

*COLLEGE OF HOME SCIENCE
NIRMALA NIKETAN
MUMBAI – 400 020*



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

**COLLEGE OF HOME SCIENCE, NIRMALA
NIKETAN
49, New Marine Lines, Mumbai – 400020.**

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**College of Home Science, Nirmala Niketan
UNDER THE RIGHT TO INFORMATION ACT**

I. Particulars of College of Home Science, Nirmala Niketan Functions and Duties:

- 1) Name of the Office : College of Home Science, Nirmala Niketan
- 2) Address : 49, New Marine Lines, Mumbai – 400 020
- 3) Head of the Office : The Principal, College of Home Science is empowered to work as head of the office and of the institution
- 4) Government Dept. : The Higher and Technical Education Department, Government of Maharashtra
- 5) Administrative Dept: The Joint Director of Higher Education, Government of Maharashtra
- 6) Area : Greater Mumbai
- 7) Functions : As laid down below

Organisation, Functions and Duties:

The Principal of the College is the Administrative and Academic Head of the College of Home Science and she 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 her control. There are:

1. Associate Professors
2. Assistant Professors
3. Librarian
4. Accountant
5. Head Clerk
6. Senior Clerk
7. Junior Clerks
8. Laboratory Assistants

9. Laboratory Attendants

10. Library Attendants

11. Peons

II. The Powers & Duties of Officers & Employees

1. Powers of Principal

Subject to the supervision and general control of the University and 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 Act, Statutes, Ordinances, Regulations, Rules and other orders issued by the University from time to time.
- j) The Supervision of College and University examination, 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 her by the competent Authority from time to time.

I. TEACHERS AND THEIR RESPONSIBILITIES - Teachers are expected to:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and their profession through them.
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.

7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in 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
8. Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS – Teachers are expected to:

1. Respect the right and dignity of the student in expressing his/her opinion
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
5. Inculcate among students a scientific outlook and respect for physical labour and the ideals of democracy, patriotism and communal harmony
6. Be cordial to the students and not behave in a vindictive manner towards any of them for any reason
7. Pay attention to only the attainments of the student in the assessment of merit
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Guide students to develop an understanding of our national heritage and national goals and refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES – Teachers are expected to:

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavor.

IV. TEACHERS AND AUTHORITIES - Teachers are expected to:

1. 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.
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
4. Co-operate in the formulation of policies of the institution and accept offices.
5. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
6. Adhere to the conditions of contract.
7. Give and expect due notice before a change of position is made
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as possible with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

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

VI. TEACHERS AND GUARDIANS:

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 meetings convened for the purpose for mutual exchange of ideas and for the benefit of the students and the institution.

VII. TEACHERS AND SOCIETY

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. 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.
4. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feelings 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 and Maharashtra Civil Service Rules.

I. Registrar (Head of the Non-teaching Staff):

Post is not sanctioned in staffing Pattern due to the present student strength

II. Superintendent:

Post is not sanctioned in staffing Pattern due to the present student strength.

III. Accountant:

1. The Accountant shall inform periodically the financial position of the College to the Principal of the College and examine and ensure that the code and financial norms are followed by the section or department. She shall prepare and present budget estimates, with the help of Heads of Departments in the College. Prepare the budget and income and expenditure statements, maintain all accounts and get them audited.
2. She shall attend to all the Government scrutiny, inspections and audit.
3. She shall be responsible for the proper implementation of the financial transactions as per rules, Accounts Code, Statutes, Ordinances, Rules and Regulations made in that behalf and monitor the finances of the College as per directions of the Principal and place before the Committee the financial position of the College such as its receipts, payments Government grants and balance from time to time.
4. She shall scrutinize all bills of expenditure before recommending payment, and maintain the cash-book, ledger, bank pass-books. She shall watch over the progress of the expenditure and receipt of fees and Government grants in time.
5. If there is no post of Superintendent in the College or if the Superintendent proceeds on leave the Accountant shall carry out the duties of the Superintendent in addition to her own duties.
6. The Accountant shall carry out any other work entrusted to her by the Principal from time to time.

IV. Head Clerk or Deputy Accountant:

1. Head Clerk shall perform the duties as may be assigned to her from time to time, by the Principal or the Superintendent.
2. She shall be in charge of the unit or section and shall be responsible for its normal and smooth working. She shall assist the Superintendent in the disposal of her duties and shall look after the day to day work in the office of which she is in charge as per the instructions received from the higher authorities from time to time.
3. She shall ensure and maintain proper co-ordination and follow up with the other departments or section of the College.
4. She shall be responsible for the smooth, efficient and effective working of the office and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure. She shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately.
5. She shall train the members of her department and provide guidance to all.
6. She shall dispose of important cases where relevant regulations are clearly applicable and forward otherwise the same to the Superintendent with clear and specific comments.
7. She 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.
8. She shall exercise constant vigilance on expenditure, quantitative disposal of work, safety of the records, furniture, fittings of the College, regular and orderly behaviour of the staff under her. She shall record verbal discussions, orders and instructions which shall be attested by the superior officials present.
9. She shall attend meetings, issue notice of meetings, prepare agenda and draft minutes of the meetings and take follow up actions.
10. She shall inspect the racks and tables of assistants working under her and satisfy herself that no paper or files have been overlooked and that there are no old receipts or bills lying undisposed off.
11. She shall submit notes or drafts for approval of the authorities through the Superintendent.
12. She shall attend to audit queries and reply to audit report, and also submit necessary statement of accounts.
13. She shall recover grants due to the Government etc. and shall prepare the requirement of furniture, other equipment, stationery etc. with the consultation of the Higher Authority.
14. She shall be responsible for the examination work of the Junior College unit with overall supervision of the Superintendent.
15. 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.
16. She shall attend to any other work assigned to her from time to time by the Higher Authorities.

V. All other non-teaching staff

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

VI. Librarian:

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

1. Planning new services for the Library.
2. Making rules and regulations for the Library
3. Acquisitions and Gift books selection

4. Classification
5. Catalogue entries – checking & keywords
6. Software for Library
7. Library Committee
8. Correspondence
9. Signatory for all bills, correspondence notices.
10. HRD special issues
11. Maintaining Discipline in Library
12. Replacement of Library books lost
13. Assigning work to the Library Staff
14. Weeding out
15. Reference to teachers, students, visitors
16. Reports to be submitted to Auditors, UGC/IQAC, Principal
17. Library Annual Report
18. Library Orientation for Newcomers
19. Honours in Library Science
20. Training Staff
21. Arranging Book Exhibitions
22. Printing of Spine / Book / Barcode Labels
23. Stationery – Purchase & Distribution
24. Printing of Stationery & circulation
25. Multimedia Management
26. Journal subscription, renewal, receipt of current issues, reminders

VI. Assistant Librarian:

Post is not sanctioned in staffing Pattern due to the present student Strength

VII. Library Clerks:

Post is not sanctioned in staffing Pattern due to the present student strength VIII.

Library Attendants:

1. Issue / Return of books
2. Writing statistics of issue / return
3. Label pasting (Spine, Book & Barcode)
4. Shelving of Books & dusting
5. Shelving of Journals
6. Summer cleaning
7. Physical Verification of Books
8. Any other work assigned by the Librarian from time to time
9. Maintaining Discipline in the Library
10. Display of recent arrivals of books, binding of old books
11. Plastic binding of new books, printing of Journal Labels
12. Library Shelf / Stack guides

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 Heads of Department and Academic Council and ratified by the Management Board & Academic Board as far as possible for smooth functioning of the institution. The Principal is accountable to the University, the State Government and the Governing Body of the Nirmala Niketan Institute.

IV. The norms set for the discharge of functions

The norms set by the Principal along with the Heads of Department as ratified by the Management of the College for the discharge of functions will be followed. These norms will be displayed on the website of the College and in its handbook.

V. The rules, regulations, instructions manuals and records held or used by employers for discharging their functions:

The Principal and staff working in the College under her are bound by the rules, regulations, orders and circulars issued from time to time by the UGC Department of Higher and Technical Education, Government of Maharashtra, Maharashtra Civil Service Rules and directions issued by the University of Mumbai.

The Following files are kept for the permanent record as per Government of Maharashtra Civil Services Rules:

Sr. No.	Particulars
1.	Salary Register
2.	Dead Stock Register
3.	General Register
4.	Consolidated Annual Results
5.	Admission Forms
6.	College Handbooks
7.	Cash Book
8.	Book Accession Register
9.	Return Book Register -Computerised
10.	Daily Reference Book Register
11.	Prof. Issue-Return Book Register - Pass book
12.	Periodical / Journal Register - Computer & Card Entry
13.	Donated Books Accession Register

VI. A Statement of Categories and documents that are held or under control:

Sr. No.	Particulars	Period of preservation
1.	Salary Register	30 years
2.	Dead Stock Register	30 years
3.	General Register	30 years
4.	Consolidated Annual Results	30 years

5.	Admission Forms	10 years
6.	College Handbooks	30 years
7	Cash Book	30 years
8	Book Accession Register	30 years

VII. 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 thereof:

1. A detailed website which includes information of the various courses and programme conducted by the College are available on the College website www.nirmalaniketan.com. There is also an email I.D. of the College office@nnchsc.edu.in where clarifications on various College educational programmes are responded to.
2. The members of the public can meet the Principal with grievances. The Principal either can act herself or instruct subordinates to solve problems.

VIII. A Statement of the Boards, Councils, Committees and bodies consisting of two or more persons constituted as its part for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public For administrative and academic work of College following Boards/Committees are formed as per the Statutes of the University of Mumbai.

1. The Management Board
2. The Academic Board
3. The Finance Board
4. The Examination Committee
5. The Internal Quality Assurance Cell (IQAC)
6. Women's Development Cell
7. Students Placement Committee

The minutes of meetings of the Statutory Boards, Councils and Committees wherever applicable are maintained by the College. The decisions taken in these meetings are incorporated into the Rules of the College and in other sections and are displayed on the website and in the College handbook.

IX. Directory of Offices & Staff of College of Home Science, Nirmala Niketan Telephone No: 022- 22076503

S. No.	Name of the Employee	Designation-Subject
1	Dr. Geeta Ibrahim	Principal.
2	Dr. Ms. E. Dedhia	Asso. Prof. TFT
3	Dr. Ms. A. Mitra	Asso. Prof. FND
4	Ms. J. Colaco	Asso. Prof. FND
5	Ms. P. Goyal	Asso. Prof. TFT
6	Ms. S. Jaiswal	Asso. Prof. FND& CRM
7	Dr. Ms. A. Bakshi	Asso. Prof. HD
8	Dr. Ms. S. Mandalika	AssoProf FND
9	Ms. P.Maheshwari	Asst. Prof.HD
10	Ms R. Divecha	Asst. Prof.HD

11	Ms. V. Hasija	Asst. Prof FND
12	Dr. Ms. V. Karnad	Asst. Prof. TFT
13	Ms. R. Madhan	Asst. Prof. TFT
14	Dr. Ms. K. Rege	Asst. Prof. HD
15	Ms. R. Rao	Asst. Prof. FND& CRM
16	Ms. P. Mhaprolkar	Librarian
17	Ms. N. Mulchandani	Asst.Prof. TFT
18	Ms. V. Udaiver	Asst. Prof.TFT
19	Dr. Ms Anjali Srivastava	Asst. Prof.TFT
20	Ms. Sanghamitra Navalgund	Asst. Prof.TFT
21	Ms. Vibhuti Khedekar	Asst. Prof.TFT
22	Ms. Fatima Kader	Asst. Prof FND
23	Ms. Sheetal Joshi	Asst. Prof FND
24	Ms. Khyati Sampat	Asst. Prof HD
25	Dr. Ms. Minelly Rodrigues	Asst. Prof FND
26	Ms. M. Jose	Lab Asst
27	Ms. F. Fernandes	Junior Clerk
28	Ms. Cheryl Machado	Junior Clerk
29	Ms. S. Shigwan	Lab Asst
30	Mr. Dhiraj Bhosle	Lab Asst
31	Mr. Sunil Lopes	Lab Asst
32	Mr. A. Pardeshi	Lab Attendant
33	Mr. J. Fernandes	Lab Attendant
34	Mr. Rajpal B.	Lab Attendant
35	Mr. Maheshpal C.	Lab Attendant
36	Ms. C. Fernandes	Lab Attendant
37	Mr. Anand Gohil	Lab Attendant
38	Mr. B. Doiphode	Lab Attendant
39	Mr. Vijay Almeida	Lab Attendant
4	Mr. Dinkar Pagare	Lab Attendant
41	Mr. Anil Matkar	Lab Attendant
42	Mr. Sunil Sabne	Peon
43	Mr. Dominic Shetty	Lab Attendant
44	Mr. Avinash Mandavkar	Peon
45	Ms. Ritu Wagle	Lab Attendant
46	Mr. Vinayak Kadam	Lab Attendant

FND – FOODS, NUTRITION AND DIETETICS
HD – HUMAN DEVELOPMENT

TFT – TEXTILE AND FASHION TECHNOLOGY
CRM – COMMUNITY RESOURCE MANAGEMENT

X. The monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulations.

Sr. No.	Designation	Pay Band	Pay Scales as per 6 th pay	Grade Pay
1.	Principal	37400-67000	37400	10000
2.	Associate Professors	37400-67000	37400	9000
3.	Assistant Professors	15600-39100	15600	8000
4.	Part-time Assistant Professors	7800-19550	7800	3000
5.	Librarian	15600-39100	15600	6000
6.	Registrar	9300-34800	9300	4600
7.	Superintendent	9300-34800	9300	4300
8.	Lower Grade Stenographer	9300-34800	9300	4300
9.	Head Clerk	9300-34800	9300	4200
9.	Assistant Librarian	5200-20200	5200	2400
11.	Sr. Clerks	5200-20200	5200	2400
12.	Jr. Clerks	5200-20200	5200	1900
13.	Library Clerks	5200-20200	5200	1900
14.	Laboratory Assistants	5200-20200	5200	2200
15.	Laboratory Attendants	5200-20200	5200	1900
16.	Library Attendants	5200-20200	5200	1900
17.	Peons	4440-7440	4440	1300

XI. The budget allocated to each agency, indicating the particulars of all plans proposed, expenditures and reports of disbursements made:

Name of Institution: College of Home Science, Nirmala Niketan

BUDGET FOR THE YEAR 2018-2019

<u>Major Heads of Expenditure</u>	<u>Budget 2018-19</u>	<u>Major Heads of Income</u>	<u>Budget 2018-19</u>
1. STAFF SALARIES	44,827,792	1 SALARY GRANT	44,827,792
2. CLOCK HOUR BASIS	315,000	2. TUITION	465,120
3. LIBRARY BOOKS	135,000	3. LAB	944,000
4. VISITING LECTURERS	3,000	4. LIBRARY	180,000
5. PERIODICALS	3,000	5. GYM	228,800
6. READING ROOM EXPENSES	325,000	6. EXTRA CURRICULAR ACTIVITIES	143,000
7. FOOD LAB	175,000	7. MAGAZINE	57,200
8. LAB EXPENSES	175,000	8. I.CARD & LIB	28,600
9. GYM & OTHER EXPENSES	75,000	9. S.W.F.	28,600
10. CONVEYANCE	15,000	10. UTILITY	143,000
11. TELEPHONE	18,000	11. DEV. FUND	286,000
12. WATER	45,000	12. E. CHARGES	11,440
13. ELECTRICITY CHARGES	775,000	13. INSURANCE	27,780
14. GAS	10,000	14. V.C. FUND	11,440
15. POSTAGE	10,000	15. E. SERVICES	24,500
16. BOOK BINDING	15,000	16. DISASTER RELIEF	5,720
17. INSURANCE	700	17. ASH / IND	14,700
18. AFFILIATION FEES	14,000	18. UNIV. SH. OF TUIT. FEES	63,880
19 UNIFORMS & WASHING ALLOWAN.	20,000	19. EXAM FEES	741,840
20. PRINTING & STATIONERY	180,000	20. ENROLMENT FEES	44,000
21 REPAIRS & MAINTENANCE	110,000	21. UNIV. REG FEES	40,600
22. RENT	124,944	22. CONVOCATION FEES	44,000
23 AUDIT FEES	35,000	23. N.S.S.	5,620
24. ASSETS	150,000	24. FORM & PROSPECTUS FEES	5,750
25. U. G. C. REFUNDS	175,000	25. ADMISSION PROCESSING FEES	9,200
26. ASH / IND	14,700	26. COMPUTER FEES	391,000
27. UNIV. REG. FEES	40,600	27. DOCUMENT VERIF. FEES	18,400
28. V. C. FUND	11,440	28 OTHER RECEIPTS	177,880
29 GRP. INSURANCE	27,780	29. BANK INTEREST	155,000
30 DISASTER RELIEF	5,720	30. E-SUVIDHA	4,100
31 E. SERVICES	24,500	31. CAUTION, LAB & LIB DEPOSIT	166,800
32 UNIV. SH. of TUITION FEES	63,880	32. FIELD VISIT / OTHER ACTIVITY	212,000

33 ENROLMENT FEES	44,000	33. LAB/STUDY MAT & ACTIVITY	275,000
34. EXAM FEES	700,000	34. UNIV. SPORTS & CULTURAL FEES	2,460
35. E. CHARGES	11,440	35. DEFICITE / SURPLUS	268,104
36. PETTY CONTINGENCIES	15,000		
37. CONVOCATION FEES	44,000		
38. REGISTRATION FORM FEES	1,150		
39. EXTRA CURRICULAR ACTIVITIES	160,000		
40. ADVERTISEMENT	35,000		
41. MEMBERSHIP	5,000		
42. ID & LIB CARD CHARGES	28,500		
43. UNIVERSITY FEES PAYABLE	922,380		
44. CAUTION LAB & LIB DEPO REFUND	166,800		
TOTAL	50,053,326	TOTAL	50,053,326

XII. 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 Scholarships to Backward Group students are processed through the college and disbursed directly to the students.

XIII. Particulars of recipients of concessions, permits of authorization:

As per the Central Government norms our students are eligible for travel concessions by local trains and hence Railway Travel Concession forms are issued to students on a monthly/quarterly basis. Similarly concessions for travel to their hometowns by rail are processed by the College.

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

The College of Home Science, Nirmala Niketan has an official website on internet. For further information log on to www.nirmalaniketan.com

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

XV. 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:

1. Visiting time for the Principal : 10.00 a.m. to 12.30 p.m.
2.00 p.m. to 4.00 p.m.
By prior appointment only
2. Website : www.nirmalaniketan.com
3. Telephone Nos. : 022-22076503
4. Library Time : 10.00 a.m. to 6.00 p.m.

Generally the Library facility is available to students of the College but a person coming from outside the College can access the Library facility with the prior written permission of the Principal.

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

Sr. No.	Public Information Officers	Names & Designation	Address
1.	Public Information Officer	Dr. Ela Dedhia	College of Home Science, Nirmala Niketan 49 New Marine Lines, Mumbai – 400 020.
2.	Assistant Public Information Officer	Ms. Noella Dias	
3.	1 st Appellate Authority	Dr. Geeta Ibrahim Principal	

XVII. Such other information as may be prescribed.

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