



SSR
INSTITUTE OF
MANAGEMENT & RESEARCH

Sayli-Silvassa Road, Silvassa – 396230, UT of DNH
Ph: 0260 2681114/5/6, www.ssrinmr.edu.in

RIGHT TO INFORMATION ACT 2005

Information with respect to Section 4 (1) (b) of the Act

1. The particulars of its organisation, functions and duties

SSR Institute of Management & Research, approved by AICTE, New Delhi, is engaged in providing “Master of Business Administration” (MBA) course affiliated to University of Pune. The Institute started with its Academic function in the Year 2008.

Vision:

To emerge as an Institution of Choice with sense of commitment to the world of Education.

Mission:

To impart Education of Global standards by inculcating creative ability and innovation in the students in order to achieve academic excellence while maintaining ethical management practices.

Institute’s Objective:

- a. To impart quality education through academic excellence.
- b. To lead the profession globally by setting the highest standards of management practices, ethics, and excellence.
- c. To nurture quality creative ability and innovation in stakeholders to emerge as leaders with a sense of commitment to the society and industry.
- d. To enrich with a combination of industry and academic experience supported by global standard infrastructure.

The Institution abides by all the rules & regulations conferred by the regulatory bodies. It follows the guidelines of University of Pune towards academic process fulfillment. The norms of AICTE govern the Faculty recruitment and the Admission process is governed by the Directorate of Technical Education (DTE), Maharashtra. The roles, responsibilities & duties of the Officers at the Institute are accordingly defined.

2. The powers and duties of its officers and employees

The Institute has defined its functions broadly under following category: *Academic, Administration and Library*. The powers & duties across the functions is briefly defined below:

Academic Function:

Director of the Institute:

- a. Compliance to Regulatory requirements.
- b. Monitoring & Completing the Admission Process, Examinations, administrative and financial requirements.
- c. Recruitment process in Coordination with management and university's selection committee.
- d. Academic supervision like Subject allotment and workload allocation.
- e. Ensuring Industry Interface
- f. Overall performance of the Institute.

Faculty Members:

- a. Performing academic Functions like conducting lectures / classes and engaging students in extra curricular.
- b. Ensuring personality development of students through various development programs.
- c. Coordinating the field/industry visits for students.
- d. Guiding students on Academic Projects
- e. Supporting the administration with regulatory requirements & other administration functions.

Administrative/Support staff Function:

- a. Maintaining the records of students as per the guidelines of Regulatory bodies, Head of Institution & Top Management.
- b. Maintaining the records of correspondence with external agencies as per directions.
- c. Indenting the requirements of consumables from central stores and maintaining the stocks.
- d. Housekeeping.

Library Function:

- a. Facilitating the students with issuance of books & guidance on new arrivals.
- b. Keeping the records of issue and receipt of books.
- c. Maintaining the stocks of the books in good conditions.
- d. Maintaining the current copies of journals and periodicals.
- e. Maintaining the links for e-journals.
- f. Maintaining library status as per regulatory requirements.
- g. Continually improve the richness of library.

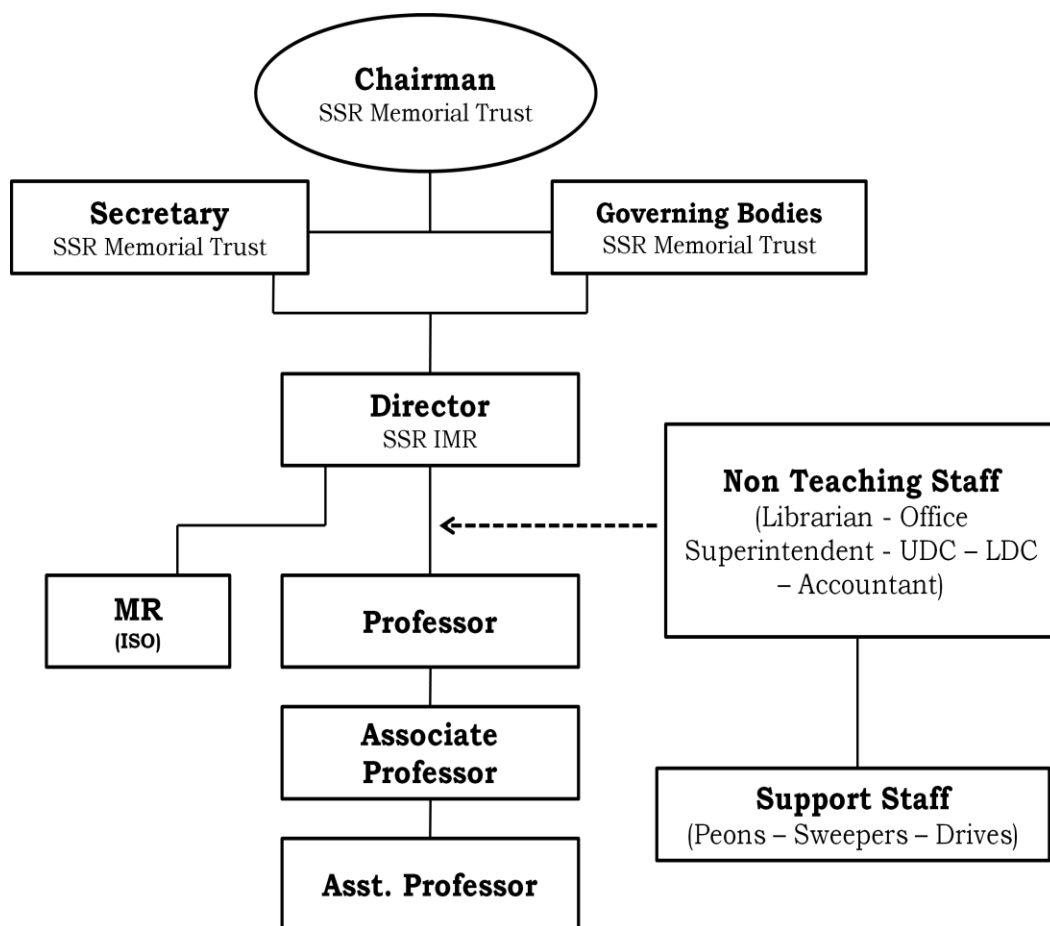
3. **The procedure followed in the decision making process, including channels of supervision and accountability**

The Institute adopts the transparent process of decision making with involvement of the respective stakeholders. The Head of the Institution ensures that regulatory compliances are adhered while performing Academic & Administrative functions.

The Institute is approved to **AICTE** and follows its guidelines towards decision making with respect to Approval of the Institute, Extension of Approval (EOA), Additional Intake and Additional Courses. **DTE, Maharashtra** governs the process of Admission and Eligibility of the Students. The Institute accordingly takes decision to ensure the successful completion of Admission process. The **University of Pune** governs the curriculum of MBA course; the Institute ensures that all the curriculum requirements like Completing Syllabus, Conducting Examination, Announcement of Results & any other academic requirements are discussed & University guidelines are adhered.

The formal Channel of Communication at the Institute is depicted in Organisation Chart below:

Organisation Chart of SSR Institute of Management & Research, Silvassa



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

The respective functions at the Institute are followed as per the procedure prescribed by the governing bodies i.e., AICTE- New Delhi, DTE-Maharashtra, University of Pune, Pravesh Niyantran- Mumbai and Education Department of Dadra & Nagar Haveli.

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

Rules, regulations, instructions, are followed as prescribed by the governing bodies mentioned in Point number 4 above.

Manual and Record

1. Statutes of the College as contemplated under Ordinance in University Calendar.
2. Regulations / instructions for admission regarding the courses in accordance with, DTE- Maharashtra, University of Pune notification
3. Various rules / instructions of the prescribed by AICTE, DTE and University of Pune concerning personnel management for the teaching and non-teaching staff and adopted by the Governing Body.

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

Official Documents

1. Annual Reports with Audited Statement of Accounts,
2. Proceedings of the Meetings of General Body, Council, Academic Council,
3. All service and finance related records, namely, personal files, salary, Tax Details,
4. Files related to admission, examinations, teaching, academic records, administration, construction, purchase, leave records and other relevant to each function.
5. The college Timetable
6. Examination Schedules
7. Administrative Notices
8. Students, Attendance Records
9. Students, Internal Assessment Records
10. Examination results
11. Library reference books, journals and magazines.
12. College Prospectus
13. Placement Brochure

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 Institution provides academic function in the field of imparting MBA education. The Governing body including the Chairman, Trustees, Head of Institution, Faculty representative & other nominated authorities engage themselves in decision making aspects and management functions. The nature of the activities at the Institute & the presence of the governing bodies **limits public interface** in relation to the formulation or implementation of its policy.

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 advise, 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;

The Institute has formed the following committees and the detailed document for the same has been uploaded on the Website: www.ssrims.edu.in (Check the links below)

- Anti Ragging Cell (<http://ssrimr.edu.in/anti-ragging-committee/>)
- Sexual Harassment Prevention Cell (<http://ssrimr.edu.in/sexual-harassment-prevention-cell/>)
- Redressal Committee (<http://ssrimr.edu.in/ssr-imr-redressal-committee/>)

9. A directory of its officers and employees

Institute's Contact No.: 0260 2681114/5/6

Sr. No.	Name of the Departments & Officers	Extension Number
1	Admin Office – LDC I	21
2	Admin Office – LDC II	22
3	Admin Office - Server Room	23
4	Conference Room	24
5	Dr. A. G. Jayakumari, Director	25
6	Director, Anti- Chamber	26
7	Mr. Somnath Bava (Librarian)	28
8	Mrs. Diksha Swaroop, Mrs. Natasha Lopes, Ms. Punitaa Chadha (Ladies Staff Room)	29
9	Mr. Rajesh Kumar Pandey, Mr. Nainesh Mutha, Mr. Suraj Kamble, Mr. Mohd Bilal A. Bhada (Gents Staff Room)	30
10	Computer Lab	31
11	Placement Cell	32

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

The Organisation follows the Direct Credit facility of the salary on a monthly basis into the Employees bank Account.

Sr. No.	Name of the Employees	Monthly Salary Received (Dec-2013)
1	Dr. A. G. Jayakumari, Director	Rs. 1,29,638
2.	Mr. Rajesh Kumar Pandey, Asst Prof	Rs. 66,040
3	Mr. Suraj Kamble, Asst Prof	Rs. 46,064
4	Mr. Bhada Mohd Bilal, Asst Prof	Rs. 46,064
5	Mr. Nainesh Mutha, Asst Prof	Rs. 45,536
6	Mrs. Natasha Lopes, Asst Prof	Rs. 36,936
7.	Ms. Punitaa Chadha, Asst Prof	Rs. 36,936
8	Mrs. Diksha Swaroop, Asst Prof	Rs. 35,749
9.	Mr. Somnath Bava, Librarian	Rs. 39,636

Supporting Staff

1.	Chimanbhai Patel	Rs. 12153
2.	Rajesh S Patel	Rs. 13089
3.	Rajesh N Patel	Rs. 6392
4.	Geetaben K Patel	Rs. 6925
5.	Rajesh S Mohankar	Rs. 11252
6.	Umedbhai Patel	Rs. 6925
7.	Lilaben Harijan	Rs. 6775
8.	Dhiru Mohankar	Rs. 12666
9.	Sanjay H Harijan	Rs. 5418
10.	Daya Harijan	Rs. 6857
11.	Dinesh Ojaria	Rs. 5058
12.	Shailesh J Patel	Rs. 6370
13.	Naginbhai S Patel	Rs. 4330
14.	Govind C Bhanvar	Rs. 4732
15.	Jeeva L Ghanak	Rs. 4201
16.	Jaysingh R Harkania	Rs. 6425
17.	Sunil G Bhanvar	Rs. 5058
18.	Vinod K Jobar	Rs. 6475
19.	Geeta V Farariya	Rs. 4842
20.	Ganga R Andher	Rs. 4283

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

Documentation in Progress

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

The Institute not involved in any such programme as on date

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

No such arrangements as on date

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

The Respective Information for Institute is uploaded on regular intervals for updating all stakeholders & the General Public on Institute's Website www.ssrilmr.edu.in

- 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;**

The Institutes Library operates as an In house facility during the Institutes Office Hours. The same is NOT available for Public use.

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

Shri. Pankaj Sharma
Public Relations Officer,
SSR Memorial Trust, Silvassa
Ph. 0260 2681113
Email: pankajssr@rediffmail.com

- 17. Such other information as may be prescribed**

N/A