

Right to Information Act, 2005

Section- 4 (1) (b)

Manual 1

Particulars of organization, functions and duties:

Organisation Name	Prin.K.M.Kundnani Pharmacy Polytechnic,Ulhasnagar
Type	Government Aided Minority institute
Establishment	1971
Affiliation	Pharmacy Council of India, New Delhi Maharashtra State Board of Technical Education, Mumbai.
Address	CHM campus, Opp. Railway Station, Ulhasnagar-421003
Function	Diploma in Pharmacy Programme
Duties	As per Education Regulations of PCI, New Delhi, conduct theory lectures and practicals

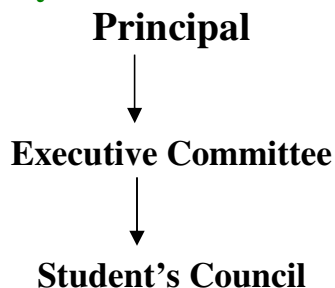
Manual 2

Powers and duties of Institute's officers and employees:

Designation	Powers and Duties
Principal	Head of the institute is responsible for all the issues related to running and developing the institute.
Assistant Professor	Completion of prescribed syllabus within stipulated period of time, Administrative work assigned by higher authority.
Office Superintendent	Perform the administrative work under the direction of the Principal and Supervise the day to day work of office, get work done by junior staff.
Clerk cum Typist	To assist office superintendent in office work and handle all works related to students.
Store keeper	Looks after central stores, book keeping for central purchases.
Assistant Librarian	Responsible for all the work related to library, procurement of books, journals, CD's and record keeping.
Laboratory Assistant	Responsible for maintenance of all equipments in the laboratory and preparation for practical as per manuals.
Laboratory Attendant	To assist laboratory assistant in his/her work.
Peon	To do works assigned by office.
Sweeper	Responsible for cleaning of institute and maintaining cleanliness.
Gardener	To maintain medicinal garden.

Manual 3

Procedure followed in the decision making process, including channels of supervision and accountability:



Manual 4

Norms set by the institute for discharge of its functions:

All the functions of institute are discharged according to norms set by All India Council of technical Education, Pharmacy Council of India, New Delhi; Directorate of Technical Education and Maharashtra State Board of Technical Education, Mumbai.

Manual 5

Rules, Regulations, Instructions, Manuals and Records, held by institute or under its control or used by institute's employees for discharging its functions:

Rules, regulations, instructions, manuals received from AICTE, PCI, DTE and MSBTE are followed by the institute's employees for discharging functions.

Manual 6

A statement of the categories of documents that are held by institute or under its control:

(A) Administrative Work-

(1) Service books (2) Inward-outward register (3) Confidential Report file (4) Seniority index (5) Retirement cases & report file (6) pay fixation file (7) Government resolutions & Circulars (8) Career Advancement scheme (9) Students Group Insurance file (10) RTI file (11) Leave record file

(B) Educational work-

(1) Statistical information file (2) T.C. register (3) Exam form file (4) MSBTE Affiliation file (5) Admission register (6) Students handbook (7) Time-table file (8) Exam correspondence file (9) Passing certificates (10) MSBTE Correspondence file

Manual 7

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 of implementation:

As per CIAAN of MSBTE institute has constituted an Institute Level Curriculum Implementation Unit (ICIU). It consists of senior experts from various sectors of the society. Any suggestions, complaints from students are discussed in detail and then decisions are taken.

Manual 8

A statement of boards, councils committees and other bodies constituted:

Governing Body :-

SR. NO.	NAME	DESIGNATION
I.	MANAGEMENTS' NOMINEES :-	
1.	Mr. Kishu Mansukhani	Chairman
2.	Prof. J. K. Bhambhani	Member
3.	Prin. (Ms.) Manju Nichani	Member
4.	Dr. P.S.Gide	Member
5.	Shri Plumarz Ferzandi (Professional Expert)	Member
II.	GOVERNMENT NOMINEES :-	
6.	Director, Directorate of Technical Education, (Nominee of the State Government official Member)	Member
7.	Regional Officer Western Block, AICTE (Nominee of the Central Government official Member)	Member

8.	Shri Ram Banarase Assistant Commissioner F.D.A. (Nominee of Central Govt. Non-Official Member)	Member
9.	Dr.(Mrs.) Sampada Patvardhan, Principal SVPKM College of Pharmacy, Mumbai	Member
10.	Mrs.saali Masal,R registrar, MSPC, Mumbai (Nominee of the State Government, Non-Official Member)	Member
11.	Chairman, M.S.B.T.E.	Member
III	MEMBER SECRETARY :-	
12.	Principal Dr. C.V.Achhra	Ex-officio-Member Secretary.

Manual 9

A directory of institutes officers and employees:

Principal	0251-2702625
Office	0251-2705163
Fax	0251-2702625
Email	pkmkpp2003@yahoo.com

Manual 10

Monthly remuneration received by each of institute's officers and employees, including system of compensation as provided in its regulations:

TEACHING STAFF

Sr. No.	Name of Faculty	Designation	Gross Pay as on 01.10.2012
1.	Dr. C. V. Achhra	Principal	138392.00
2.	Mr. A. S. Patil	Sel. Grade Lecturer	118725.00
3.	Mrs. M. S. Gharat	Vice Principal & Sr. Lecturer	69146.00
4.	Mr. S. V Chavan	Lecturer	55740.00
5.	Mr. S. N. Mavchi	Lecturer	51352.00
6.	Mr. H. G. Chawhan	Lecturer	54492.00
7.	Mrs. S. M. Pattebahadur	Lecturer	54492.00

NON-TEACHING STAFF

Sr. No.	Name of Person	Name of Post	Gross Pay as on 01.10.2012
1.	Mrs. Reema M. Wadhvani	I/Office Superintendent & Store Keeper	24149.00
2.	Ms. Sandhya G. Nikam	Typist Clerk	16510.00
3.	Mr.J.S.Ochhani	Lab. Assistant	29497.00
4.	Mr. Radheshyam Ojha.	Lab.Attendant	29742.00
5.	Mr..Ramchander Vishwakarma	Lab.Attendent	29742.00
6.	Mr. Naresh T. Kewalramani	Lab.Attendent	19502.00
7.	Mrs. Meena B. Wankhede	Lab.Attendent	16560.00
8.	Mr.N.N.Bharasakade	Peon	18780.00
9.	Mr.Bhaskar D.Tungare	Peon	18546.00

10.	Mr.Asbir D.Rajodia	Sweeper	15195.00
11.	Mr.Narayan S.Ghatar	Sweeper	16303.00
12.	Mr.Aslam Ansari	Gardener	19864.00

Manual 11

Budget allocated to each of its agency including the particulars of all plans, proposed expenditures and reports on disbursements made:

Manual 12

Manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes:

The institute does not execute any subsidy programmes.

Manual 13

Particulars of recipients of concessions, permits or authorizations granted by institute:

All the scholarships, free ships and railway concessions are given to students as per government norms.

Manual 14

Information available in an electronic form:

All the information of institute is displayed on website: www.pkmkpp.in

Manual 15

Particulars of facilities available to citizens for obtaining information:

Office Timings:–10.30 a.m. to 5.30 p.m.

Manual 16

Name, Designation and other particulars of Public Information Officers:

Sr.No.	Description	Name	Designation
1	Appealate Officer	Dr.C.V.Achhra	Principal
2	Information Officer	Mr.S.V.Chavan	Asst.Professor
3	Asst.Information Officer	Mrs.R.M.Wadhvani	I/C Superintendent

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Other information as may be prescribed:

All important information of institute is displayed on website.