

SANMATI ENGINEERING COLLEGE

PROACTIVE DISCLOSURE UNDER SECTION 4(1) (B) OF THE RTI ACT, 2005

Manual - 1:

1. **Objective/ Purpose of the Institute.** Major Objectives of the College are as follows:
 - (1) **Wisdom and knowledge.** Education is both a training of minds and training of souls, and therefore the college aims to inculcate both wisdom and knowledge, primarily in the fields of engineering and technology.
 - (2) **Aims of the social order.** The College also aims to achieve the aims of social order in its teaching and learning process by preserving the values of democracy, justice, liberty, equality and fraternity.
 - (3) **Love for higher values of life.** The College aims to impart a holistic education, emphasising also the higher values of life thought for the poor and sufferings, regards and respect for women, faith in brotherhood regardless of race, colour, religion etc.
 - (4) **Training for leadership.** We also aim to incorporate training for leadership in the profession and public life, as it is an important function of Higher Education College to train men and women for wise leadership.
2. **Mission/ Vision Statement of the Institute**
 - (a) **Vision – To Provide Technical Education in Socio-economically backward rural region to serve as precious resource for development of nation through excellence in Technical Education and Research.**
 - (b) **Mission – To Make Revolutionary Development in Socio-economic field of rural, tribal and backward region by educating students professionally and technically to face social challenges by providing them international quality education at an affordable cost.**
3. **Brief History of the institute and the context of its formation.**

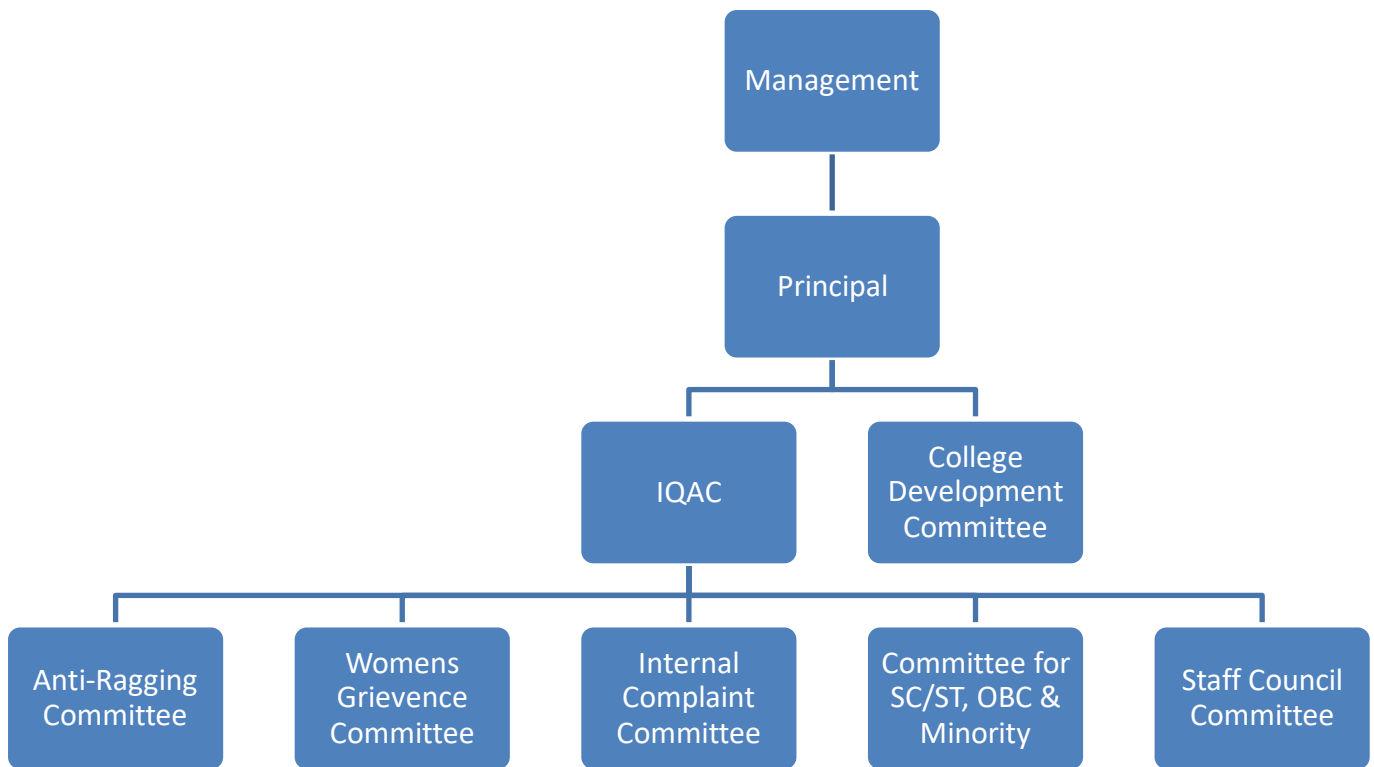
Sanmati Engineering College is one of the constituent institutions of Mukund Education Society, founded in academic year 2009-2010. It offers a wide range of graduate programs in the fields of Civil, Mechanical, Electrical and Computer Science Engineering. Each program has an intake of 60 seats. SEC has an excellent infrastructure, well-equipped Laboratories and workshops, state-of-the-art Computer and IT Center, Central Library, spacious auditorium, hygienic Canteen, separate hostels and gym for boys and girls.

All the branches of Engineering and Technology have their own technical associations which organize technical meetings, symposia, etc. in their respective disciplines. National level technical symposia are conducted every year. The valuable inputs gained from these help the students to hone their technical, managerial and organizational skills.

The Institute has teaching faculty who are well qualified from reputed institutes, carrying experience from teaching as well as industry. Many of them have done eminent research and publication work in their domain of specialization and are very good at imparting knowledge to the students.

4. **Duties of the institute.** To engage in teaching and research according to the norms and regulations which are laid down by the higher authorities of Sant Gadgebaba Amravati University based on recommendations of UGC.
5. **Main Activities/ Functions of the institute:** Teaching and other extension activities.
6. **List of services being provided by the institute with a brief write up on them.**
 - (a) The major services being provided are as follows: -
 - (i) Teaching and Learning
 - (ii) Library Services
 - (iii) IT Services
 - (iv) Life skills training
 - (v) Hostel services
 - (vi) Canteen services
 - (vii) Provision of electricity, water supply and other allied services.
 - (b) **Teaching & Learning.**
 - (c) **Library Services -**
 - (d) **IT Services.**
 - (e) **Life Skill Training**
 - (f) **Hostel Services.**
 - (g) **Canteen Services.**
 - (h) **Provision of electricity, water supply and other allied services.**

7. Organization of the institute: Organizational Structure



8. Expectation of the institute from the public for enhancing its effectiveness and Efficiencies.

Institute is primarily focused on providing quality technical education for Students from Rural background. Institute is expecting local population to take advantage of facilities provided by institute to create skilled man power that can helpful in betterment of rural area.

9. Arrangements and methods made for seeking public Participation/ contribution:

Students from Local Area can take admission as per guidelines by Central Admission Process by DTE. Institutes Admission team is dedicated for guidance related to selection of courses, admission and other problems that students face during admission procedure.

Also local public can participate in initiative of institute like Unnat Bharat Abhiyan, NSS and Awareness Programs etc.

10. Mechanism available for monitoring the service delay and public grievance resolution:

Institute has formed Grievance Redressal Mechanism through different Committees to resolve issues of various categories. Women Grievance Committee, Committees for SC,ST,OBC and Minorities, Student Council are available for resolving issues at different level As per University Guidelines and Rules.

11. **Address:** Sanmati Engineering College, N.H 161, Washim Malegaon Road, Tq. & Dist.Washim

12. **Working hours:** 9.30 AM to 5.00 PM

Manual - 2:**The Powers and Duties of Officers and Employees: -**

Sr. No.	Name	Designation	Duties
1.	Adv.Vaishali M.Walchale	Secretary	Management
2.	Dr.Priyadarshi S. Jaruhar	Principal	Administrative & Academic Head
3.	Mr.Amol Nandanwar	Accounts Officer	Financial Matters

Manual –3**(1) The Procedure followed for decision making process, including channels of supervision and accountability.**

Depending on issues or queries raised, decision making procedures under the supervision of concerning authorities will be done. Each person working in the institute has been provided with set of portfolios as per Institute policies. Also based on the guidelines in the handbook of institute decision making process is done.

(2) What are the arrangements to communicate the decision to the public?

14. Following are the arrangements: -

- a. Direct classroom communication
- b. Institute Notice Boards
- c. Institute Website: www.sanmati.in
- d. Very important announcements are also done through news-paper
- e. In-house Moodle.
- f. Newsletters
- g. E Mail
- h. Bulk SMS

(3) Who are the officers at various levels whose opinions are sought for the process of decision making?

Being the highest post of institute Principal is authorized to provide opinion and decision at various levels. Heads of all Departments, IQAC Co-ordinator, Accounts Head, Librarian, Store incharge are officers who can provide opinion. Some high priority issues, their opinions & decisions will be in the hands of Management.

(4) Who is the final authority that vets the decision?

Being the head of the institute Principal with the help of Management members is final authority to vet Decision.

(5) Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Manual – 4:

The Norms set by it for the discharge of its functions: -

Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name /Title of Document	Student Hand Book
Type of Document	Various rules and regulations for P.G. programs
From where one can get a copy of rules, regulations, instruction, manual and record (If any)	Institute website and Office
Fee Charges by the department for rules regulations, instruction, manual and record (If Any	Free

Manual – 5:

The Rules, Regulations, Instructions, Manuals and Records, held by it or under its Control or used by its Employees for discharging its Functions:

16. Following are the manuals and records: -

- (a) Enrolled students record
- (b) University provided information
- (c) Staff Manual
- (d) Students Handbook

- (e) College Bylaws
- (f) SOPs and policy letters of the College
- (g) Furniture and fixtures record
- (h) Stock register

Manual – 6:

A Statement of the Categories of Documents that are held by it or under its control:

Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at Secretariat level, directorate level, others (Please mention the level in place of writing “Others”).

Sr. No	Category of the Document	Name of the Documents and its introduction in online	Procedure to obtain the Document	Held by/ under control of Director of the school
1	Admission form	N.A.	As Per institutional policies	College Office
2	Enrolment List	N.A.	As Per institutional policies	College Office
3	Petty Cash Book	N.A.	As Per institutional policies	College Office
4	Stock Register	N.A.	As Per institutional policies	College Office
5	Student handbook	N.A.	As Per institutional policies	College Office
6	Scholarship	N.A.	As Per institutional policies	College Office

Manual – 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:

Sr. No.	Subject / Topic	Is it mandatory to ensure public participation (yes / no)	Arrangements for seeking public participation.
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	Not Applicable
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17. The institution involves all its stakeholders in planning, implementation and evaluation of the academic programmes. A few aspects in this regard are as mentioned below: -

- (a) The Governing Body meets to plans, analyses, implements and evaluates the entire academic programmes of the institution.
- (b) The Academic Council Academic retreat of the teaching staff for annual planning of activities.
- (c) Annual plans and teaching plans are discussed in the class and suggestions are incorporated.

- (d) Regular staff meetings to evaluate the services and to ensure feedbacks.
- (e) **PTA meetings.** PTA meeting are conducted batch wise. In these meetings, they are made aware of the institutional activities and invites suggestions for continuous improvement.
- (f) Feedback from stake holders including parents, alumni, employers and students.
- (g) Exit survey from outgoing students and the alumni for feedback.

Manual – 8:

A Statement of the Boards, Councils, Committees and other Bodies Consisting of Two or more Persons constituted as its part those Boards, Councils, Committees and other Bodies are open Minutes of such Meetings are Accessible for Public:

18. Not Applicable

Manual – 9:

A Directory of its Officers and Employees.

19. Information available on the institute Website

Manual - 10:

20. The Monthly Remuneration Received by Each of its Officers and Employees, Including the System of Compensation as Provided in its Regulations:

21. Information available at the institute office

Manual - 11:

The Budget Allocated to each of its Agency, Indicating the Particulars of all Plans, Proposed Expenditures and Reports on Disbursement made:

22. Information available with the college office.

Manual - 12:

The Manner of Execution of Subsidy Programmes, including the amounts allocated & the details of Beneficiaries of such Programmes:

23. Scholarships are awarded to them under various schemes. The College offers 100 percent tuition fee waiver for children of ex-servicemen of Armed Forces and Para Military Forces and Tibetan refugees.

Manual - 13:

Particulars of recipients of concessions, Permits or Authorizations granted by it.

24. Available in Office.

Manual - 14:

Details in Respect of the Information, Available to or held by it, Reduced in an Electronic Form:

www.college.ac.in

Manual - 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.

Not Applicable

Manual - 16:

Sr. No.	Department / Organization	Name	Designation	Telephone No.	Fax No.	E-mail
1.	Sanmati Engineering College					

The Names, Designations and Other Particulars of the Public Information Officers:

Manual - 17:

Such Other Information as may be prescribed; and thereafter update these Publications every year: