

**As per RTI Norms of 2005,  
College Information**

<b>Name of the Office / College</b>	<b>Indian Council of Basic Education Smt. Surajba College of Education</b>
<b>Address of College</b>	<b>Indian Council of Basic Education, Smt. Surajba College of Education</b> Juhu Road (North), Near Chandan Cinema, Mumbai-400049.
<b>Head of the Office / Principal</b>	Prof. Dr. Smt.Sunayana Jagdish Kadle
<b>Department</b>	Privately Managed and State Government Aided College, Permanently Affiliated to University of Mumbai.
<b>Duties of the Office / College</b>	Imparting Education leading to B.Ed. degree to students.
<b>Vision of the Institute</b>	Provide quality education for empowerment and enlightenment through Gandhian philosophy to prepare socially committed teachers.
<b>Mission of the Institute</b>	Nurturance and dissemination of Gandhian values to develop innovative involved and dynamic teachers for the welfare of society.
<b><u>Details of Institution</u></b>	
<b>Contact Number E-mail ID &amp; Office Timings</b>	<ul style="list-style-type: none"> <li>• 022 – 2620 0589 (Phone) ,2670 6277 (fax) Or 7715862756 (Mobile No.)</li> <li>• <a href="mailto:gandhishikshanbhavan@gmail.com">gandhishikshanbhavan@gmail.com</a></li> <li>• <a href="mailto:principal@gandhishikshan.com">principal@gandhishikshan.com</a></li> <li>• Morning 9:30 a.m. to Evening 5:00 p.m.</li> </ul>
<b>Website</b>	<a href="https://www.gandhishikshan.com">https://www.gandhishikshan.com</a>
<b>Weekly Off &amp; for special services</b>	All Sundays, besides Bank holidays.
<b>Date of Establishment</b>	02 <sup>nd</sup> October 1969
<b>Grant</b>	100 % Government Aided
<b>Status of College</b>	Non-Minority
<b>Affiliation</b>	Permanently affiliated to University of Mumbai
<b>UGC Provision</b>	Covered under provisions 12B & 2f of UGC
<b>Recognition</b>	Recognized by NCTE
<b>Credentials</b>	NAAC Re-Accredited with 'A+' Grade

<b>SR. No.</b>	<b>Name of the Employee</b>	<b>Class</b>	<b>Designation</b>
1.	Prof. Dr. Sunayana Kadle	I	I/C Principal
2.	Smt. Sabiha More	I	Associate Professor
3.	Smt. Vaishali Dhaware	I	Associate Professor
4.	Dr. Priti Chandorkar	I	Associate Professor
5.	Dr. Yogita Mandole	I	Associate Professor
6.	Dr. Pradnya Bhosekar	I	Librarian
7.	Smt. Gauri Chavan	III	Senior Clerk
8.	Mr. Sanjay Sutar	IV	Library Attendant
9.	Mr. Manoj Palav	IV	Peon
10.	Mr. Govind Dhumal	IV	Peon
11.	Mr. Pankaj Shere	IV	Peon

### **Courses Offered by the College**

1.	Regular Undergraduate Course Leading to B.Ed. degree
2.	Ph. D in Education, Affiliated to University of Mumbai

<b><u>Description of Duties and period of accomplishment by College Administration</u></b>	
Admissions & Completion of course	As per directives office The Director, Higher Education, Pune, Government of Maharashtra & University of Mumbai.
Completion of Enrollment, Eligibility, filling up of Examination Forms, Revaluation, Conducting Internal Examinations, Issue of Results & Certificates	As per schedule of University of Mumbai.
Scholarships & Freeships	As per Government schedule
Assessment, Audit, Budget, Workload, Workshops.	As per directives office of Jt. D.E. / D.E.Pune
Filling up of various Online Forms of MIS, AISHE, Students on roll, NCTE, NAAC, University of Mumbai, Comply University information.	As and when instructed by concerned Authority
Issue of T.C. / Transcripts / Bonafide Certificates	7 days
Answering RTI matters	Within 30 days / within stipulated time as asked in the circulars / letters.
Submission of Information to University / Jt. Director's office / Director's office, Pune.	

<b><u>Constituted Committee of Right to Information Act, 2005.</u></b>		
• Prof. Dr. Sunayana Kadle (I/C Principal) :- <b>Appealing Officer</b>		Compliance Within 30 Days
• Smt. Sabiha More (Asso.Prof.) :- <b>Public Information Officer</b>		
• Smt. Vaishali Dhaware (Asso.Prof.) :- <b>Assistant Public Information Officer</b>		