sasmira

SASMIRA'S INSTITUTE OF MAN MADE TEXTILES

Sasmira Marg, Worli, MUMBAI – 400 030

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

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Sasmira's Institute of Man-Made Textiles, Worli, Mumbai – 400 030

UNDER THE RIGHT TO INFORMATION ACT

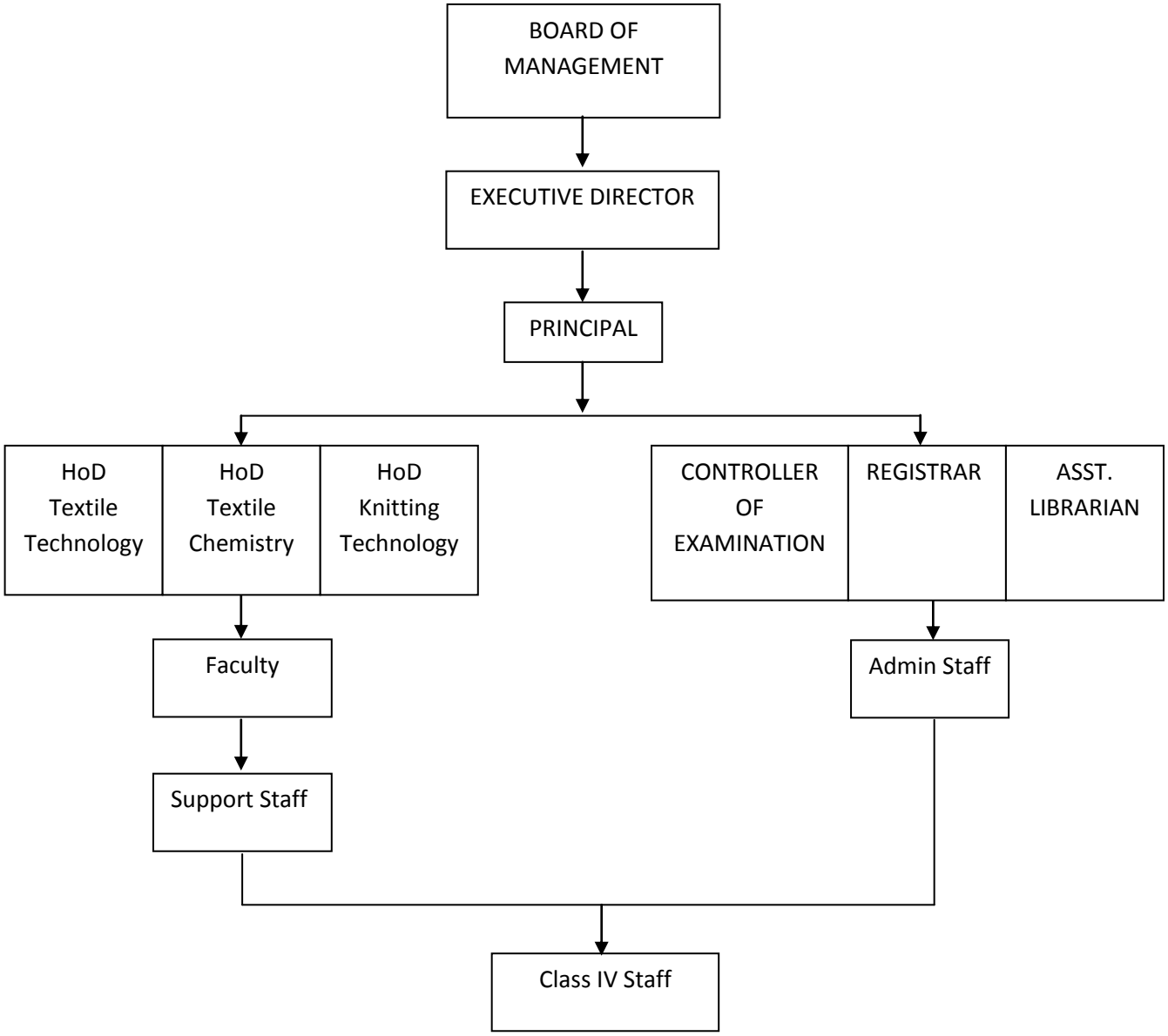
I. Particulars of Sasmira's Institute of Man-Made Textiles-Mumbai, Functions and Duties

1)	Name of the Office :	Sasmira's Institute of Man-Made Textiles
2)	Address :	Sasmira Marg, Worli, Mumbai – 400 030
3)	Head of the Office :	The Principal, SIMMT, is empowered to work as head of the office and of the institution

Organisation, Functions and Duties:

The Principal of the College is the Administrative and Academic Head of SIMMT and he exercises control and supervision over all aspects of admissions, teaching and conduct of examinations, with the assistance of the teaching, c ontroller of examination, clerical/ administrative and other staff under his control. The Principal works under the guidance of Executive Director and council of SASMIRA.

The organization structure is as under:



II. The Powers & Duties of Officers & Employees

Sr No	Designation	Powers & duties
1	Principal	All administrative & academic matters of the institute
2	HOD	Co-operate in the formulation of policies of the institution by accepting various offices, discharge responsibilities which such offices may demand . Perform to the best of their ability in accordance with generally accepted professional standard of teaching profession
3	Lecturer	Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication. Participate in extension, co-curricular and extra-curricular activities including community services.
4	T.P.O.	Placement process of students
5	C.O.E.	All matters related to examinations
6	Registrar	All administrative matters related to office and departments
7	Librarian	Updation and Maintenance of library providing necessary services to the student, staff and visitors
8	Office Superintendent	All matters pertaining to Accounts, Student section, Establishment section, Dispatch section.
9	Sr. Clerks /Accountant	Respective sections matters, e.g. establishment, accounts, students section
10	Jr. clerks	Complying the assigned work by superiors.
11	Supporting staff	Supportive work with related areas.
12	Class IV staff	Complying the assigned work by superiors.

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 the Governing body and Academic Council and ratified by the Management Board & Academic Board as far as practicable for smooth functioning of the institution. The Principal is accountable to the DTE, the State Government and the Governing Body of the Institute.

IV. The norms set for the discharge of functions

The norms set by the Autonomous Institute as ratified by the Board of Management of the Institute for the discharge of functions are followed.

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

The Principal and staff working in the Institute under him are bound by the rules, regulations, orders and circulars issued from time to time by the DTE Department of Higher and Technical Education, Government of Maharashtra, Maharashtra Civil Service Rules and directions issued by the AICTE .

The Following files are kept for the permanent record as per Government of Maharashtra Civil Services Rules.

Sr. No.	Particulars
1.	Salary Register
2.	General Register
3.	Consolidated Annual Results
4.	Admission Forms
5.	College Handbooks
6.	Cash Book

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

	Subject	Documents
1	HR & Establishment section	- Service Books - Attendance Reports - Personal Files.
2	Accounts Section	- Cash book - Ledger - Salary Sheets - Balance Sheet - Vouchers record file
3	Students Section	- Students Register - Students Details Record - Scholarship record file
4	Inward & outward Section	- Inward & outward register.

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 Institute are available on the Institute website www.sasmira.org There is also an email I.D. of the institute principal@sasmira.org where clarifications on various Institute educational programmes are responded to.

2. The members of the public can meet the Principal with suggestions/grievances etc. The Principal either can act himself or instruct subordinates to solve problems, if any

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 Institute following Boards/Committees are formed as per following-

1. Board of Management
2. Finance committee
3. Board of studies
4. Programme wise Board of Studies
4. Examination Committee
6. Women's Grievance Committee
7. Students Placement Cell
8. Grievance committee

The minutes of meetings of the Board of Management, Finance Committee, Examination committee and all other Committees wherever applicable are maintained by the Institute.

IX. Directory of Officers and employees.

Telephone No: 022- 24935352

S. No.	Name of the Employee	Designation-Dept.
1	**Shri. G.R.Andhorikar**	**Principal**
2	Shri. B.V.Doctor	HOD,DKT
3	Shri. A.P.Modgekar	HOD DMTC
4	Shri. H.V.Ramteke	HOD DMTT
5	Smt.A.K.Pawar	Registrar
6	Shri.N.R.Munde	COE
7	Smt. A.Nair	Lecturer(Sele. Grade), DMTT
8	Shri. S.B.Pawar	Lecturer(Sr. grade), DMTC
9	Shri. A.S.Deshmukh	Lecturer(Sr. grade), DMTT
10	Shri. S.S.Joglekar.	Lecturer(Sr. grade), DKT
11	Smt. A.D.Gaikwad	Lecturer, DMTT
12	Shri. R.R.Kori	Lecturer, DMTC
13	Smt. A.A.Ashtikar	Lecturer, Chemistry
14	Shri. B.R.Khade	Lecturer, DMTC
15	Smt. S.V.Raut	Lecturer, DKT
16	Smt.H.T.Blakely	Sr.Clerk
17	Shri.S.S.Kathavate	Sr.Clerk
18	Shri.J.V.Patel	Storekeeper
19	Smt. S.S.Dhuri	Jr.Clerk
20	Smt. H.E.Khot	Jr.Clerk
21	Shri.N.R.Shah	Lab. Assistant
22	Shri. P.S.Surti	Lab. Assistant
23	Shri. N.S.Gedam	Lab. Assistant
24	Shri. S.A.Gurav	Assistant Librarian
25	Shri.V.S.Khokale	Workshop Instructor
26	Shri.M.D.Babria	Lab. Attendant
27	Shri.D.K.Panda	Warper
28	Shri.V.R.Agre	Peon
29	Shri.D.M.Nakti	Peon
30	Shri.A.B.Machivale	Hamal
31	Shri.B.M.Isai	Cleaner
32	Shri.D.D.Shinde	Cleaner

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

Sr. No.	Designation	Pay Band	Grade Pay
1.	Principal	37400-67000	10000
2.	HOD	37400-67000	9000
3.	Lecturer	15600-39100	5000
4.	Registrar	9300-34800	4400
5.	Librarian	15600-39100	6000
6.	COE	9300-34800	5000
7.	Office Superintendent	9300-34800	4300
8.	Stenographer	9300-34800	4300
9.	Store keeper	9300-34800	4300
9.	Assistant Librarian	5200-20200	2000
10.	Sr. Clerks	5200-20200	2400
11.	Jr. Clerks	5200-20200	1900
12.	Laboratory Assistants	5200-20200	2000
13.	Laboratory Attendants	5200-20200	1900
14.	Library Attendants	5200-20200	1900
15.	Peons	4440-7440	1300

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

Name of Institution: SIMMT, Worli – MUMBAI

BUDGET FOR THE YEAR 2015-2016

Major Heads of Expenditure	**Budget 15-16**
1) Salary	3,35,03,000
2) Economic Rent	60000
3) Printing and stationary	45000
4) Telephone	51000
5) Garden Expenses	3000
6) Audit fees	33000
7) Livery	15000
8) Water charges	5000
9) Hono. to visiting lecturer	3,00,000
10) conveyance	20,000
11) Lab Expenses	35000
12) Electricity charges	2,54,000
13) Minor repairs and Building Maintanace	75000
14) Other Expenses	60000
15) Advertisement	1,00,000
TOTAL	**3,45,60,000**

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 Institute. Government Scholarships to Backward Group students are processed through the Institute 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. Concessions for travel to their hometowns by rail are processed by the Institute.
Necessary assistance is provided to students for bus concessions.

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

Sasmira Institute of Man-made Textiles has an official website on internet. For further information log on to www.sasmira.org

Information about the Institute, various courses, admissions, fee structure, etc. is available on the Institute 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 public use:

1. Visiting time for the Principal	:	10.00 a.m. to 1.00 p.m. 2.00 p.m. to 5.00 p.m.
2. Website	:	www.sasmira.org
3. Telephone Nos.	:	022-24935352
4. Library Time	:	9.00 a.m. to 6.3 0 p.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.

XVI. The names, designation and other particulars of the Public Information officer.

Sr. No.	Public Information Officers	Names & Designation	Address
1.	Public Information Officer	Mrs. Anjali Pawar Registrar	Sasmira's Institute of Manmade Textiles, Sasmira Marg , Worli,Mumbai
2.	Appellate Officer	Mr.G.R.Andhorikar Principal	

XVII. Such other information as may be prescribed.

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