

Statutory information under RTI 2005:

1. The particulars of the organization, functions and duties:
 - a. **Name:** The name of the Centre is **UM-DAE Centre for Excellence in Basic Sciences (UM-DAE CBS)**
 - b. **Functions and duties:** To set up and sustain a brand institution in the field of basic sciences in which high quality under-graduate training is embedded in a post-graduate environment. The primary objective is to enhance the quality of undergraduate education in the basic sciences for talented young students after their Higher Secondary School Certificate or equivalent examination in an integrated manner for their graduate, post-graduate or doctoral degrees, to implement innovative teaching methods that emphasize laboratory and project work, and help develop experimental and analytical skills, and to partially satisfy the inevitably increasing demand for highly qualified, motivated, talented young students to embark on careers in research and development in various science and technology areas of relevance to the country in general, and DAE in particular.
2. The powers and duties of its officers and employees:
 - a. Director
 - i. It shall be the duty of the Director to carry on the work of the Centre under the control of the Council of Management in accordance with the Rules and Bye-laws for the administration and management of the Centre. In case of an emergency, he/she may take such action as may be necessary and report it to the Council
 - b. Direction and control of the staff
 - i. members of the staff of the Centre shall be under the general control of the Director, who may issue Standing Orders and/or departmental memoranda on various subjects from time to time
 - c. Sanction of expenditure
 - i. All expenditure within the budget grant shall be approved and sanctioned by the Director, or a member of the staff to whom the power has been delegated by the Director. The Director shall have the power to make re-appropriations subject to the following conditions:-
 - ii. Re-appropriation to augment the provision under the head "Salaries, Allowances and Provident Fund Contributions" shall require the prior consent of the Council.
 - d. Supervision of work:
 - i. The Director shall exercise general supervision over the programme of work and the research projects of the Centre
 - e. Co-ordination of work:
 - f. The Director may call for the general plan of work of each branch (Physics, Chemistry, Biology and Mathematics) at the beginning of each year and at any other time he may consider necessary, and co-ordinate the work of the various teaching and research activities of the Centre.
 - ~~g. Duties of Deputy Director:~~
 - h. Duties of academic staff members: Supervision
 - i. Academic staff members shall supervise and direct the work in their respective subjects under the general direction of the Director.
 - i. Periodical reports:
 - i. Every academic staff shall submit periodical reports on his/her work. There shall not be less than one such report in the course of academic year.
 - j. Seminars, lectures
 - i. Every academic staff shall hold or take part in seminars besides giving lectures, and guide research workers attached to them or working under their supervision.
 - k. Research Program
 - i. Every academic staff shall submit to the Director, from time to time, or when called upon to do so, his/her research programme and that of the members of the staff and students working with under their supervision.
 - l. Sanction for work
 - i. All new schemes of teaching and/or research to be conducted at the Centre, which may involve any expenditure, shall be submitted to the Director for sanction.

- m. Duties of Librarian
 - i. The Librarian shall be responsible for the custody of books, manuscripts, periodicals etc., belonging to the Library, and shall maintain a complete register and index.
 - n. Library rules
 - i. The Rules for the management of the Library shall be framed from time to time, as may be found necessary, by a Library Committee appointed by the Director to be responsible for the proper functioning of the Library.
 - o. Correspondence
 - p. The Librarian shall be responsible for purchasing books approved by the Library Committee, copies of the correspondence being sent to the Registrar for information.
 - q. Stock taking:
 - r. The Librarian shall take stock every year of all the books in the Library. The Library Committee may assign personnel to check the report.
 - s. Duties of the Registrar
 - Secretarial work:
 - i. The Registrar shall act as the non-member Secretary to the Council.
 - t. Work under the general control of the director:
 - i. In all matters concerning the Centre he/she shall act under the general control and orders of the Director.
 - u. Correspondence
 - i. The Registrar shall be in charge of correspondence relating to the Institute, subject to the instructions of the Director.
 - v. Office management:
 - i. The Registrar will be overall in charge of all categories of staff except academic staff. He/She shall act, in consultation with such other official or officials, in all matters pertaining to the administrative staff performing accounts-related functions and report the same to the Director.
 - w. Maintenance of the premises:

The Registrar will look after the maintenance and upkeep of the premises and the property of the Institute.
 - x. Annual budget estimates:
 - i. The Registrar shall prepare, in consultation with the Director, the Annual Budget of the Centre for submission to the Council and to other authorities as necessary.
3. The procedure followed in the decision making process, including channels of supervision and accountability
 - a. The Governing Council is the apex decision making body for the Centre and the Director of the Centre is an ex-officio Member Secretary to the Council. The Centre will also have an Academic Board chaired by a distinguished member of CBS
 - i. Academic Decisions:
 1. Faculty members > Subject Board coordinators > Director
 - ii. Administrative Decisions:
 1. Staff members > Registrar > Director
 4. The norms set by it for the discharge of its functions
 - a. All the members of the Centre are governed by Departmental directives, standing orders and other communications issued from time to time. A codified manual is under preparation.
 5. Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions
 - a. For functional efficiency, the Centre has appointed various Committees to look into different aspects of its functioning. The details of the Committee are given at column 8.
 6. A statement of the categories of documents that are held by it or under its control
 - a. Copy of MoU and MoA between the Department of Atomic Energy, Government of India and the University of Mumbai.
 - b. Audited reports of the Centre.
 - c. Files pertaining to the sanction of funds by the Board of Research in Nuclear Sciences (BRNS)
 - d. Files pertaining to other externally funded activities of the Centre

- e. Details of students including their application form, enrolment details etc.
 - f. Personal records of its staff members
 - g. Pay details of its staff members and also that of adjunct/visiting faculty
 - h. Inventory of equipments
 - i. Details of internal and foreign deputation of staff members
 - j. Files related to the procurement of materials
 - k. List of Library books, including details of borrowings
 - l. Details of hostel allotment to students
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
- a. CBS is a new organization that started functioning effective 2007 September. It has a current strength of 78 students as on July 2010. Therefore, no formal, institutionalized channels have been formulated, and no public grievances have been reported so far. However, the Registrar, Director and Chair, Academic Board are available to deal with such matters if the need arises. The Centre has appointed the following officials to deal with such matters.
 - i. Ms Swati Khatal, Assistant Public Information Officer (Phone 26524983, email: swati@cbs.ac.in, fax: 26524982)
 - ii. Shri K.P. Balakrishnan, Public Information Officer ((Phone 26521765, email: registrar@cbs.ac.in, fax: 26524982)
 - iii. Prof. S.B. Patel, Appellate Authority ((Phone 26524984, email: shriprakash.patel@gmail.com , fax: 26524982)
 - b. Other officials who could be approached for assistance:
 - i. Dr. M. Hemalatha – Warden
 - ii. Prof. Balwant Singh – for matters related to Graduate Studies
 - iii. Prof. S.B. Patel – for matters related to Undergraduate Studies
8. A statement of the boards, councils, committees and other bodies
- a. Governing Council – the details are available on the website
 - b. Academic Board – the details are available on the website
 - c. Purchase & Finance Committee:
 - Prof. R. Nagarajan - Coordinator
 - Prof. Srinivas Krishnagopal
 - Ms. Rupali Shringare
 - Shri K. Chandran
 - d. Library Committee:
 - Dr. Mamta Aggarwal - Coordinator
 - Dr. Tushima Basak
 - Dr. Nabanita Nag
 - Dr. Sushama Yermal
 - Dr. Vikram Aithal
 - Dr. Ajay Patwardhan
 - e. Academic Programme Committee:
 - Prof. S.B. Patel (Coordinator)
 - Prof. Srinivas Krishnagopal
 - Prof. R. Nagarajan
 - Dr. Mamta Aggarwal
 - Prof. Balwant Singh
 - Dr. Vikram Aithal
 - Dr. Uma Ladiwala
 - Dr. Nabanita Nag
 - Dr. Jacinta D'Souza
 - Dr. S. Yermal

- f. Graduate Studies Committee :
Prof. Balwant Singh (Coordinator)
Prof. Srinivas Krishnagopal
Prof. Swapan Ghosh
Dr. Uma Ladiwala
- g. Building and Works Committee:
Prof. Srinivas Krishnagopal - Coordinator
Dr. M. Hemalatha
Dr. Nabanita Nag
Dr. Sushama Yermal
Ms. K. Hansa Boricha
Shri K. Chandran
- h. Internet Coordination Committee:
Shri Mohan Kumar Kaimal, Mumbai University
Prof. S.B. Patel, CBS
Dr. (Ms) Tejaswini Dalvi, CBS

9. A directory of its officers and employees

The directory of its officers and employees are available **on the website**

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

CBS is currently in a “project mode”. Hence its staff members are not in a regular grade of the Government of India. They draw a basic salary and other applicable allowances as submitted to and approved by the BRNS. The current rate of emoluments are:

Chair, Academic Board: Prof. S. M. Chitre, Rs. 50,000/- plus allowances, as per rules

Director: Prof. R.V. Hosur, Rs. 20,000/- plus Transport

Emeritus Professors (3 members): Prof. R. Nagarajan, Prof. S.B. Patel and Prof. Balwant Singh, all @ Rs.40,000/- plus Transport Allowance, as per rules

Reader ‘F’ Dr. Jacinta D’Souza, Rs.46,100/- plus allowances, as per rules

Asst. Professors: 10 members):

Dr. Aithal Vikram, Rs.40,000/- plus allowances, as per rules

Dr. Aggarwal Mamta, Rs.20,000/- plus allowances, as per rules (DST Scientist)

Dr. Agarwal Neeraj, Rs.40,000/- plus allowances, as per rules

Dr. Basak Tushima, Rs.40,000/- plus allowances, as per rules

Dr. Dalvi Tejaswini, Rs.40,000/- plus allowances, as per rules

Dr. Hemalatha M, Rs.40,000/- plus allowances, as per rules

Dr. hubchandani, B. Rs.40,000/- plus allowances, as per rules

Dr. Ladiwala Uma, Rs.40,000/- plus allowances, as per rules

Dr. Nag Nabanita, Rs.40,000/- plus allowances, as per rules

Dr. Yermal Sushama, Rs.40,000/- plus allowances, as per rules

Registrar: Mr. K.P. Balakrishnan, Rs. 25,000/- plus allowances, as per rules

Officer on Special Duty: Mr. K. Chandran, Rs.20,000/- plus allowances, as per rules

Office Superintendent (3 members):

Ms. Khatal Swati P : Rs.13,910/- (plus allowances, as per rules

Ms. Kedar Vaishali M: Rs. 13,500/- plus allowances, as per rules

Ms. Shringare Rupali A: Rs. 13,500/- plus allowances, as per rules

Systems Assisat: Mr. Prshant A. Gurav, Rs. 9730/- plus allowances, as per rules

Lab Assistant: Mr. Vinit S. Bhosle: Rs. 9730/- plus allowances, as per rules

Lab. Attendants (3 members):

Mr. Ram S. Soure, Rs. 8260/- plus allowances, as per rules

Mr. Dinesh p. Desai, Rs. 8050/- plus allowances, as per rules

Mr. Santosh Y. Sood, Rs.7630/- plus allowances, as per rules

Mr. Kishore Menon – Advisor – Rs 10,000/- (fixed, no allowances)

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

- a. CBS is a Project under the BRNS and has been sanctioned Rs 51.5 crores for a period of 5 years beginning 2007. The disbursement of the amounts is as follows:
 - i. 2007-08: Rs.7.00 crore, 2008-9: Rs.75.00 lakh, 2009-10:Rs.3.69 crore.
 - ii. The expenditure is towards the payments of emoluments to faculty (regular, adjunct and visiting), staff members, contract staff, stipend and book grant for students, purchase of furniture, equipment etc and other day to day running expenses.
12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.
 - a. CBS is engaged in teaching and research activities only. We do not subsidize any activities either directly or indirectly.
13. Particulars of recipients of concessions, permits or authorizations granted by it;
 - a. Not applicable.
14. 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.
 - a. CBS is a teaching cum research institute. The above provisions are not attracted in the case of CBS.
15. The names, designations and other particulars of the Public Information Officers;
 - a. Ms Swati Khatal, Assistant Public Information Officer (Phone 26524983, email: swati@cbs.ac.in, fax: 26524982)
 - b. Shri K.P. Balakrishnan, Public Information Officer ((Phone 26521765, email: registrar@cbs.ac.in, fax: 26524982)
 - c. Prof. S.B. Patel, Appellate Authority ((Phone 26524984, email: shriprakash.patel@gmail.com , fax: 26524982)