

**SITARAM DEORA INSTITUTE OF MANAGEMENT STUDIES,
VACCHA GANDHI ROAD, GAMDEVI, GRANT ROAD WEST,
MUMBAI-400 007.**

Statutory Declaration under Section 4(1)(b) of the RTI Act 2005

Particulars of Organization, Functions and Duties

1	Name of the Organization	SITARAM DEORA INSTITUTE OF MANAGEMENT STUDIES, 11 KRISHNA KUNJ VACCHA GANDHI ROAD, GAMDEVI, GRANT ROAD WEST, MUMBAI-400 007
2	Postal address of the Organization	11, KRISHNA KUNJ, VACHHA GANDHI ROAD, GAMDEVI, GRANT ROAD (WEST), MUMBAI- 40007, MAHARASHTRA, INDIA.
3	Website	www.sdims.co.in
4	E-Mail	info@sdims.co.in
5	Phone Number	022-23808130/23808137
6	Approved & Affiliated	S. N. D. T Women's University Mumbai.
7	The Principal	Dr. Santosh Kaul Kak

Road Map of Institution Location:

<https://www.google.com/maps/place/B.M.+Ruia+Girls'+College/@18.9597458,72.8082539,17z/data=!3m1!4b1!4m5!3m4!1s0x3be7ce0c7412497b:0xa3b2d83b71258967!8m2!3d18.9597407!4d72.8104426>

Working hours of the office:- For office 09:30 am to 5:30 p.m. - Monday to Saturday

Lunch Time - 1.30 pm to 2.15 pm

Sundays Holidays.

Visiting hours for Public 9:30 am to 5:30 pm of every working day

DUTIES AND RESPONSIBILITIES OF THE OFFICERS AND OTHER EMPLOYEES OF THE INSTITUTE

The College Development Committee shall –

- (a) prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities ;
- (b) decide about the overall teaching programmes or annual calendar of the college ;
- (c) recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts ;
- (d) take review of the self-financing courses in the college, if any, and make recommendations for their improvement ;
- (e) make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college ;
- (f) make specific recommendations to the management to foster academic collaborations to strengthen teaching and research ;
- (g) make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process ;
- (h) make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college ;
- (i) prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval ;
- (j) formulate proposals of new expenditure not provided for in the annual financial estimates (budget) ;
- (k) make recommendations regarding the students' and employees' welfare activities in the college or institution ;
- (l) discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations ;
- (m) frame suitable admissions procedure for different programmes by following the statutory norms ;
- (n) plan major annual events in the college, such as annual day, sports events, cultural events, etc. ;
- (o) recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution ;
- (p) consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc. ;
- (q) recommend the distribution of different prizes, medals and awards to the students.
- (r) prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university ;

Responsibilities of the Head of the Department/ Principal:

The Head of the Department/Principal as an administrative and academic Head of the College and shall be responsible for:

1. Academic growth of the Department/College. (Participation in the teaching work, research, and training programs)
2. Assisting in planning and implementation of academic programs such as orientation courses, seminars, in service and other training programs organized by the Institute for academic competence of the Faculty Members.
3. Assessing reports of teachers.
4. Any other work relating to the Department/Institute as may be assigned to Him/her by the Competent Authority from time to time.
5. Admissions of students and maintaining discipline.
- 5) Receipts, expenditure and maintenance of true and correct accounts.
- 6) The overall administration of the College and Recognized Institution and their Libraries and Hostels, if any.
- 7) Correspondence relating to the administration of the College.
- 8) Administration and supervision of curricular, co-curricular / extracurricular or extra-mural, students' welfare activities of the College and Recognized Institution and maintenance of records.
- 9) Observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- 10) Supervision of the examinations, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of College / Recognized Institution.
- 13) Maintenance of Assessment Reports of teachers and administrative staff as prescribed and their Service Books.
- 14) Any other work relating to the College or Recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time.
- 15) Preparation of institutional development plan for every five years with action plan of implementation. 83 16) Identification of avenues for resource generation.
- 17) Preparation for assessment, accreditation and academic audit of the college/institution

18) Teacher welfare programmes for teachers which include promotions to administrative staff and Career Advancement Scheme on time.

19) Working as mentor for teachers and administrative staff of the college.

20) Maintenance and updating college/institutional website giving all mandatory disclosures of the college/institution and adopt ICT in governance and administration.

21) Practice inclusive leadership by involving all teachers in various committees for smooth conduct of the college/recognized institution.

22) Connecting college/institution with societal needs.

Duties and responsibilities of Faculty

The Faculty of any Department shall be responsible for:

1. Development of teaching material, planning of lessons, assessing test papers, arranging and conducting tests, conduct of Local/Board examinations, implementation of project for students, setting and evaluation.
2. Curriculum Development due to the ever expanding demand of knowledge and changing needs of the industry
3. Student's activities as an adviser to literary, games, student associations, warden ship etc.
4. Administration which may be departmental and or institutional as member/convener of some committee.
5. Professional activities i.e. involvement in professional and technical societies.
6. Continuing education activities both as on organizer instructor and as a participant
7. He/she shall organize sports events for the students time to time.
8. Shall take care of sports equipments
9. To promote good health, giving students a new way to make them fit and learn their lessons at the same time.
10. Shall also promote team play. Working as a part of a team is always encouraged to make the students competitive.

Duties and responsibilities of Statutory committees of Institute

Anti-Ragging Committee

Anti-ragging In-charge will be Responsible for the following:

1. They will form duty chart & carryout regular checks for any Ragging activity in their areas.

2. They will carry-out surprise checks in probable areas of ragging. In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately

Women Grievance Cell

1. To resolve issues pertaining to girls'/women's sexual harassment.
2. To equip the female students, faculty and staff members with knowledge of their legal rights.
3. To safeguard the rights of female students, faculty and staff members.
4. To provide a platform for listening to complaints and redressed of grievances.
5. To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
6. To ensure personality along with academic development of students

Committee for ST/SC

1. To investigate and monitor all matters relating to the safeguards provided for the Scheduled Castes under this Constitution or under any other law for the time being in force or under any order of the Government and to evaluate the working of such safeguards.
2. To inquire into specific complaints with respect to the deprivation of rights and safeguards of the Scheduled Castes.
3. To participate and advise on the planning process of socio-economic development of the Scheduled Castes and to evaluate the progress of their development.

Internal Complaints Committee

1. To understand what is Workplace Harassment and how women are prone to it.
2. To know the statutory implication by Indian legislature to control Workplace harassment.
3. To suggest Standard Operating Procedures to transform the organizations as safe workplace for women.

Alumni Association Committee

1. Maintaining and updating alumni database.
2. Organizing Annual Alumni Meet.
3. Continuous liasoning with alumni for curriculum enrichment, activities of entrepreneurship development cell etc.

Duties and responsibilities of Office Superintendent of Institute

1. The Office Superintendent shall have the powers to take disciplinary action against the non-teaching staff working in the department/institutions. Ordinarily such disciplinary action shall be taken with the recommendation of the concerned head of the Department /Head of the institute.

2. It shall be the responsibility of the Office Superintendent, subject to the control of the Executive Council, to enter into agreement, sign documents and authenticate records on behalf of the institute 3. The Office Superintendent shall be the custodian of the records, the common seal and such other property of the institute.

4. The Office Superintendent shall exercise such other powers and perform such other duties as are prescribed, or are required from time to time by the Principal and managing committee.

Duties and responsibilities of Librarian and Library staff

1. Check books in and out of the library and Assemble and arrange display materials.
2. Review and evaluate resource material, such as book reviews and catalogs.
3. Direct and train library staff in duties such as receiving, shelving, researching, cataloging, and equipment use.
4. Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access.
5. Develop library policies and procedures.

Duties and responsibilities of Head Clerk/ Equivalent Cadres

1. To exercise, check and to follow up the incoming letters received from the University /Colleges/Students etc.
2. To ensure the prompt dispatch of letters.
3. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
4. To maintain calendar of periodical returns for incoming and outgoing, separately.
5. To attend to such other work that may be assigned to him with the approval of the Office Superintendent.

Duties and responsibilities of Peons

1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
2. Do dustings of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.
3. Do the work of opening, pasting and sorting and arranging papers and circulars in accordance with instructions of the Section Officer/Head.
4. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.

5. Carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.
6. Serve drinking water to employees and to visitors, when required.
7. Any other work as may be assigned to him by the concerned officer from time to time.

Duties and responsibilities of Other Non-teaching Staff working in the Institute

The Principal shall assign duties to non- teaching employees working under them, as per the needs/requirements of the concerned, from time to time.
