

**INFORMATION ON CHRIST COLLEGE -PUNE**

(Refer to: Right to Information Act, 2005)

---

**INTRODUCTION**

The Right to Information Act, 2005 has been enacted by the parliament and has come into force from 15<sup>TH</sup> June 2005. This Act provides Right to Information for citizens to secure access to information under the control of public authority in order to promote transparency and accountability in the working of every public authority.

All universities and colleges established by law made by Parliament or any state legislature or by notification issued by the appropriate government: or owned, controlled or substantially financed directly or indirectly by funds provided by the government shall come within the meaning of a public authority under this Act.

This Information will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing Christ College Pune and related information. This Information is divided into 17 manuals/sections. Each section deals with units of information as delineated under section 4 (1) (b) of the Right to Information Act, 2005

---

**Compliance under Section 4 (1) (b) of the Right to Information Act, 2005 –**

**1: Particulars of the organization, functions and duties**

Particulars of the organization are available on our website

<https://www.christcollegepune.org/files/ChristPune-Prospectus2017.pdf>

**Functions and duties performed to achieve the mission:**

Teaching, counseling, extracurricular activities, sports, seminars, workshops etc

The college has a Governing body consisting of 6 members, Local management committee with 9 members, and an Executive council of 9 members.

Various committees are formed for conducting curricular and co-curricular activities

Three level system of functioning happens

- 1) Staff council level,
- 2) Department level
- 3) Governing body level

Overall functioning of college- academics and co-curricular is supported by staff council, including Principal and staff members

Department heads and Co-coordinators monitor the functions of respective departments, like subject allocation, internal exams, work load of teachers, projects, field trips etc

Governing Body in consultation with Principal makes final decisions on all proposals put forth by any council, matters pertaining to finance, appointments, budgets, creation of new posts, etc

Meritorious students of each class are nominated as class representatives and from among them form the student council.

College working hours (office)-8.30 – -3.30p.m from Monday to Friday and Saturday 8.30-2.30

Lecture timings- 8.30- 3.00 p.m

## **2: Powers and Duties of Officers and Employees**

- The Principal is the administrative head and Director of the college. He controls, supervises overall administration, organization, instruction, examination and management of affairs of the college, as per the norms of SPPU, in consultation with the college governing body and with the assistance of teaching and administrative staff.
- 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.

## **3: Procedure followed in the decision making process, including channels of supervision and accountability**

All academic and administrative decisions are taken by the Principal in consultation with the Executive council and are ratified by Local Management Committee as far as practicable for the smooth functioning of the institution. The Principal is accountable to the university. The college functions under the supervision of college governing body.

## **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 Local Management Committee, College Governing Body and Executive Council.
- The Executive Council is the academic body of the college comprising of Principal, HODs and Coordinators. It exercises control and general regulation over academic affairs. It is 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 Councils of Savitribai Phule Pune University, Executive Council and Governing Body of the College.

**5: Rules, regulations and instructions manuals and records held or used by employers for discharging their functions:**

- Principal and staff working in the college are bound by the rules and regulations, order and circulars issued from time to time by UGC and SPPU and also as per from the office of the Joint Director of Education, Pune.
- Regulations / instructions for admission regarding all the courses (under-graduate/postgraduate) are in accordance with Savitribai Phule Pune University notification and as per the suggestions from the office of Joint Director of Education.
- 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.

**6: A statement of the categories of documents that are held by it or under its control**

- Admission forms
- Staff attendance register
- The college Timetable
- Examination Schedules
- Scholarship Notices
- Annual reports
- College magazine/Newsletter
- Administrative Notices
- Students, Attendance Records
- Students, Internal Assessment Records
- The College prospectus regarding admission information is published every year and available on payment from Administrative Office.
- Staff information, available on website
- College hand book available on website as well as from Administrative Office in printed form.

**7: The particulars of any arrangement that exists for consultation with, or representation by the Members of the public in relation to the formulation of its policy or implementation thereof**

- The College Governing Body, local management committee which supervises the affairs of the College has some members who are eminent personalities of the Society and representatives of the public.
- Besides College holds interaction/open session at the annual general body meeting of the PTA at the beginning of the academic year and recurrent meetings with PTA executive council.

**8: A statement of the Boards, Councils, Committees, Faculties, Departments, etc. under the College**

A statement of boards, council committees and other bodies constituted:

- The College Governing Body
- Executive Council
- IQAC cell
- Women cell
- Anti ragging cell
- Sexual Harassment cell

**9: Directory of officers and employees**

- Details of officers and employees are available on our website.

**10: The Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**

- The pay scales of various teaching and non-teaching staff are as prescribed by Savitribai Phule Pune University and adopted by the management of the College sticking to the feasibility of a self financing, Non granted, minority institution.

**11: The Budget allocated to each of its agency, indicating the particulars of all plans, propose expenditures and reports on disbursements made**

- The budget and the financial estimates are as approved by the Governing Body. The budget is presented before the University for approval/sanction in cases of conducting seminars and intercollegiate fests as well as NSS related matters.

**12: The manner of execution of subsidy program, including the amounts allocated and the details of beneficiaries of such programs**

- Not Applicable

**13: Particulars of recipients of concessions permits or authorizations granted by it.**

- Fee concessions are given to economically back ward students.

**14: Details in respect of the information available to or held by it, reduced in an electronic form**

College has an official website on internet. For further information log on to [www.christcollegepune.org](http://www.christcollegepune.org)

**15: The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use**

Citizens may submit a written application for information to the Public Information Officer.

- Public may elicit information via E-Mail to “[director@christcollegepune.org](mailto:director@christcollegepune.org)”
- Through the notice boards, relevant brochures and various other information’s as on the website.
- Information for the general public is disseminated occasionally through press releases and advertisements
- Access to website.

**16: The names, designation and other particulars of the Public Information Officer**

- **Asst Information Officer**  
Mrs Seema Mane, Head Clerk, Christ College- Pune
- **Information Officer**  
Dr. Jiji Johnson, HOD Commerce Christ College -Pune.
- **Appellate Authority**  
Dr.Fr Sony J. Chundattu CMI., Principal / Director Christ College-Pune.

**17: Such Other Useful Information as may be prescribed**

Necessary information will be provided in submission of application letter requesting the particulars of information with address and E-mail id for correspondence.