



HOLY SPIRIT INSTITUTE OF NURSING EDUCATION

HOLY SPIRIT HOSPITAL, MAHAKALI CAVES ROAD, ANDHERI (E), MUMBAI -400093

RIGHT TO INFORMATION ACT, 2005 MANUAL U/S 4(1) (B) OF ACT



www.holyspiritcollegeofnursing.org



022-28242774 | 7738466863



holyspiritcon@gmail.com

THE PARTICULARS OF THE INSTITUTE

SR. NO.	TITLE	DETAILS
I	Name of the Institute	Holy Spirit Institute of Nursing Education
II	Postal address of the Institute	Holy Spirit Institute of Nursing Education, Holy Spirit Hospital, Mahakali Caves Rd, Sher E Punjab Colony, Andheri East, Mumbai, Maharashtra 400 093
III	Website	https://www.holyspiritcollegeofnursing.org/
IV	E-mail	holyspiritcon@gmail.com
V	Contact Number	91-22-28242774, 28248500, 7738466863.
VI	Fax Number	0091-22-2824774
VII	Recognition & Affiliation	Recognized by Indian Nursing Council, New Delhi & Maharashtra Nursing Council Affiliated to Maharashtra University of Health Sciences, Nashik & MSBNPE
VIII	SRA	Indian Nursing Council.
IX	Principal	Dr. Sr. Lalitha Rosali

INDEX

TOPIC NO.	INFORMATION GIVEN ON TOPIC	PAGE NO.
I	Introduction, Inspiration, Philosophy, Vision, Mission, Core Values of Holy Spirit Institute of Nursing Education	1
II	Organogram	3
III	Job Description of teaching & nonteaching faculty	4 -11
IV	The Procedure followed in decision-making process including channels of supervision and accountability	12
V	The norms set for the discharge of functions	12
VI	The rules, regulations, instructions manuals and records held or used by employers for discharging their functions:	12
VII	A Statement of Categories and documents that are held or under control	12
VIII	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	13
IX	A Statement of the Boards, Councils, Committees	13
X	Directory of Offices & Staff of Holy Spirit Institute of Nursing Education	14
XI	Details in respect of the information available to or held or reduced in an electronic form	14
XII	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:	14
XIII	The names, designation and other particulars of the Public Information Officers	15
XIV	Such other information as may be prescribed	15

HOLY SPIRIT INSTITUTE OF NURSING EDUCATION, MUMBAI UNDER THE RIGHT TO INFORMATION ACT

I. INTRODUCTION, INSPIRATION, PHILOSOPHY, VISION, MISSION, CORE VALUES OF HOLY SPIRIT INSTITUTE OF NURSING EDUCATION

INTRODUCTION

The Holy Spirit Institute of Nursing Education (HSINE) in Andheri East, Mumbai, is a minority institution that was established in 1997 by the Missionary Sisters Servants of the Holy Spirit. The founding mission was to address the problem of female unemployment and empower young women to become committed, disciplined, competent, skilled, and compassionate healthcare workers. "Service in Love," our motto, encapsulates our philosophy. The students who are graduated from HSINE are recruited in and outside the country.

Established in 1967, "the Holy Spirit Hospital", the parent hospital of HSINE, is an 11-and-a-half-acre paradise of health. It is a charitable trust with NABH accreditation and a multi-specialty tertiary care hospital with excellence in nursing that serves as the HSINE's governing body. The organization promotes growth, hope, and high-quality education. It has advanced significantly and built a name for itself in Maharashtra's academic nursing arena. Motivating young people, the legacy has endured since 1997 from GNM, B.B.Sc. (N), P.B.B.Sc. (N), and more.

Holy Spirit Institute of Nursing Education (HSINE) is registered under Government of Maharashtra and recognized by Indian Nursing Council, Maharashtra University of Health Sciences, Maharashtra State Board of Nursing and Paramedical Education and Maharashtra Nursing council. During this period the students are expected to follow the rules and regulations of Institute and the other Regulatory Bodies.



Philosophy

As followers of Christ, who came
 “that all may have life and have it to the full, (John 10:10),
 we uphold and instill respect for life from conception to death”.

We believe that education is the key to all progress and achievements. Hence providing Nursing Education based on sound values and scientific principles will enable us to prepare professionally qualified nurses who will be able to function as a team, in all health care agencies and render comprehensive health care.

We promote an all-round development of the students with special emphasis on intellectual, cultural, social, moral and spiritual aspects needed to prepare professional nurses, able to contribute their maximum for the uplift of the society and be effective agents of change for the better, in the present fast changing society.

Vision

Envision to form and empower women nurse leaders with integrity, competence, and compassion to serve society and be upfront in healthcare.

Mission

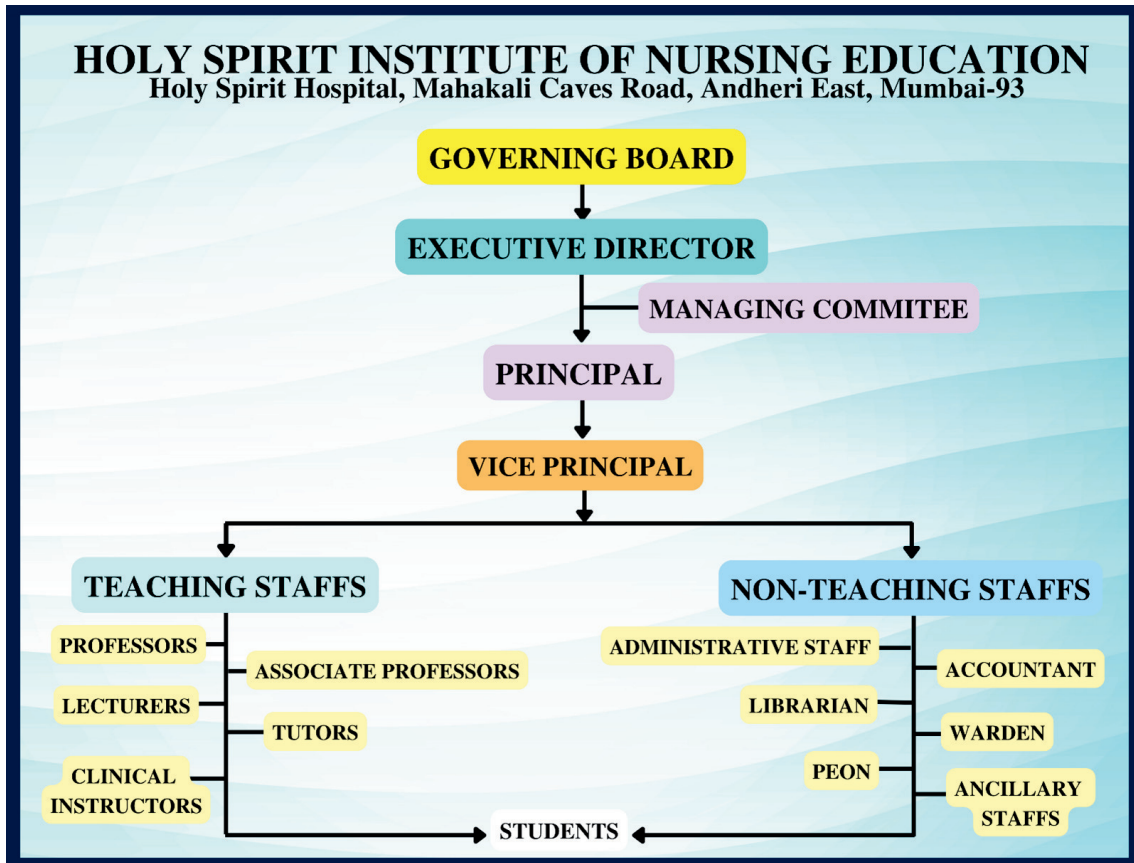
Inspired by the life-giving Spirit of God, we strive for excellence in nursing through value-driven education, stimulating learning experiences, preparing the next generation of leaders to address public health issues, and motivating them to pursue their full potential in research, education, and service.

Core Values

We endeavor to enhance excellence with six core values centering on "SPIRIT"



II. ORGANOGRAM



III. JOB DESCRIPTIONS OF TEACHING & NONTEACHING FACULTY.

PRINCIPAL - (REPORT TO THE EXECUTIVE DIRECTOR/LMC.)

ADMINISTRATIVE & ACADEMIC:

- Academic growth of the institution.
- Correspondence relating to the administration of the institute.
- Observance of acts, statutes, ordinances, regulations, rules, and other orders issued by the university from time to time.
- Observation and implementation of objectives issued by DMER, INC, MNC/ARA/FRA, PNS/MSBNPE, and other concerned authorities.
- Timely submission of information or returns to different authorities Government, university, respective central council's, or management. Admission of students and maintenance of discipline.
- Assisting in the planning and execution of academic programs such as orientation, seminars, in-service training, and other training programs organized by the university or institute for the academic competence of the faculty
- Administration and supervision of curriculum, co-curricular activities, welfare activities, and monitor proper System of records maintenance.
- Managing of the institutes, libraries, laboratories, and hospitals (for clinical experience) and community and hostels.
- Participation in the teaching work, research, and training programs.
- Ensures accreditation of education standards at all.
- Serves as a member of various advisory committee.
- Organizes the functions of academic importance.
- Arranges for the Academic Council meeting and maintains the reports.

FINANCIAL:

- Prepare the institutional budget and make recommendations to the Procures and maintains physical facilities that are of standard and are consistent with the philosophy and objectives of the institute.
- Receipts, expenditures, maintenance of accounts, and submission of statements to finance management and local management

EXAMINATION:

- Supervision of the institute or university examination, setting of question papers for the examination, moderation, assessment of answer papers, and such other works pertaining to the examination as assigned.

FACULTY RELATED:

- Assess the reports and service books of teachers and non-teaching
- Safeguards the general welfare and interests of teachers and non-teaching staff members and the
- Determines the staff requirement and the recruitment of staff in accordance with the policies of the management.
- Keep the job description updated, delegate functions, and make recommendations for promotion, increment, and other benefits, including the award of merit.

STUDENTS RELATED:

- Maintains discipline. And monitor irregular policy violations and initiate appropriate disciplinary action.
- Provide facilities/ welfare of the students and staff (accommodation, health, recreation, vacation).
- Cooperates with hospital department heads and participates in hospital activities.
- Offers counselling & guidance to staff & students. Supervisors mentor - mentee.
- Interprets nursing education to other health-related disciplines and to the public.

VICE PRINCIPAL - (REPORT TO THE PRINCIPAL.)

ADMINISTRATIVE :

- Relieves the principal in her absence.
- Coordinates clinical rotation of all classes with HOD's of concerned
- Coordinates Grievance Redressal Committee meetings with its secretary on a regular basis and as and when required with the principal's intimation.
- Maintain the confidentiality, discipline, and decorum of the place.
- Participate as a member on various Education /Administration committee of the institution.

ACADEMIC DUTIES AND FUNCTIONS

- Serves as a faculty member in the institute and assists in the planning,
- Develops, implements, and evaluates the
- Develops and/or assists in the development of courses
- Prepares written lesson plans consistent with the class
- Establishes learning objectives and periodically assesses the learned behavior of the students.
- Prepare and/or assist in the preparation of pre- and post-testing
- Develops appropriate teaching aids to impart quality
- Lectures in the classroom, laboratory, and clinical
- Keeps anecdotal records of students' performance in laboratory and clinical areas.
- Records performance in written
- Acts as a role model in clinical practice and the classroom
- Cooperates with faculty, the student body, and the advisory board in the program.
- Participate in organizing extracurricular activities.
- Offers guidance and counselling to the students and conducts mentorship program when needed.

SUPERVISES:

- Nursing students in the classroom, laboratory, and clinical
- Nursing faculty working as coordinators in her department.
- Recording and reporting
- Maintains and uses adequate and accurate records
- Prepares and channels clear and concise reports
- Shares information about the learner's needs and achievements with the principal.
- Participates in the formulation and maintenance of a comprehensive record system.

RESEARCH:

- Initiates and participates in studies for the improvement of educational programs.
- Identifies problems for which research is indicated or potentially desirable.
- Continues to develop competence in the problem-solving process.
- Cooperates in and/or initiates group activities in the development and evaluation of studies.
- Utilizes the findings of research
- Makes data available concerning learners and concerning methods of teaching and evaluation.

GENERAL:

- Check the maintenance of intuitional equipment, supplies, teaching aids, and repair and maintenance.
- Take an active interest in professional activities like TNAI, SNA, and NSS/CNGI.
- Participate in workshops and seminars at the local, state, or national level and represent the profession.

TEACHING FACULTY- (REPORT TO THE PRINCIPAL.)

DUTIES AND FUNCTIONS:

- Plans and coordinates with other faculty in the department for the implementation of the curriculum, both theory and clinical
- Arranges clinical affiliation as per budgetary provisions.
- She supervises and maintains anecdotal notes about faculty performance under her.
- Plans and conducts prescribed tests and examinations as per MUHS criteria.
- Maintains internal assessment records and makes them available for scrutiny.
- Assigns the lectures and clinical area for supervision to faculty.
- Maintains all relevant records, like attendance, absences, etc.
- Assists in medical check-up prior to admission & during the course of sickness.
- Initiates transport requisitions as per the needs of the students.
- Updates procedure, mandatory, and elective manual.
- Incorporates innovative teaching and learning.
- Completes all documentation on time.
- Takes measures to reduce costs without compromising on quality.
- Develops appropriate teaching aids to impart quality.
- Lectures in the classroom, laboratory, and clinical.
- Keeps anecdotal records of students' performance in laboratory and clinical areas.
- Records performance in a written examination.
- Acts as a role model in clinical practice and the classroom.
- Cooperates with faculty, the student body, and the advisory board in the program.
- Participate in organizing extracurricular activities.
- Offers guidance and counselling to the students and conducts mentorship.

SUPERVISES:

- Nursing students in the classroom, laboratory, and clinical
- Nursing faculty are working as coordinators in her department.

RECORDING AND REPORTING

- Maintains and uses adequate and accurate records.
- Prepares and channels clear and concise reports.
- Shares information about the learner's needs and achievements with the principal.
- Participates in the formulation and maintenance of a comprehensive record system.

RESEARCH:

- Initiates/Conducts and participates in research studies for the improvement of nursing practice and educational programs. And utilizes the findings.
- Continues to develop competence in the problem-solving process.
- Cooperates in and/or initiates group activities in the development and evaluation of studies.

GENERAL:

- Participate as a member of various academic committees of the institution.
- Take an active interest in professional activities like TNAI, SNA, and NSS/CNGI.
- Participate in various Continuing Education Programs, In-service Education Programs, and Professional Conferences.

TEACHING FACULTY- (REPORT TO THE PRINCIPAL.)

FACULTY (RESIDENTIAL)

- Supervises the hostel student's study hour.
- Relieves warden with matters related to students, in her absence. / conducts roll call.
- Carries out health clinic duty in the hostel.
- Carries out any other duties in addition to the above that may arise from time to time.

SECRETARY TO PRINCIPAL- (REPORT TO THE PRINCIPAL.)

- Carry out all correspondence for Principal MUHS, INC, MNC, SSS, PNS, DMER, MSBNPE, ARA, and FRA.
- New Entrance: Admission Procedure
- Carry out the eligibility procedure for the first year of all courses.
- Completion of Staff Approval Documents. Teacher recruitment process and preparing individual files.
- Enters all communication, inward /outward.
- Preparation documentation for inspections MUHS Procedures,
- Maintains all communication with the portal (INC/MNC/MUHS with regard to the teacher's data.
- MUHS/MSPNBE Examination Procedure.
- Give and take—appointments as required. (internal and external)
- Correspondence: faculty, all students, warden transport, and NSS
- Preparing documents and assisting with the procedure of the Fee Regulating Authority.
- Uploading the data from/to the AISHE and MUHS mandate.
- Preparation for obtaining MOU and Permission Letter.
- Scholarships require documentation.
- Taking approval of admission from PNS (online as well as hard copy submission to PNS)
- Continuation Affiliation with MUHS & MNC & Validity/Renewal with INC. (Permission for the Next AY)
- Others:
 - Record Books: College Prospectus and Admission Record; Eligibility Record cumulative record; Health Record internal marks; Consolidated Annual Results and Report; Faculty Attendance Register; Staff Approval Record, etc.
 - Transcript of GNM and B.Sc. and P.B. B.Sc. (N) if. And verification forms.
 - Practical exams: various requirements.
 - Preparation of transcripts, TC/LC, Conduct certificates for passed-out students.
 - Annual Report.
 - As per the request of the passed-out students: reference letters, foreign verification, etc.
 - Special work, if any, like NAAC/magazines occasionally
- Day-to-day planning and maintaining confidentiality.
- Attending to queries from students and others regarding admission, vacancies, etc.

ACCOUNTANT OR SENIOR OFFICER - (REPORT TO THE PRINCIPAL.)

DAILY: FUNCTIONAL (work related to the account)

- Organizes and maintains official records and files.
- Carries out certain functions related to general items, supervision of all indent-stationery,
- Preparing a duty list.
- Handles all financial work (petty cash, external lecturer remuneration, conveyance, college fee paid by students)
- Maintain the monthly register of the teaching and non-teaching faculty.
- Updating the attendance of the staff in the system.
- Work pertaining to salary.
- Payments pertaining to school and preparing checks and vouchers and taking signatures from two signatories, i.e., the principal and the finance director,
- Preparing D.D., bank updating, and account reconciliation.
- Filing: students, staff, academics, different councils, circulars, and notices.
- Making things ready for the audit purpose.
- NAAC work.
- Carry out the responsibility of stores.
- Intimate to students the prescribed fees with the knowledge of the principal.

ALL PURCHASES AND MAINTENANCE

- Stationary, brochure, or uniform details
- Casebook, Procedure and Syllabus Book, Handbook, Code of Ethics, Mentor Mentee Guide Book, and Modules
- Library card, leave card, and health card
- Register and record
- **Permission Letter: Delhi and Goa**
- **Railway Concession: Local and National**
- **Teacher's Individual File Updating**

IMPORTANTLY

- Keeping the brochure ready.
- Collection of fees, making a list of pending fees, and reminding students of the same. (**Inform the principal.**)
- Collecting examination fees.
- Practical examination and CAP work—the financial part of it.
- MCX Scholarship Update
- Transcripts and verification forms

FRA: Fee Fixation—Shikshan Shulka Samiti

Submission of proposals for B.Sc., P.B.B.Sc., (N), and GNM to the fee regulation authority

Online entry, Scanning of various documents and uploading, printing the final filled-out form, and preparing for the hard copy along with all the attachments for submission.

CLERICAL STAFF - (REPORT TO THE PRINCIPAL.)

OFFICE WORK

- Attending phone calls (from the desk-board line as well as the principal's cabin)
- Website updates and uploads, along with the faculty in charge
- Assisting in checking the emails of the college and the websites of all the affiliated bodies: MUHS, INC, MSBNPE, MNC, etc.
- Attending to queries from students and others regarding admission, vacancies, etc.
- Filing: students, staff documents, academics, different councils, circulars, and notices.

OUTDOOR WORK

- For submission of various documents related to admission, enrolment, eligibility, exam, etc. Maharashtra Nursing Council (MNC), CST/ MSBNPE (St. George campus) CST
- DMER, CST/ Admissions Regulating Authority (ARA), CST/ Fee-regulating authority (FRA), Bandra, and MUHS Nashik.
- Submission of various permission letters:
 - Visit letters, vaccines, speed posts, franking, and court-notary
 - RPH permission/ Masina, KEM, Wadia, Burns, etc.
- Bank work: D.D./Chq. Deposit and Passbook Update.

ASSIST WITH ADMISSION AND OTHER PROCESSES.

- Issuing application forms, data entry, and scrutiny
- After selection, collection of the original certificate (3 batches)
- Preparing individual files.
- Writing of Record Books—Admission Record, Cumulative Record, etc.
- Enrollment with MNC (GNM) and Preparing a File for Continuation Affiliation with MUHS
- Inspections as and when it comes to various affiliated bodies. **MUHS inspection every year.**
- Preparation of transcripts, TC/LC, Conduct certificates for passed-out students.
- Preparing certificates based on student applications.
- As per the request of the passed-out students: reference letters, foreign verification, etc.
- Special work, if any, and magazines occasionally.
- Stock checking, purchasing, and inventory (monthly).
- Maintenance and functioning of computers, laptops, projectors, and microphones.
- Xeroxing and scanning of documents
- Typing work: events, programs, and question papers (*get it approved before printing the final copies*).
- Stamping of the answer papers if.
- Handling of books and keys in various labs and conference halls.
- Issuing as per request: laptop (*with permission*)
- Active participation in college events, activities, etc.
- You are expected to help out as and when your services are needed/ library.

LIBRARIAN - (REPORT TO THE PRINCIPAL.)

- Organizes and maintains the library and software work.
- Attends library meeting.
- Initiates the purchase of books and journals in collaboration with the library committee.
- Responsible for the computer lab and trains the students on the basics.
- Assists in dealing with software and all online procedures.
- Maintains research data base.
- Maintains the accession register and the faculty and student entry registers (reading and computer use).
- Assists students with regard to library books and journals.
- Maintains the issue and return of books from faulty students.
- Maintains year-wise syllabuses and question papers at the institution and at the MUHS and MPSNBE level examinations.
- Assists in correspondence as and when required.
- Check the MUHS/INC/MNC/MSPNBE website on a regular basis and inform them of all new notifications.
- Carries out inventory and maintains the stock register.
- Arrange for payment of books, journals, magazines, and newspapers.
- Plans and executes a book exhibition.
- Organizes seminars/creative competitions.
- Record of late fees and Internet charges
- Stamping daily newspapers and magazines.
- Works in collaboration with the medical librarian.
- Maintains discipline and decorum in the library.

WARDEN- (REPORT TO THE PRINCIPAL.)

- Organizes and maintains an office for the records and files of the hostel management.
- Over sees and implements actions for the overall wellbeing of the students with the principal.
- Any threat to the safety of the students and implements any preventive action in consultation with the principal.
- Assists the principal and the HSINE office with the arrangement and allotment of rooms for students.
- Works in coordination with faculty for the progress of the academic and extracurricular activities of the students.
- Attends to sickness and medical emergencies reported by the students or faculty and helps them seek medical assistance as and when required in consultation with the principal or HOD during office hours.
- Responsible for the day pass, night out pass request, late pass, and the register.
- Carries out certain functions related to the general comfort and welfare of the nursing students that include, but are not limited to:
 - Carry out a roll call to ensure the attendance of students inside the hostel and at the time of clinical posting.
 - Supervises the functions of the housekeeping, security, and maintenance departments in and around the hostel.
 - Observes and guides students on good practices of conscious serving of food in the canteen.
 - Supervises the meal hours.
 - Continuously evaluates uniforms, linens, and bathing facilities in relation to social graces and professional development.
 - Supervises study hours and motivates the students.
 - Ensures the recreational activities of the students.
 - Responsibly distributes mail or any other deliveries.
 - Inspects the rooms, furniture, and furnishing.
 - Maintains inventory and arranges for necessary repairs and replacements in the hostel.
 - Maintains the discipline of the nursing students and staff in accordance with established rules and regulations.
 - Coordinates and supervises periodic pest control of the premises.
 - Arranges periodically the hostel mess meeting.
 - Checks the outside stores and pharmacy items periodically.

IV. Procedure followed in decision-making process including channels of supervision and accountability

The Principal, in collaboration with the Vice-Principals and HODs, makes all academic and administrative decisions. These decisions are then reviewed and approved by the Local Management Committee to ensure the smooth operation of the institution. The Principal is responsible to the University, INC, and the Local Management Committee of the Institute. The decision-making process adheres to the guidelines outlined in the University and INC Statutes.

V. The norms set for the discharge of functions

The Institute adheres to the norms established and approved by the Local Management Committee for carrying out its functions. These norms, relevant to students and the general public, are available on the Institute's website and in its prospectus.

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

The Principal and College staff are required to adhere to the rules, regulations, orders, and circulars issued by the Maharashtra University of Health Sciences and the Indian Nursing Council. The following files are maintained for permanent records in accordance with MUHS and INC guidelines.

SR.NO.	PARTICULARS
1.	Faculty Attendance Register, Staff Approval Record, Continuation & Affiliation Record, Eligibility Record, Student Attendance Register, Record of Submitted proposal for Fee Regulating Authority, Consolidated Annual Results, College prospectus & Admission Record, Cumulative record, SPINE Manual, Student Log /Procedure Books, Internal Assessment Register, Periodical / Journal Register

VII. A Statement of Categories and documents that are held or under control:

SR.NO.	PARTICULARS	
1	Consolidated Annual Results, Eligibility Record, College prospectus, Faculty Attendance Register	5 Yrs
2	Record of Submitted proposal for Fee Regulating Authority, SPINE Manual, Student Log /Procedure Books, Internal Assessment Register, Periodical / Journal Register	Maintenance every year

VIII. 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 Institute website <https://www.holyspiritcollegeofnursing.org/>. There is also an email I.D. of the Institute **holyspiritcon@gmail.com** where clarifications on various Institute educational programmes are responded to.
2. The members of the public can meet the Principal with grievances. The Principal either can act herself or instruct subordinates to solve problems.

IX. 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 Institute following Boards/Committees are formed as per the Statutes of the MUHS.

- Local Management Committee
- IQAC Committee
- Curriculum Committee
- Research Ethical Committee
- Library Committee
- Grievance Committee
- Anti Ragging Committee
- ICCC Committee
- Disciplinary Committee
- NSS Committee
- Student Nurses Association
- Swacch Bharat Committee
- Maintenance Committee

The minutes of meetings of the Statutory Boards, Councils and Committees wherever applicable are maintained by the Institute. The decisions taken in these meetings are incorporated into the Rules of the College and in other sections and are displayed on the website.

X. Directory of Offices & Staff of Holy Spirit Institute of Nursing Education :

HSINE ADMIN	91-22-28242774, 28248500, 7738466863, Ext.821
PRINCIPAL	92222 83962, Ext. 820
VICE PRINCIPAL	Ext. 824
FACULTY	Ext. 822 / 823
LIBRARY	Ext. 825
WARDEN	Ext. 830

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

Holy Spirit Institute of Nursing Education has an official website on internet. For further information log on to <https://www.holyspiritcollegeofnursing.org/>

Information about the Institute, various courses, admissions, fee structure, hostel accommodation etc. is available on the Institute prospectus

XII. 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:

Holy Spirit Institute of Nursing Education has an official website on internet. For further information log on to <https://www.holyspiritcollegeofnursing.org/> Information about the College, various courses, admissions, etc. is available on the College prospectus

1	Visiting time for the Principal	Every Tuesday : 1 pm - 4 pm with Prior Appointment <i>(Emergency is met immediately)</i>
2	Website	https://www.holyspiritcollegeofnursing.org/
3	Telephone Nos	91-22-28242774, 28248500, 7738466863.
4	Library Time	9am - 5pm

XIII. The names, designation and other particulars of the Public Information Officers.

SR. NO.	NAME	DESIGNATION	CONTACT NO.	EMAIL ADDRESS
1.	Dr. Sr. Lalitha Rosali	Appellate Authority	92222 83962	lallusps@gmail.com
2.	Dr. Supriya Mane	Public Information Officer	90220 77220	manesupriya43@gmail.com

XIV. Such other information as may be prescribed.

Government-prescribed information will be provided periodically.