

Statutory Declaration under Section 4(1) (b) of Right to Information (RTI) Act -2005

1. The particulars of its Organization, functions and duties.

Name of the Society : Hyderabad (Sind) National Collegiate Board
Name of the Institution : Kishinchand Chellaram Law College, Mumbai
Address : Vidyasagar Prin. K. M. Kundnani Chowk, 123, Dinshaw
Wachha Road, Churchgate, Mumbai – 400 020.

Major Activities :

- Higher education up to the level of Ph.D. in Law is provided from our College to the students of all sections of the society without any discrimination.
- Employment oriented vocational courses and training programmes are offered
- Communal harmony is established through Legal Aid, DLLE, Sports and Value Education, Cultural Programmes, Associations activities of students and Extension Activities.
- Through quality education, skill training and awareness building programmes, upliftment of socially and economically suppressed students is being ensured

Profile of Institution : 100% Aided Minority College.
Affiliated to University of Mumbai.
Included under (2f) and 12(B) Schedule of UGC since 2012.
ISO 9001: 2015 (Quality Management System) Certified.
Accredited Grade 'A' by NAAC.

Head of the Institution : **Dr. Kavita Lalchandani, Principal**
Kishinchand Chellaram College, Mumbai
Vidyasaga Prin. K. M. Kundnani Chowk, 123, Dinshaw
Wachha Road, Churchgate, Mumbai – 400 020.

Contact Number : 859 106 5787

E-mail : info@kclawhsnc.edu.in

College Website : www.kclawhsnc.edu.in

Working Hours : Office Time for LL.B. : 9.30 a.m. to 5.00 p.m.
Office Time for LL.M. : 2.00 p.m. to 8.00 p.m.

Class Time : For LL.B. from 7.30 a.m. to 1.00 p.m.
For LL.M. from 4.00 p.m. to 8.00 p.m.

Visiting hours for the Public: For LL.B. : 9.30 a.m. to 12.30 p.m.
For LL.M. : 2.00 p.m. to 4.00 p.m.

Library Hours : On all working days from 9.30 a.m. to 5.00 p.m.

Holidays : The College remains closed on all Public Holidays and
Sundays.



Course Offered : Under Graduate : LL.B. (3 years Course)
Post Graduate : LL.M. (2 years Course)
Research Programme : Ph.D. in Law
Various Certificate Course Related to Law and Allied subjects.

About the College:

Kishinchand Chellaram Law College, popularly known as K. C. Law College, is one of the premier law institutions in the city of Mumbai. It is permanently affiliated to the University of Mumbai, registered with Bar Council of India and recognized by the Government of Maharashtra. Since 1955, the year it was established by the HSNC Board, K.C. Law College has been imparting quality legal education to the students. Bearing in mind that law is an instrument of social change, the College has adopted a motto, which says 'Law is the King of Kings'. The aim of the College is to promote excellence in legal studies, legal research and its mission is to provide legal knowledge, enrich legal minds through theory, practical and analytical approach to make the study of law socially relevant and fruitful. KCLC prides itself in motivating students to achieve excellence in research, academic and extra-curricular activities and to develop strong personal values. The College actively engaged in Teaching and research in the area of law and related fields. The college imparts education leading to the Degree of LL.B., LL.M. and Ph.D. The College is also actively engaged in curricular and extracurricular activities.

2. The powers and duties of its officers and employees.

The powers and duties of its officers and employees are as per the Maharashtra Non-Agricultural Universities and Affiliated Colleges Standard Code [Terms and Conditions of Service of Non-Teaching Employees] Rules, 1984; UGC guidelines; and BCI Rules relating to Legal Education.

3. The procedure followed in the decision making process, including channels of supervision and accountability.

The Principal in consultation with the Governing Body, various Committees constituted in the College and in consultation & support of the Office and the Committees, takes the necessary actions for smooth conduct of the academic and administrative affairs of the college. The college follows a transparent and participative system of governance.

4. The norms set by it for the discharge of its functions.

The functions are discharged in accordance with the Maharashtra Non-Agricultural Universities and Affiliated Colleges Standard Code [Terms and Conditions of Service of Non-Teaching Employees] Rules, 1984; UGC guidelines; and BCI Rules relating to Legal Education.

5. The rules, regulations, instructions, manuals, and records held by it or under its control or used by its employees for discharging its functions.

Maharashtra State Service Rules
Laws relating to Civil Services
Maharashtra Government Rules related to education
Statutes of the University of Mumbai as amended from time to time
BCI Rules relating to Legal Education.



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

Profile and academic records of enrolled students; profile and relevant documents of employees; and administrative records.

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

The College Internal Quality Assurance Cell, Anti Ragging Committee, Internal Complaints Committee and Women Development Cell have representation from the members of related industry, NGO etc.

8. 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 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.

Under the relevant Rules and Regulations, the CDC and IQAC have been constituted to discharge their respective functions. The college has also constituted committees such as Anti Ragging Committee, Internal Complaints Committee, Women Development Cell, Minority Cell, Caste Based Discrimination Prevention Committee, etc. Minutes of such meetings are available as per the prevalent rules and regulations.

9. A directory of its officers and employees.

List of aided staff with their designations is appended below. College contact number is 8591065787 and e-mail id is info@kclawhsnc.edu.in / infokclaw@gmail.com

Sr. No	Name	Designation
1	Dr. Kavita Lalchandani	Principal
2	Dr. Kiran Sharma	Vice Principal
3	Dr. Purnima Joshi	Librarian
4	Dr. Ashish Borse	Asst. Professor
5	Dr. Sandhya Balakrishnan	Asst. Professor
6	Ms. Sarita Samel	Asst. Professor
7	Dr. Brinda Gurbuxani	Asst. Professor
8	Ms. Aarti Shah	Asst. Professor
9	Ms. Ayesha Sayyed	Asst. Professor
10	Ms. Sabiha Badra	Asst. Professor
11	Ms. Aruna Sable	Head Clerk
12	Ms. Aarushi Nagrani	Sr. Clerk
13	Mr. Rambhuval Varma	Peon
14	Mr. Naresh Valmiki	Sweeper
15	Mr. Anil Duseja	Peon
16	Mr. Rinku Valmiki	Jr. Clerk
17	Mr. Rahul Patharia	Jr. Clerk
18	Mr. Sachin Chauhan	Support Staff
19	Ms. Renu Hadale	Support Staff



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

Monthly remuneration of employees is as per the 7th Pay Commission pay scales for aided staff. Details of the staff with their designations and Pay scales are as follows:

Sr. No	Name	Designation	Pay Scale
1	Dr. Kavita Lalchandani	Principal	131400-217100
2	Dr. Kiran Sharma	Vice Principal	68900-205500
3	Dr. Purnima Joshi	Librarian	131400-217100
4	Dr. Ashish Borse	Asst. Professor	57700-182400
5	Dr. Sandhya Balakrishnan	Asst. Professor	57700-182400
6	Ms. Sarita Samel	Asst. Professor	57700-182400
7	Dr. Brinda Gurbuxani	Asst. Professor	Consolidated Salary
8	Ms. Aarti Shah	Asst. Professor	Consolidated Salary
9	Ms. Ayesha Sayyed	Asst. Professor	Consolidated Salary
10	Ms. Sabiha Badra	Asst. Professor	Consolidated Salary
11	Ms. Aruna Sable	Head Clerk	35400-112400
12	Ms. Aarushi Nagrani	Sr. Clerk	25500-81800
13	Mr. Rambhuval Varma	Peon	18000-56900
14	Mr. Naresh Valmiki	Sweeper	16600-52400
15	Mr. Anil Duseja	Peon	15000-47600
16	Mr. Rinku Valmiki	Jr. Clerk	Consolidated Salary
17	Mr. Rahul Patharia	Jr. Clerk	Consolidated Salary
18	Mr. Sachin Chauhan	Support Staff	Consolidated Salary
19	Ms. Renu Hadale	Support Staff	Consolidated Salary

11. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made;

The College is 100% grant-in-aid. The College receives salary grant from the Joint Director Higher Education Mumbai Region Mumbai. The College submits the four monthly proposed budgets for the compilation of expenditure on salaries and arrears due of aided employees, to the office of the Joint Director Higher Education, Mumbai Region, Mumbai in response to circulars received from them. Based on these proposed budgeted expenditure statements submitted, they make periodic disbursements.

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

College publishes notices for Government and Management Scholarships in each academic year. Based on the applications received and criterion set for each scholarship, beneficiaries receive benefits under such schemes.



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

The college receives fees from the students as per the prescribed fee structure. All concessions including fee concession are given to one student of F.Y.LL.B., eight students of S.Y.LL.B. and two students of T.Y.LL.B. in this academic year (2024-2025) under the prescribed rules and regulations.

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

Information related to students is maintained in the Student Data Management System and college also uses an Accounting Software for the purpose of maintaining accounts. Government of Maharashtra HTE Sevaarth software is used for staff details.

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

Public can access information from the college office during the prescribed visiting hours for the public. The library is primarily for use of the students and the faculty members.

16. The names, designations and other particulars of the Public Information Officers.

Public Information Officer : Dr. Purnima Joshi, Librarian

17. Such other information as may be prescribed and updated every year shall be available in the college office and published on the college website.

