

**COLLEGE OF SOCIAL WORK (EMPOWERED
AUTONOMOUS) NIRMALA NIKETAN**

MUMBAI – 400020



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

**COLLEGE OF SOCIAL WORK (EMPOWERED AUTONOMOUS)
NIRMALA NIKETAN**

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UNDER THE RIGHT TO INFORMATION ACT

4(1)(b)(i): The Particulars of the College of Social Work (Empowered Autonomous) Nirmala Niketan functions, and duties.

Name of the Institute:	College of Social Work (Empowered Autonomous) Nirmala Niketan
Address:	38, New Marine Lines, Mumbai – 400020
Head of the Institute:	The Principal, College of Social Work (Empowered Autonomous) Nirmala Niketan is empowered to work as head of the Institute
Government Dept.:	The Higher and Technical Education Department, Government of Maharashtra
Administrative Dept.:	The Joint Director of Higher and Technical Education Department, Government of Government of Maharashtra
Area:	Greater Mumbai
Functions:	As laid down below
Vision of the Institute:	The College strives to contribute to the building of a new social order in the country, based on human dignity and social justice. To work with the preferential option for the vulnerable and exploited groups in society both locally and globally.
Mission of the Institute:	To build a cadre of young, committed professionals having a global perspective and strong value base of compassion, personal integrity, moderation, tolerance and self-respect.

Functions and Duties:

The Principal of the College is the Administrative and Academic Head of the College of Social Work, and she exercises control and supervision over all aspects of admission, teaching and conduct of internal and College Examinations, with the assistance of the teaching and non-teaching staff under her control.

4(1)(b)(ii): Academic Powers & Duties

Designation: Principal

Under the Maharashtra Public Universities Act, 2016, and the UGC guidelines for autonomous colleges, the **Principal** serves as the chief academic and administrative head of the institution.

For the College of Social Work, Nirmala Niketan, these powers blend statutory educational governance with the unique demands of managing professional social work programs, field work networks, and extension centres.

As the academic head of the autonomous institution, the Principal ensures the maintenance of high educational standards, pedagogical innovation, and compliance with statutory regulatory bodies.

- **Statutory Chairmanship:** Functions as the ex-officio Chairperson of the Academic Council, the Finance Committee, the Internal Quality Assurance Cell (IQAC), and the Library Committee.
- **Curriculum & Policy Alignment:** Guides the Board of Studies (BoS) across academic streams—including the Bachelor of Social Work (BSW), Master of Social Work (MSW), and Master of Arts in Social Innovation and Entrepreneurship (MASIE)—ensuring curricula meet the benchmarks established by the University Grants Commission (UGC) and the National Education Policy (NEP) guidelines.
- **Admission Control:** Operates as the final authority for all institutional admissions, ensuring strict adherence to the merit criteria, reservation policies of the Government of Maharashtra, and autonomous university norms.
- **Examination Governance:** Oversees the entire evaluation ecosystem. The Principal supervises the Controller of Examinations (CoE) to ensure the integrity, confidentiality, and timely declaration of results for both internal continuous assessments and semester-end examinations.
- **Field Work & Research Monitoring:** Reviews and approves field work evaluation patterns, block placements, and institutional research initiatives such as state-level.

Administrative & Executive Powers

The Principal functions as the Chief Executive Officer responsible for the day-to-day operations, infrastructural coordination, and general discipline of the college.

- **Institutional Supervision:** Exercises administrative control over the main campus (New Marine Lines), the college extension centres (including the Goregaon Extension Centre), and specialized service units like the institutional library.
- **Personnel Directives:** Coordinates responsibilities among senior faculty coordinators (including core project and department leads) to optimize facility management, library services, and research timelines.
- **Human Resource Management:** Evaluates and signs the Annual Performance Appraisal Reports (APAR) and Confidential Reports (CR) for all teaching and non-teaching personnel. The Principal approves employee service records, determines staff workload adjustments, and sanctions leaves (Casual Leave, Duty Leave, and Earned Leave) in compliance with institutional bye laws.
- **Disciplinary Maintenance:** Empowered to enforce discipline on campus. The Principal can constitute internal inquiry committees to address grievances, cases of misconduct, or violations of code by students or staff.

Financial Powers

As the primary financial custodian, the Principal ensures transparency, fiscal responsibility, and systematic allocation of resources.

- **Drawing and Disbursing Officer (DDO):** Acts as the designated institutional DDO for all state government salary grants, non-salary maintenance grants, and developmental funding received from the UGC or RUSA.
- **Expenditure Authorization:** Authorizes financial sanctions for budgeted operational expenses, institutional infrastructure repairs, and library resource procurements.
- **Financial Accountability:** Oversees the preparation of the college's annual budget, monitors utilization certificates for external research grants, and ensures that institutional financial audits are completed systematically at the close of every fiscal year cycle.

- **Administrative Endorsements:** Reviews, verifies, and endorses official staff certificates, institutional salary proofs, and administrative paperwork required by external banking entities or welfare boards.

Legal & Statutory Functions

The Principal serves as the legal representative of the college and the primary conduit between the institution and external regulatory authorities.

- **Institutional Representation:** Represents the college in all statutory communications, panel meetings, and compliance reviews conducted by the University of Mumbai, the Directorate of Higher Education (DHE) Maharashtra, and UGC officials.
- **Contractual Signatory:** Signs all legally binding Memorandums of Understanding (MoUs), field work agency partnerships, consultancy agreements, and external project contracts on behalf of the college.
- **First Appellate Authority under RTI:** Acts as the designated **First Appellate Authority (FAA)** under Section 19(1) of the Right to Information Act, 2005. The Principal evaluates and disposes of appeals filed by citizens who are dissatisfied with the decisions or information provided by the institutional Public Information Officer (PIO).

Designation: Professor / Associate Professor / Assistant Professor

Academic & Pedagogical Duties

As an autonomous social work educational institution, teachers are responsible for delivering high-quality professional education, developing contemporary curricula, and facilitating the holistic growth of students.

- **Instructional Delivery:** Plans, designs, and delivers lectures, interactive sessions, and seminars across core academic programs—including the Bachelor of Social Work (BSW), Master of Social Work (MSW), and Master of Arts in Social Innovation and Entrepreneurship (MASIE).
- **Curriculum Development:** Functions as active members or subject experts within the **Board of Studies (BoS)**. Teachers design, update, and restructure course syllabi to align with the **National Education Policy (NEP)** guidelines and contemporary global social work standards.
- **Continuous Internal Evaluation:** Formulates and executes diverse internal assessment modules, including assignments, presentations, class tests, and

open-book evaluations. Teachers are responsible for grading scripts objectively and submitting internal scores within designated institutional timelines.

- **Mentoring & Remedial Support:** Serves as academic mentors to a designated cohort of students, providing educational guidance, career counselling, and remedial support for learners requiring extra academic assistance.

Field Work Supervision & Action Research

Field work is the cornerstone of professional social work training. Teachers hold a unique portfolio of field instruction, monitoring, and community liaison.

- **Field Work Placement & Guidance:** Coordinates the placement of students in diverse social welfare organizations, government bodies, hospitals, and grassroots communities based on prescribed field work patterns.
- **Concurrent Field Instruction:** Conducts regular, structured Individual Conferences (IC) and Group Conferences (GC) to guide students in integrating theoretical frameworks (such as social case work, group work, and community organization) with field practice.
- **Agency Liaison & Monitoring:** Conducts periodic agency visits to monitor student progress, coordinate with agency supervisors, and evaluate the student's professional development, intervention strategies, and documentation skills.
- **Research Supervision:** Guides undergraduate (BSW) and postgraduate (MSW/MASIE) students in conceptualizing, executing, and reporting their academic research dissertations and projects.
- **Action Research & Welfare Projects:** Participates in and executes institutional research initiatives, baseline surveys, and state-level social impact evaluations (such as police welfare schemes or community health programs) as directed by the institutional leadership.

Administrative & Institutional Committee Responsibilities

Beyond classroom instructions, teachers contribute to the administrative, statutory, and extra-curricular ecosystem of the autonomous college.

- **Statutory Body Participation:** Serves on statutory and non-statutory institutional committees—such as the Academic Council, **Internal Quality Assurance Cell (IQAC)**, Admission Committee, Library Committee, and Examination Committee.
- **Welfare & Compliance Committees:** Actively participates as nominated members in mandatory student-centric panels, including the **Anti-Ragging Committee**, **Internal Committee (IC)**, Grievance Redressal Cell, and Equal Opportunity Cells.
- **Extension and Co-curricular Coordination:** Organizes, supervises, and coordinates college events, field exposure visits, rural camps, student council activities, and extension centre programs (such as managing logistics or resource movement for courses relocating to the Goregaon Centre).
- **Documentation & Accreditation Support:** Maintains meticulous records of student attendance, field work logs, meeting minutes, and programmatic outputs required for internal quality reviews, University audits, and NAAC accreditation documentation.

Professional Development & Library Resource Engagement

Teachers are expected to consistently upgrade their knowledge and contribute to the scholarly repository of the field of social work.

- **Scholarly Contributions:** Conducts independent research, presents papers at national and international forums, and publishes articles in peer-reviewed journals, including the college's flagship publication, the *Perspective in Social Work Journal*.
- **Continuous Learning:** Participates in UGC-recognized Orientation Programs, Refresher Courses, Short-Term Training Programs (STTP), and Faculty Development Programs (FDP) to stay updated on emerging social work methodologies and technological shifts.
- **Library Resource Utilization:** Actively collaborates with the library administration to recommend new textbook procurements, explore technical updates via the iSLIM system, and utilize electronic databases like N-LIST and Sage Online Journals for upgraded classroom teaching and research references.

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

Designation: Office Superintendent

An Office Superintendent in a college serves as the chief administrative officer managing non-academic operations. Their primary duties include supervising clerical staff, overseeing daily office workflow, managing recruitment, and maintaining staff service books and ensuring compliance with university and government regulations.

The responsibilities of an Office Superintendent generally span several key areas:

1. Staff and Office Administration

- **Work Distribution:** Equitably allocates tasks among subordinate staff, including Head Clerks, Senior Clerks, Faculty Clerks, and support staff.
- **Discipline and Attendance:** Monitors daily attendance, ensures punctuality, and maintains strict discipline across the administrative sections.
- **Staff Records:** Maintains service books, personal files, and leave accounts for both teaching and non-teaching staff. [2]

2. Human Resources & Recruitment

- **Recruitment Processes:** Manages hiring procedures, including preparing rosters, drafting advertisements, processing appointment orders, and securing approvals from higher educational authorities.
- **Performance Evaluations:** Assists in conducting performance reviews and training new administrative staff.
- **Retirement & Benefits:** Processes retirement, pension cases, and employee benefits.

- 3. Regulatory & Compliance
- University Affiliation: Ensures compliance with guidelines set by the affiliated University, the Directorate of Higher Education, and state education boards.
- Correspondence: Processes, marks, and distributes incoming letters and ensures timely disposal of official files and government circulars.
- Statutory Returns: Submits periodic reports, compliance statements, and data for accreditation bodies like the NAAC.
- 4. General Operations & Student Services
- Record Management: Ensures the safe custody of official records, student files, and examination documents.

Procurement & Maintenance: Manages the procurement of office stationery, equipment, and oversees general campus maintenance.

Designation: Accountant

- 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 departments. He/She shall prepare and present budget estimates, with the help of Heads of Departments in the college. Prepare the budget and expenditure statements maintain all accounts and get them audited.
- He/She shall attend to all the Government scrutiny, inspections and audit.
- He/She shall be responsible for the proper implementation of the financial transactions as per rules, Accounts Code, Statutes, Ordinance, 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.
- She shall scrutinize all bills of expenditure before recommending payment and maintain the cash-book, ledger, bank passbooks. She shall watch over the progress of the expenditure and receipts of fees and Government grants in time.
- The Accountant shall carry out any other work entrusted to her him/her by the Principal from time to time.

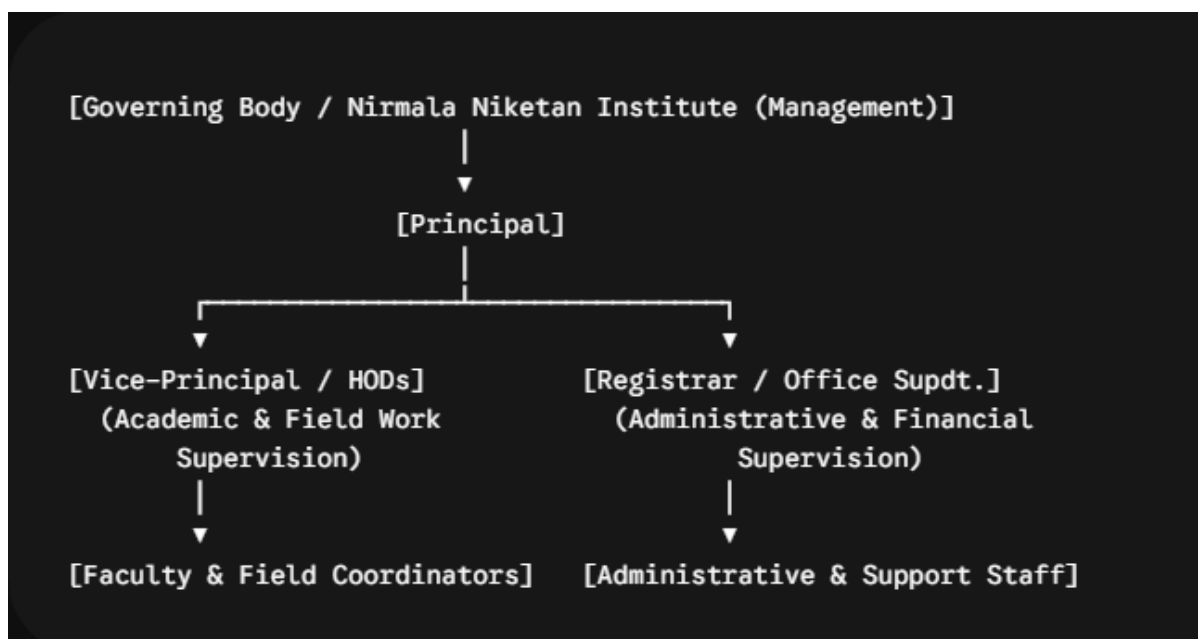
Designation: Librarian

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

- Identifies, selects, and procures books, reference volumes, national/international journals, and reports in consultation with the Principal, Faculty, and the Library Committee.
- Classifies newly acquired books using standard systems (such as the Dewey Decimal Classification) and cataloging codes to make them easily searchable.
- Subscribes to and maintains access to vital digital databases, consortia, and e-journals (such as **INFLIBNET N-LIST**, DELNET, and other specialized social science databases).
- Organizes physical verification of books, maintains the accession register, and recommends the weeding out of damaged or outdated materials.
- Manages the Integrated Library Management Software (ILMS) to automate circulation (issue/return), cataloging, and patron management.
- Maintains the **Online Public Access Catalog (OPAC)**, allowing students and staff to check book availability digitally.
- Helps compile and digitize local institutional knowledge, including faculty publications, student research dissertations (BSW/MSW), and college journals like Perspectives in Social Work.
- Conducts library orientation sessions for freshers to teach them how to navigate physical shelves, use the digital OPAC, and access online research databases.
- Guides postgraduate and doctoral researchers in conducting literature reviews, locating specialized data, and sourcing rare reference materials.
- Assists students and faculty in running plagiarism checks on research papers, dissertations, and theses using authorized institutional software (such as Drillbit).
- Acts as the member-secretary or key convener of the college Library Committee, helping frame library usage policies, budget allocations, and fine structures.
- Directs and supervises the daily tasks of the Assistant Librarian, Library Clerks, and Library Attendants

4(1)(b)(iii): 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 Head of Department and Academic Council and are ratified by the Management Board and 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.



4(1)(b)(iv): Norms set by the authority for the discharge of its functions

As an autonomous college affiliated with the University of Mumbai, the institutional workflow follows precise structural timelines:

- At the start of every academic year, a strict calendar is published detailing the number of teaching days, examination schedules, national/state holidays, and vacation periods. Faculty members must align their teaching plans with this timeline.
- The college adheres to standard University Grants Commission (UGC) and university guidelines regarding the exact number of contact hours, tutorials, and lecture credits required per semester for both BSW and MSW programs.
- Internal communications, processing of student applications (e.g., railway concessions, transcripts, leaving certificates), and routine administrative tasks

are bound by standard turnaround times, generally ranging from **3 to 7 working days**.

- Governed by the UGC Code of Ethics and institutional HR policies. Faculty are expected to complete their syllabi conscientiously, participate fairly in exam invigilation/evaluation, and maintain an inclusive, impartial classroom environment.
- Designated statutory bodies—such as the **Internal Committee (IC)**, Anti-Ragging Cell, and Grievance Redressal Cell—operate under explicit procedural rules and must resolve complaints within legally specified timelines.

4(1)(b)(v): Rules, regulations, instructions, manuals, and records held by it or used by its employees for discharging functions

The Principal and staff working in the college 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.

To ensure institutional memory and public accountability, the employees use and update various official registers and digital files:

Category	Type of Records Maintained
Academic Records	• Syllabus • Board of Studies minutes • Academic Council resolutions • Student enrolment registers • Attendance sheets
Examination Records	• Tabulation registers • Mark sheets • Continuous assessment records • Degree award registers
Administration / HR	• Service books of employees • Casual/earned leave registers • Biometric attendance data • Performance appraisals (APAR)
Financial Records	• Cash books • Ledger books • Fee collection registers • Salary bills

	• Utilization certificates for UGC/Government grants - Internal/external audit reports.
Student Welfare & Support	• Scholarship application records (Freershops, EBC, Post-Matric scholarships) • Grievance logs • Minutes of the Internal Committee (IC)

4(1)(b)(vi): A statement of the categories of documents that are held by it or are under its control

These documents govern the core educational framework of the autonomous BSW, MSW, and Ph.D. programs:

- **Syllabi and Curriculum Documents:** Approved course structures for all academic programs.
- **Statutory Meeting Minutes:** Official minutes and resolutions of the Governing Body, Academic Council, and Board of Studies (BoS).
- **Student Enrolment Registers:** Details of admitted students, including merit lists and reservation category logs.
- **Attendance Records:** Regular classroom and field-work attendance sheets of students.
- **Examination Ledgers and Tabulation Sheets:** Grade sheets, internal assessment records, moderation registers, and results controlled by the Controller of Examinations (CoE).
- **Degree and Convocation Records:** Lists of graduates and records of degree distribution in coordination with the University of Mumbai.

Given the specialized nature of the social work curriculum, the college holds unique records relating to community practice:

- **Field Work Placement Records:** Databases of partner NGOs, government departments, and community organizations where students are placed.
- **Field Work Supervision Logs:** Evaluation sheets and weekly reports maintained by faculty supervisors.
- **Extension and Research Project Files:** Documentation on community outreach programs, research projects, and rural camp reports.

These documents relate to the employment, management, and code of conduct of teaching and non-teaching staff:

- **Service Books:** Personal files, career progression records, and service books of all permanent and temporary employees.
- **Recruitment and Promotion Files:** Records concerning the recruitment of staff, approvals from the Joint Director of Higher Education, and Career Advancement Scheme (CAS) files.
- **Leave Registers:** Logs of casual, medical, earned, and maternity leaves taken by staff.

These documents track the allocation, utilization, and auditing of public and institutional funds:

- **Cash Books and Ledgers:** Daily transaction records, bank passbooks, and reconciliation statements.
- **Salary and Pension Records:** Monthly pay bills, provident fund statements, and pension files of retired employees.
- **Grant Utilization Files:** Records of grants received from the University Grants Commission (UGC), Rashtriya Uchchatar Shiksha Abhiyan (RUSA), and the State Government, along with their respective utilization certificates.
- **Audit Reports:** Annual internal audit statements and statutory external audit reports issued by the Government Auditor General.

The college controls documentation pertaining to internal student support and regulatory bodies:

- **Scholarship Records:** Applications and disbursement logs for Government Post-Matric Scholarships, Freerships, and Minority Scholarships.
- **Grievance and Discipline Logs:** Minutes and action-taken reports from the Internal Complaints Committee (ICC), Anti-Ragging Cell, and Student Grievance Redressal Cell.

4(1)(b)(vii): Particulars of any arrangement that exists for consultation with or representation by members of the public in policy formulation or implementation

Because the **College of Social Work (Empowered Autonomous) Nirmala Niketan** is a premier educational and field-intervention institution, its very

foundation relies heavily on community-based, participatory practices. The college has established structured channels to consult with and include civil society members, industry experts, alumni, and local communities in both its academic policies and on-the-ground implementation.

A detailed website which includes information of the various courses and programmes conducted by the College are available on the website <https://cswnn.edu.in/> There is also an email Id of the college [nn@cswnn.edu.in/](mailto:nn@cswnn.edu.in) colsocwk@gmail.com were clarifications on various College educational programmes are responded to.

4(1)(b)(viii): A statement of the boards, councils, committees, and other bodies (consisting of two or more persons) constituted as its part or for the purpose of its advice, and whether meetings or minutes of these bodies are open to the public

As an Empowered Autonomous College affiliated with the University of Mumbai, the **College of Social Work (Empowered Autonomous) Nirmala Niketan** operates through several statutory and non-statutory bodies to govern its academic, administrative, and ethical functions.

- The Governing Board
- The Academic Council
- The Board of Studies
- The Finance Committee
- The Internal Quality Assurance Cell (IQAC)
- The College Development Committee
- Academic Bank Credit Committee
- Examination Committee
- Recruitment and Admission Committee
- Library Committee
- RUSA Cell
- Research Committee
- Equal Opportunity Cell
- Anti Ragging and Grievance Redressal Committee

Due to the confidential nature of academic deliberations, examination planning, student records, and administrative disciplinary discussions, meetings of the Governing Board, Academic Council, Board of Studies, and other internal

committees **are not open to the general public**. Attendance is strictly restricted to designated members and invitees.

Broad institutional plans, curriculum structures approved by the Board of Studies, and select regulatory minutes (such as **IQAC meeting minutes** and action-taken reports) are actively published on the college's official website for public transparency.

4(1)(b)(ix): A comprehensive directory of its officers and employees

For the **College of Social Work (Empowered Autonomous) Nirmala Niketan, Mumbai**, this directory includes its leadership, teaching faculty, and key administrative staff responsible for executing academic and executive functions.

Teaching Faculty		
Sr. No.	Name	Designation/ Specialization / Focus Area
1	Dr. Lidwin Dias	Principal (Rural, community-based work, disability, youth and women)
2	Dr. Anita Machado	Associate Professor (Work with families, children, training)
3	Dr. Sonia Rodrigues	Associate Professor (Medical social work, work with the elderly)
4	Dr. Renu Shah	Associate Professor (Child rights encompassing issues such as educational rights of children and vulnerability of children, Criminology and correctional services. Teaching methods courses)
5	Ms. Meghna Vesvikar	Assistant Professor (Gender Studies, Criminology and Juvenile Justice, Social Movements)
6	Dr. Roshni Alphanso	Assistant Professor (Research interest includes, exploring vulnerabilities of tribals owing to migration, access to education, Human rights and healthcare, Monitoring and Evaluation)
7	Dr. Kalyani Talvelkar	Assistant Professor (Disability, Research)
8	Dr. Saman Afroz	Assistant Professor (Health)
9	Dr. Ronald Yesudhas	Assistant Professor (Third Sector Studies, Social Work with Youth, Teaching-Learning in Higher Education)
10	Dr. Smita Bammidi	Assistant Professor (Elderly and Living Arrangements, Sibling Relationships, Deaddiction, Women and Mental Health, Grief Counselling)

1	Mr. Pravin Gavali	Librarian
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Sr. No.	Name	Designation
1	Ms. Shweta Malvankar	Office Superintendent
2	Ms. Greta Lopes	Accountant
3	Ms. Alka D'Britto	Clerk-cum-Typist
4	Ms. Maya Barsing	Library Clerk
5	Mr. Wilson Fernandes	Library Peon
6	Mr. Appa Sule	Watchman
7	Mr. Santosh Phadke	Watchman

4(1)(b)(x): Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

Monthly Remuneration received by each of the officer and Employee including the system of compensation as provided in the regulations		
Sr.no.	Designation	7 pay band(Level +Payscale)

1	Principal	S-14 : 144200-218200
2	Asso. Prof.	S-13A :131400-217100
3	Watchman	S-1 : 15000-47600
4	Lib.Peon	S-3 : 16600-52400
5	Assist. Prof.	S-13A :131400-217100
6	Assist. Prof.	S-11: 68900 - 205500
7	Assist. Prof.	S-12 : 79800-211500
8	Librarian	S-12 : 79800 - 211500
9	Watchman	S-1 : 15000-47600
10	Library Clerk	S-6 : 19900-63200
11	Off.Superin	S-14 : 38600-122800
12	Typist Clerk	S-6 : 19900-63200
13	Accountant	S-14 : 38600-122800

4(1)(b)(xi): Budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures, and reports on disbursements made

ESTIMATED BUDGET OF THE COLLEGE OF SOCIAL WORK FOR THE YEAR 2026-2027					
RECEIPTS			DISBURSEMENTS		
	Particulars	2026-27 Estimate Budget		PARTICULARS	2026-27 Estimate Budget
To	Opening Balance and FD	4,000,000	By	Salaries (Aided & Management)	35,565,000
"	Grant: State Govt. - Salary and arrears	35,000,000	"	PF Management	66,000
	Fees income	5,000,000	"	Computer Licence	230,000
			"	Computer Lab Equip	100,000
"	Adm-Cancellation,Form & Other fees	300,000	"	Library Books	75,000
			"	Fees Expenses	3,000,000
			"	Deposit - Library(Refund)	21,000
"			"	Deposit - Caution (Refund)	14,000
"	Exchange program income	50,000	"	Affiliation fees	14,500
"	Sundry Income	150,000	"	Exchange program expenses	20,000
"			"	Advertisement - College	50,000
"	<u>Interest & Dividends</u>		"	Audio Visual Aids	10,000
"	Fixed Deposits	140,000	"	Audit Fee	50,000
"	Savings Bank	100,000	"	Printing & Stationery	110,000
"	Fees receivable	200,000	"	Cleaning material/ Work	33,500
"	Scholarship-Govt	200,000	"	Conveyance /vehicle expenses	30,000
"	Remuneration University	10,000	"	Electricity Charges	115,000
"	Donations	100,000	"	Rent	300,000
			"	Repairs : Equipment	120,000
			"	Repairs : Furniture	60,000
			"	Repairs : Electric	140,000
			"	Repairs : General	250,000
			"	Subs.: Membership Fee	45,000
			"	Periodicals & Journals Magazine	120,000
			"	Bank Charges	10,000
			"	Telephone & Internet Charges	110,000
			"	Postage	5,000
			"	Uniform/ washing allowance	6,000
			"	Sundry Expenses	50,000
			"	Scholarships-Govt	200,000
			"	Remuneration University	10,000
			"	Staff development	65,000
			"	Website Hosting Charges	115,000
			"	Security Charges	240,000
			"		
				Closing Balance and FD	3,900,000
	TOTAL	45,250,000		TOTAL	45,250,000

4(1)(b)(xii): Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

As an educational and research institution, the **College of Social Work (Empowered Autonomous) Nirmala Niketan** does not directly run commercial, industrial, or agricultural "subsidy" schemes. Instead, the college executes this mandate by facilitating, processing, and distributing Government Scholarships, Freerships, and Social Welfare Fellowships. These programs act as academic subsidies for students from economically weaker sections (EWS) and marginalized categories (SC, ST, OBC, VJNT, and Minorities).

4(1)(b)(xiii): Particulars of recipients of concessions, permits, or authorizations granted by it

Since the **College of Social Work (Empowered Autonomous) Nirmala Niketan** is an educational institution rather than a commercial or municipal licensing authority, it does not issue commercial permits, land authorizations, or industrial licenses. Instead, the college fulfils this mandate by granting academic concessions, travel concessions, welfare-based authorizations, and internal employee-related provisions to eligible students and staff members.

4(1)(b)(xiv): Details in respect of the information available to or held by it, reduced in an electronic form

To facilitate easy public access and minimize the need for physical RTI applications, the **College of Social Work (Empowered Autonomous) Nirmala Niketan** maintains a robust digital infrastructure. A significant portion of its academic, administrative, and library records has been digitized and made available through its official website <https://cswnn.edu.in/>, online portals, and internal databases.

4(1)(b)(xv): Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

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

Website: <https://cswnn.edu.in/>

Telephone Number: **022-22002615/ 022 22067345**

Library Timing: **9.00 a.m. to 6.00 p.m.**

Generally, the library facility is available to students at the college but a person coming from outside the college can access the library facility with the prior written permission of the Librarian.

4(1)(b)(xvi): Names, designations, and other particulars of the Public Information Officers (PIOs and APIOs)

Sr. No.	Public Information Officer	Names and Designation	Address
1	Ms. Sabeena Gonsalves	Administrator	College of Social Work (Empowered Autonomous) Nirmala Niketan 38, New Marine Lines, Churchgate, Mumbai - 400020
2	Ms. Shweta Malvankar	Office Superintendent	

4(1)(b)(xvii): Such other information as may be prescribed, and thereafter updating these publications every year

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