



Shailendra Education Society's, Arts, Commerce & Science College, Dahisar (E), Mumbai.



Shailendra Education Society's,
Arts, Commerce & Science College
Shailendra Nagar, Dahisar (E), Mumbai-400068

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

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Shailendra Education Society's, Arts, Commerce & Science College, Dahisar (E), Mumbai.

I. Shailendra Education Society's Arts, Commerce & Science College, Dahisar (East), Mumbai, Functions and Duties:

- 1) Name of the Office:** Shailendra Education Society's, Arts, Commerce & Science College
- 2) Address:** Shailendra Nagar, Shailendra Vidyalaya Marg, Dahisar (East), Mumbai – 400068
- 3) Head of the Office:** The Principal, Shailendra Education Society's Arts, Commerce & Science College is empowered to work as Head of the Office of Degree College
- 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:** Mumbai Western Suburban
- 7) Functions:** As laid down below:

Organization, Functions and Duties

The Principal of the College is the Academic and Administrative Head of Shailendra Degree College and she exercises control and supervision over all aspects of admission, teaching and conduct of Internal and External University examinations, with the help of the Teaching, and Non-Teaching Staff. There are:

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



I. The Powers & Duties of Officers & Employees

1. Powers of Principal

Principal is an Administrative and Academic Head of the College under the Supervision and General Control of the University of Mumbai and the Government of Maharashtra. She is responsible for:

Employees 1. Powers of 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) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, Organization of human resources and concern for environment and sustainability;
- b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- c) Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- g) Manage their private affairs in a manner consistent with the dignity of the profession;
- h) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- i) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- j) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.



1. TEACHERS AND THEIR RESPONSIBILITIES - 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) Seek to 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 profession through them;
- f) Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
- g) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- h) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- i) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the
- j) conduct of university and college examinations, including supervision, invigilation and evaluation; and
- k) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- a. Respect the rights and dignity of the student in expressing his/her opinion;
- b. Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics;
- c. Recognise 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 scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- f. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;



- g. Pay attention to only the attainment 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 students to develop an understanding of our national heritage and national goals; and
- j. Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- 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 making unsubstantiated allegations against colleagues to higher authorities; and
- d. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities

Teachers should:

- 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 organizations for change of any such Rule detrimental to the professional interest;
- b. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- c. Co-operate in the formulation of policies of the institution by accepting various office and discharge responsibilities which such offices may demand;
- d. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- e. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;



V. Teachers and Non-Teaching Staff

Teachers should:

Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;

VI. Teachers and Guardians

Teachers should:

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, 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 institution.

VII. Teachers and Society

Teachers should:

- a) Recognize that education is a public service and strive to keep the public informed of the educational programmes 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 would be conducive to the progress of society and hence the country as a whole;
- d) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- e) 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 and Maharashtra Civil Service Rules.

1. Office Superintendent (Head of the Non-teaching Staff):

1. 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 Principal.
2. He shall convene the regular meetings of the office staff and laboratory Assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any.
3. He shall issue Memos, reprimands to erring employees. He shall inspect attendance register of the non-teaching staff and take such action as he may deem fit in case of habitual late comes or those who habitually remain absent, by issuing warnings in writing and recommending to the Principal to take the disciplinary action, in case, the same employee shows no improvement.
4. It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through Principal to Government, University, University Grants Commission, Management and Superior authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office to entertain complaints, if any, against the staff subordinate to him, in the college.
5. 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.
6. He shall be responsible for the work of the highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, etc. concerning his section.
7. The Superintendent shall personally look into the court cases concerning the college and obtain orders from Principal wherever necessary. The Superintendent shall mark and distribute the letters in the name of dealing Assistant or to Heads of Departments in the College. He shall exercise check and follow up letters received from the Government, University Grant Commission, University, Management etc.
8. He shall draft notes and deal independently cases which are of routine nature. He shall also draft notes, essentially with reference to relevant rules, regulation, precedence and implications etc. or special cases and submit to higher authority i.e. the Principal and give interim replies.



9. The Superintendent shall point out mistakes or mis-statements, if any, and draw attention wherever necessary to the Statutory or customary practice and point out rules where they are concerned.
10. The Superintendent shall scrutinize notes or cases submitted by the lower staff, put his own remarks or suggestions, if any and submit the same to the Principal. He shall sign letters issued from the college office of routine nature.
11. The Superintendent shall be responsible of examination work pertaining to Degree College in the overall supervision of the Principal.
12. Any other work assigned to the Superintendent by the Principal from time to time.

2. Head Clerk

1. Head Clerk shall perform the duties as may be assigned to him from time to time, by the Principal or the Superintendent.
2. 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.
3. He shall ensure and maintain proper co-ordination and follow up with the other departments or sections of the college.
4. He shall be responsible for 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. He shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately.
5. He shall train the members of his department and provide guidance to all.
6. He shall dispose of important cases where relevant regulations are clearly applicable and forward otherwise the same to Superintendent with clear and specific comments.
7. He shall keep exhaustive and self-contained notes of important papers passed down and keep their movements till final disposal and also consider the proceeding of the work.
8. He 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 him. He shall record verbal discussions, orders and instructions which shall be attested by the superior officials present.
9. He shall attend meetings, issue notice of meeting, prepare agenda and draft minutes of the meeting and take follow up actions.



10. 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 laying undisposed off.
11. He shall submit notes or drafts for approval of authorize through the Superintendent.
12. He shall attend to audit queries and reply to audit report, and also submit necessary statement of accounts
13. He shall recover grants due to the Government etc. and shall prepare the requirement of furniture, office equipments, stationery etc. with the consultation of the Higher Authority.
14. He shall responsible for the examination work of College unit with overall supervision of Office 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. He shall attend to any other work assigned to him from time to time by the Higher Authorities / Principal.

3. Senior Clerk

1. To enter the mail and letter inter-departmental correspondence / files etc. Letters, documents etc. addressed to the officer by name will be received by the officers themselves or through Office Superintended of Head Clerk.
2. To acknowledge letters received.
3. To submit dak to the Section Officer / Assistant Section Officer daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter / documents etc.
4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
5. To send relevant extracts or any of a receipt, through Section Officer/ Superintendent to the Section branch concerned for remarks and/or necessary action.
6. To open and maintain service book/new file(s) – note-book(s), do copying work/rubber stamping and to attend to all types of administrative / clerical work.
7. To maintain different registers, forms etc.
8. To keep a note-book to watch timely disposal of urgent papers.
9. To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers / files, if any, refer to any receipt and any other relevant material etc.



10. To prepare routine letters/replies for approval where noting is not required issue reminders.
11. To maintain daily worksheet, and to submit weekly arrears report to the Office Superintended
12. To prepare monthly arrears report and submit it to the Office Superintended for perusal and guidance/instructions.
13. Any other work (MKCL Work, Tally, Data Entry, Preparation of Notices) assigned from time to time by the Higher Authority / Principal.

4. Junior Clerk cum Typist

1. To enter the mail and letter inter-departmental correspondence / files etc. Letters, documents etc. addressed to the officer by name will be received by the officers themselves or through Principal.
2. To acknowledge letters received.
3. To submit dak to the Principal / Office Superintendent daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter / documents etc.
5. To open and maintain service book/new file(s) – note-book(s), do copying work/rubber stamping and to attend to all types of administrative / clerical work.
6. To maintain different registers, forms etc.
7. To keep a note-book to watch timely disposal of urgent papers.
8. To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers / files, if any, refer to any receipt and any other relevant material etc.
9. To supply other relevant facts and figures and also papers pertaining to previous issue reminders.
10. To prepare routine letters/replies for approval where noting is not required issue reminders.
11. To maintain daily worksheet, and to submit weekly arrears report to the Principal / Office Superintendent.
12. To prepare monthly arrears report and submit it to the Principal / Office Superintendent for perusal and guidance / instructions.
13. Typing of all related works assigned by the authority.
14. Any other work assigned from time to time by the Higher Authority / Principal.



5. 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. Maintaining Discipline in Library
- k. Replacement of Library books lost
- l. Assigning work to the Library Staff
- m. Weeding out
- n. Reference to teachers, students, visitors
- o. Reports to be submitted to Auditors, UGC/IQAC, Principal
- p. Library Annual Report
- q. Library Orientation Lectures & Book Exhibition
- r. Training to Staff

6. Library Attendants:

- a. Issue / Return of books
- b. Writing statistics of issue /return
- c. Label pasting (Spine, Book & Barcode)
- d. Shelving of Books & 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



7. Laboratory Attendants

- a. To assist the teachers for smooth functioning of the laboratories.
- b. To organize the laboratory for practical examination.
- c. To ensure the cleanliness of the lab and switch off all equipment after use.
- d. To report matters like maintenance/repairing, theft, damage etc. to office superintendent.
- e. Lab assistant shall be available for maintenance and care of resources/services of the institution
- f. Any other duty as may be assigned by teacher, O.S., principal

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 Teaching staff and Office Superintendent for smooth functioning of the institution. The Principal is accountable to the University, the State Government and the Governing Body of the College. The decision process as outlined in the University Statutes is followed.

IV. The norms set for the discharge of functions

Teaching and Non-Teaching Staff observe code of conduct.

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

The Principal, teaching and non-teaching 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. The following files are kept for the permanent record as per Government of Maharashtra Civil Services Rules.

Sr. No.	Particular
1.	Salary Register
2.	Dead Stock Register
3.	General Register
4.	Consolidated Annual Results
5.	Prospectus
6.	Cash Book
7.	Book Accession Register
8.	Return Book Register
9.	Daily Reference Book Register
10.	Prof. Issue-Return Book Register
11.	Periodical / Journal Register
12.	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	25 Years
2.	Dead Stock Register	25 Years
3.	General Register	25 Years
4.	Cash Book	25 Years
5.	Book Accession Register	25 Years
6.	Admission Form	05 Years
7.	Prospectus	05 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 programmes conducted by the College are available on the College website www.shailendradegreecollege.in
2. The members of the public can meet the Principal with grievances. The Principal either can act himself 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.

2. The College Development Committee
3. The Examination Committee
4. The Internal Quality Assurance Cell (IQAC)
5. Women's Development Cell
6. Internal Complaints Committee
7. Grievance Redressal Cell
8. Students Placement Cell

The minutes of meetings of the Statutory Boards, Councils and Committees wherever applicable are maintained by the College. It will be made available to public with written request to Principal one week in advance.



Shailendra Education Society's, Arts, Commerce & Science College, Dahisar (E), Mumbai.

IX. Directory of Offices & Staff of Shailendra Education Society's Arts, Commerce & Science College. Telephone No: 022- 28489664/28960768

I. TEACHING FACULTY

Directory of Offices & Staff of Shailendra Education Society's Arts, Commerce & Science College.

Telephone No 022- 28489664 /28960768

Aided Section

Sr. No.	Name of the Employee	Designation-Subject
1.	Dr. (Ms.) Swati Pitale	Principal, Political Science
1	Dr. (Ms.) Kanchan Dutt	Assoc. Professor, Commerce
2	Shri. Girish Mahaddalkar	Asst. Professor, Accountancy
3	Dr. (Mrs.) Bhavana Trivedi	Asst. Professor, Economics
4	Ms. Sony Paul	Asst. Professor, Mathematics
5	Shri. Ajay Acharya	Asst. Professor, English
6	Shri. Aditya Dhayfule	Asst. Professor, History
7	Ms. Anuja Jadhav	Librarian



Self-Finance Section

Sr. No.	Name of the Employee	Designation-Subject
1	Ms.Shraddha Shukla	Asst. Professor, Commerce
2	Ms. Rupal Patel	Asst. Professor, Commerce
3	Shri. Hemchandra Kumbhar	Asst. Professor, B.Sc.(I.T.)
4	Ms. Vibhuti Borse	Asst. Professor, B.Sc.(I.T.)
5	Ms. Swapna Gawde	Asst. Professor, B.Sc.(I.T.)
6	Ms. Varsha Kiranpure	Asst. Professor, B.Sc.(I.T.)
7	Ms. Shivani Mathur	Asst. Professor, Economics
8	Ms. Pooja Tripathi	Asst. Professor, Commerce
9	Shri. Ameya Ghatge	Asst. Professor, Commerce
10	Ms. Rupali Ingale	Asst. Professor, B.Sc.(I.T.)
11	Ms. Bhagyashree Yadav	Asst. Professor, Commerce
12	Ms. Pranjali Mhapralkar	Asst. Professor, Commerce
13	Ms. Priyanka Patil	Asst. Professor, Commerce
14	Shri. Rahul Jha	Asst. Professor, Commerce
15	Shri. Chetananand Patil	Asst. Professor, Political Science
16	Shri. Chetan Agate	Sports Director



II. NON-TEACHING FACULTY

Aided Section

Sr.No.	Name of the Employee	Designation
1	Shri. Bhikaji Khetle	Office Superintendent
2	Shri. Sachin Kapdekar	Head Clerk
3	Mrs. Vibha Walwaikar	Senior Clerk
4	Shri. Gurunath Chavan	Junior Clerk –cum- Typist
5	Shri. Sameer Naik	Junior Clerk –cum- Typist
6	Shri. Chandrakant Jogle	Peon
7	Shri. Ajit Sakharkar	Peon
8	Ms. Aashabai Bokad	Peon
9	Shri. Manoj Mane	Peon
10	Shri. Vinayak Pachadkar	Peon



Self-finance Section

Sr. No.	Name of the Employee	Designation
1	Ms. Janhavi Khare	Junior Clerk –cum- Typist
2	Shri. Rajesh Panchal	Junior Clerk –cum- Typist
3	Shri. Hemant Chavan	Junior Clerk –cum- Typist
4	Ms.Sampada Naik	Library Attendant
5	Shri. Sachin Gurav	Library Attendant
6	Shri. Swapnil Jadhav	Laboratory Attendant
7	Shri. Devendra Mhadye	Peon
8	Shri. Yogesh Chafekar	Peon

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

Sr.No.	Designation	Pay Scales as per 7 th pay (Rs)
1.	Principal	131400-217100
2.	Associate Professors	131400-217100
3.	Assistant Professors	57700-182400
4.	Librarian	131400-217100
5.	Office Superintendent	38600-122800
6.	Head Clerk	35400-112400
7.	Sr. Clerks	25500-81100
8.	Jr. Clerks	19900-63200
9.	Peons	15000-47600



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

**Name of Institution: Shailendra Education Society's Arts, Commerce & Science College,
Dahisar (East), Mumbai**

BUDGET FOR THE YEAR 2018-2019

Major Heads of Expenditure	Budget 2018-19	Major Heads of Income	Budget 2018-19
Salary – Aided	1,65,00,000	Salary Grant	1,65,00,000
Share of Tuition Fees to Salary	5,10,400	Tuition Fees	5,10,400
Library Books, Journals & Binding	1,62,600	E-Suvidha Fees	31,900
Exam Remuneration Exps. (College)	2,20,000	Other University Fees	30,53,980
Extra-Curricular Act. Exps.	4,22,000	Misc. Fees & Collection	9,44,000
Furniture/Equipment/Computer	1,91,800		
Electricity Charges	50,000		
Repairs & Maintenance.	2,88,730		
Other Education Exps.	5,19,500		
Advertisement	70,000		
Gymkhana Exps.	85,000		
All University Share	7,66,770		
Rent	2,00,000	SES Share	16,520
Professional Tax	11,000		
BMC Water Charges	75,000		
National Level Seminar Exps. (T/N)	1,75,000		
Property Exps.	2,11,000		
Salary to Sports Teacher	1,10,000		
Salary to CHB Lecturer	75,000		
Sweeper Remuneration	72,000		
Interview Exps.	50,000		
Establishment Exps.	2,91,000		
TOTAL	2,10,56,800		2,10,56,800



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 Class 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.

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

Shailendra Degree College has an official website on internet. For further information log on to www.shailendradegreecollege.in

Information about the College, various courses, admissions, fee structure, etc. is available on the College 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 publicuse:

- | | | |
|------------------------------------|---|--|
| a. Visiting time for the Principal | : | 10.00a.m. to 2.00p.m. |
| b. Website | : | www.shailendradegreecollege.in |
| c. Telephone Nos. | : | 022- 28489664 /28960768 |
| d. Library Time | : | 8.00 a.m. to 6.00p.m. |

Generally the Library facility is available only 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.



Shailendra Education Society's, Arts, Commerce & Science College, Dahisar (E), Mumbai.

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. Kanchan Dutt Asso.Prof.in Commerce	Shailendra Education Society's, Arts, Commerce & Science College, Dahisar (East), Mumbai – 400 068
2.	Assistant Public Information Officer	Shri. Bhikaji Khetale Office Superintendent	
3.	1 st Appellate Authority	Dr. Swati Pitale Principal	

XVII. Such other information as may be prescribed.

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