studies
54.	Ms. Minal M. Khanvilkar	Management Studies
55.	Mr. Anil S. Luthra	Media Production
56.	Mr. Shabin Mathew	Media Production
57.	Ms. Varsha Bharti	Media Production
58.	Ms. Mitali A. Sawant	Medical Lab. Technology
59.	Ms. Deepika D. Mestry	Medical Lab. Technology
60.	Ms.Harshad G. Karle	Medical Lab. Technology
61.	Dr. Ms. Sangeeta Gaur	Medical Lab. Technology
62.	Ms. Mary Nivetha	Medical Lab. Technology

VII. List of Non-teaching Staff:

Sr. No.	Name of the Employee	Department
AIDED SECTION		
1.	Ms. Meena M. Prabhu	Senior Clerk
2.	Ms. Sandeepa S. Fendre	Junior Clerk
3.	Mr. Jayram H. Kudav	Lib. Attendant
4.	Mr. Vilas R. Giri	Peon
5.	Mr. Jagdish G. Varadkar	Peon
6.	Mr. Baban V. Mamlekar	Peon
UNAIDED SECTION		
7.	Ms. Pooja N. Gupta	Lab. Assistant
8.	Ms. Kiran Y. Borge	Lab. Assistant
9.	Mr. Yogesh Y. Gawas	Lab. Assistant

10.	Mr. Narayan S. Bhogle	Lab. Assistant
11.	Mr. Akash B. Ghule	Lab. Assistant
12.	Mr. Pratik P. Chothe	Lab. Assistant
13.	Ms. Nafisa Quareshi	Lab. Assistant
14.	Mr. Vicky S. Vishwakarma	Lab. Assistant
15.	Mr. Veerpat D. Sharma	Lab. Assistant
16.	Mr. Manoj K. Prajapati	Lab. Assistant
17.	Mr. Prathamesh P. Vichare	Lab. Assistant
18.	Mr. Mangaonkar Vivek H.	Marketing Coordinator
19.	Mr. Vaibhav S. Salekar	Computer Technician
20.	Mr. Jaywant J. Kamble	Clerk
21.	Mr. Raghukumar Kamlapur	Clerk
22.	Mr. Devesh R. Kamat	Clerk
23.	Ms. Geeta S. Kamerkar	Jr. Clerk
24.	Mr. Suraj S. Brid	Jr. Clerk
25.	Mr. Rohit S. Sonawane	Jr. Clerk
26.	Ms. Grishma G. Mohite	Jr. Clerk
27.	Mr. Maruti J. Utekar	Jr. Clerk
28.	Mr. Amol R. Kamat	Jr. Clerk
29.	Mr. Sagar R. Ghosalkar	Jr. Clerk
30.	Mr. Nandkumar M. Khamkar	Jr. Clerk
31.	Mr. Mit S. Jangam	Jr. Clerk
32.	Mr. Chetan C. Oak	Jr. Clerk
33.	Mr. Hrushikesh R. Jagtap	Jr. Clerk
34.	Mr. Babaso S. More	Peon
35.	Mr. Ajay S. Bagade	Peon
36.	Mr. Swapnil M. Gamre	Lab. Attendant
37.	Mr. Prashant Y. Parkar	Lab. Attendant
38.	Mr. Santosh R. Pawaskar	Lab. Attendant
39.	Mr. Prakash R. Jadhav	Lab. Attendant

VIII. Monthly remuneration received by the employees

Sr. No.	Designation	Pay Band
1.	Principal	131400-217100 13A
2.	Associate Professor	131400-217100 13A
3.	Assistant Professor	79800-211500 12
4.	Assistant Professor	79800-211500 12
5.	Assistant Professor	68900-205500 11
6.	Assistant Professor	57700-182400 10
7.	Assistant Professor	57700-182400 10
8.	Assistant Professor	57700-182400 10
9.	Librarian	57700-182400 10
10.	Superintendent	38600-122800 S-14
11.	Head Clerk	35400-112400 S-13
12.	Sr. Clerk	35400-112400 S-13
13.	Library Attendant	21700-69100 S-7
14.	Peon	16600-52400 S-3

IX. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

There are no subsidies received by the College. Government Scholarship to Backward Group students are processed through the college and disbursed directly to the students.

Sr. No.	Name of the Scheme
A.	Social Justice and Special Assistance Department *Government of India Post-Metric Scholarship *Post-Metric Tuition Fee and Examination Fee (Freeship)
B.	Tribal Development Department *Government of India Post-Metric Scholarship *Tuition Fee and Examination Fee for tribal students (Freeship)
C.	VJNT / OBC and SBC Welfare Department *Post- Matric Scholarship to VJNT students *Tuition Fee and Examination Fee to VJNT students. *Post-Metric Scholarship to OBC students. *Post-Metric Scholarship to SBC students.

	*Tuition Fee and Examination Fee to OBC students. *Tuition Fee and Examination Fee to SBC students.
D.	Directorate of Higher Education *Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulk Shishyavrutti Scheme *Education concession to the children of Ex-service Man *Eklavya Scholarship * Scholarship to Meritorious Students possessing Mathematics/Physics *Education concession to the children of freedom fighter. * Assistance to Meritorious Students Scholarship-Senior Level.
E.	Minority Development Department *State Minority Scholarship Part-II (DHE)

X. Particulars of recipient of concessions:

As per the Central Government norms all students of the college are eligible for travel concessions by local trains and hence Railway Travel Concession form is issued to students on a monthly/quarterly basis. Concessions for travel to their hometowns by rail are processed by the College.

XI. Details in respect of the information available to or held or reduced in an electronic form.

Vikas College Arts, Science & Commerce has an official website on internet. For further information log on to www.vikascollege.org

Information about the College, various courses, admissions, fee structure, hostel accommodation etc. is available on the College website.

XII. The names, designation and other particulars of the Public Information Officers.

Sr. No.	Public Information Officers	Name & Designation	Address
1	Public Information Officer	Mrs. Minakshi Prabhu	Vikas College Arts, Science & Commerce , Kannamwar Nagar No.2, Vikhroli East Mumbai-400083
3	1 st Appellate Authority	Dr. R.K. Patra Principal	

Such other information as may be prescribed.

Information prescribed by Government would be furnished from time to time.