

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



Get Ready For Challenges

Saraswati Institute Of Management & Para- Medical Sciences

Opp. to 6th IRB, MPTC Pangei, Imphal East Manipur, College Campus: Nepali Basti, Pangei

*(Under Indian Trust Act 1882, Registration Act 1908) Regd. No. : 1433 of 2014)
Affiliated to Manipur University & Recognised by Pharmacy Council of India (PCI), Indian
Nursing Council (INC) And Approved by Ministry of HRD, New Delhi.*

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Declaration

Saraswati Institute of Management And Para – Medical Sciences, Imphal East Manipur was established in 2016 with a humble yet ambitious beginning. Since then, with a firm intention of bettering the quality of education, the resolute emphasis has been on the manner it functions as a single well-knit system. Societal acceptance and recognition of the larger public have been garnered due to continuous improvement in all facets of the system that is in place at the institute.

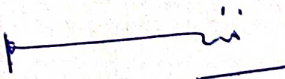
The stakeholders of the institute, therefore, need to be aware of the systems and procedures instituted at the institute as well the must be in access to statutory information as per the government act. It is the objective of this “mandatory Disclosure” document that all necessary and pertinent information in its most accurate content be disclosed for access to all its stakeholders and I declare that this information is true and shall be updated with time.

Sd/-

Plus Phijam

Managing Director

Date:


Managing Director
Saraswati Institute of Management
and Para Meidical Science
Pangei, Imphal East, Manipur



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Sl. No	Title	Details
1	Name of the College	Saraswati Institute of Management And Para – Medical Sciences, Imphal, Manipur
2	Address for communication	Opp. To 6 th IRB, MPTC, Pangei Road , Pangei , Imphal East, Manipur. Pin - 795119
3	Phone No.	0385 – 2910317
4	Fax. No	0385 - 2912400
5	E mail	plusphijam27@gmail.com
6	website	www.simpsimphal.com
7	Head of Institution	Plus Phijam
8	Mobile No.	98565 75163 / 94022 33554
9	Year of Estd. of the Institute	2016
10	Date and year of Permanent Affiliation from Manipur University	27 th March 2023
11	UGC 2(f)	6 th March 2023
12	Type of Institution	Trust (Private)
13	Name of the trust running the Institution	Saraswati Institute of Management And Para – Medical Sciences
14	Address of the Institution	Opp. To 6 th IRB / MPTC , Pangei Road, Pangei, Imphal East, Manipur , Pin- 795114.
15	Registered with	Office of the Sub – Registrar, Porompat, Imphal East, Manipur, Govt. of Manipur Under Indian Trust Act, 1882, (Registration Act, 1908) Regd. No 1433 of 2014
16	Registration Date	10 th July 2014
17	Name of the Affiliating University	Manipur University
18	Address	Canchichipur, Imphal, Manipur
19	website	www.maniuniv.ac.in
20	Latest Affiliation	9. 1. 2024

2. About the Institution

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Saraswati Institute of Management And Para – Medical Sciences, Imphal East Manipur was established in the year 2016, it is the first of the educational projects of Trust(R), Imphal. The Institute aims at imparting good education with an emphasis on developing the overall personality of its students in addition to instilling moral values. We, in this institution, strive hard to shape the students in such a way that they would transform into an asset to the community and the nation at large.

3. The Vision of the Institute

“To be recognized as a premier technical and management institution promoting extensive education fostering research, innovation, and entrepreneurial attitude”.

4. Mission of the Institute

To empower students with indispensable knowledge through dedicated teaching and collaborative learning.

To advance extensive research in Allied Health Sciences, Medical, and management disciplines.

→ To facilitate entrepreneurial skills through effective institute-industry collaboration and interaction with alumni.

To instill the need to uphold ethics in every aspect.

To mould holistic individuals capable of contributing to the advancement of society.

5. Core Values

→ Encourage learning and leadership

→ Discipline, Diligence, and Perseverance

→ Integrity with Accountability and ethics

→ Social Responsibility for the furtherance of society

→ Cultural Affinity.

6.1. General Duties and Functions of Staff Members

→ The Institution must observe actual teaching days in a calendar year as prescribed by the university and the remaining working days shall be devoted to the development of the academic standard, research & training, examination, faculty development program, seminar, workshops, publication, and other activities of the Institution as per guidelines of the Authority.

→ The functions of teaching and non-teaching staff are different in the institutions. The work of the academic teaching staff revolves around teaching, research, publication, application of knowledge such as consultancy, conducting seminars, student and community development, lab development, product development, projects, and so on.

→ The faculty members have to take tutorial classes / remedial classes / advanced classes / makes up tests.

→ The counselling of the students will be an essential component of the role & responsibilities of faculty members.

→ It will be incumbent upon the Head of the Department to ensure that the regular norm is satisfied concerning each of the teaching faculty in the department. The details of assigned classes (as per routing) and weekly progress to be uploaded into MIS portal by concerned faculty members and this will be a vital criterion at the time of periodic appraisal of the faculty members. →

The work plan of faculty members shall ensure, in the most productive manner, the utilization of stipulated working hours per week, with regards to the roles, jobs, and targets assigned to them by the department/institution. →

The work distribution of non-teaching employees will be solely decided by the institute authority / HOD / the reporting officer on whom the authority has been delegated. Both teaching and non-teaching employees shall be present in the institution during the working hours unless engaged in official work outside.

→ Any Other duties and responsibilities as defined by the Authority.

6.2.1. The Principal

Subject to the supervision, direction, and general control of the Authority, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. The principal shall be the chief academic and administrative head of the institute.
2. Policy planning and leadership.
3. Communicating the vision, mission, objectives, and all policy of the authority to all employees of the institution.
4. Implementation of the directions of the authority.
5. Fixing parameters and goal sheets for teaching and non-teaching employees.
6. Participating, Involving, monitoring, and evaluating teaching, research, publication, real knowledge application, etc.
7. Close participation in the process of performance evaluation of employees.
8. To monitor & follow-up on the proceeding & activities of all the college committees, to ensure that all issues are addressed timely and properly for the best interest of the institution.
9. Monitoring of the student's feedback systems duly authenticated by respective HODs.
10. To monitor and ensure that all relevant data are duly uploaded in the university official portal and AICTE Portal.
11. Any other responsibility is given by the Authority.

6.2.2. The Dean- Administration

Subject to the supervision, direction, and general control of the Authority/ Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. Direct the business administration of the institute and its departments, specifically the areas of accounting, financial reporting, human resources, and payroll activities.

2. Develop and implement institute-wide business administration policies and best practices in consultation with departmental administrators as needed.

3. Prepare long and short-range financial goals and objectives for the institute, including modelling and forecasting prospective revenues and expenditures under different assumptions and scenarios.

4. Prepare an annual comprehensive all – funds institute budget.

5. Actively manage and strategically evaluate the institute's resources, ensuring that funds are stewarded appropriately, allocated, and deployed for maximum benefit.

6. With an entrepreneurial focus, develop and explore new and /or unidentified avenues for potential sources of revenue.

7. Implement appropriate internal controls and effective business practices and perform quality reviews to ensure compliance.

8. Using excellent professional judgment and knowledgeable resources, independently and with accountability, make decisions consistent with applicable policies, expectations of institute leadership; proactively prevent problems

9. Advise institute leadership, faculty, and staff on all matters related to the financial and administrative management of the institute.

10. Any other responsibility is given by the Principal.

6.2.3.The Dean- Research and Development

Subject to the supervision, direction, and general control of the Authority/ Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

He/she is overall responsible to develop, sustain and advance a research mission in the institute, among its faculty and students, and through collaborative partnerships with industry and other institutions, in that:

1. Monitoring the activities of the Research Centre of various departments as in line with the university regulations and requirements.
2. Monitoring the research progress of research scholars pursuing a Ph. D.
3. Recommending faculty members for participation in qualitative conferences / Seminars / Workshops.
4. Monitoring the activities of innovation and creativity in practice at the institute.
5. Monitoring the progress of product development in the departments.
6. Develop and promote the integration of research programs and research initiatives in collaboration with institute leader and departmental administrator.
7. Lead the quest to establish Centers of Excellence via facilitating research activity and innovation throughout and collaboratively.
8. Conduct a program of research such as conferences, workshops, FDP's, seminars, etc .
9. Lead, facilitate, and support grant-writing activities for research investigations within the institute and throughout its spectrum.
10. Advise to build research infrastructure within the institute and collaboratively to facilitate and advance research productivity.
11. Build relationships with local, national, and international foundations and facilitate communication and interaction with federal funding agencies.
12. Advise, assist, and recommend faculty on research proposals, patenting research contracts, and intellectual property issues.
13. Assist faculty members in identifying and securing the necessary resources.
14. Any other responsibility is given by the Principal.

6.2.4. The Head of the Department

Subject to the supervision, direction, and general control of the Authority/ Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. The Head of every Department shall act under the general supervision and control of the Principal of the institution and his duties and function shall be to administer the academic and administrative affairs of the department concerned following the guidance of the Principal and as per the policy of the authority.

2. HODs will actively participate in teaching, research, publication, and administrative work as per the work distribution of the Principal.

3. The HOD shall always maintain the academic standard in the department. In addition to the allotment of classes to the teachers, he shall assess the workload of the teachers, lab instructors, and other technical persons in the department, requirements of staff members, etc. He shall also maintain a liaison with the other departments. He shall keep vigil about the quality teaching in every theoretical & practical subject as per syllabi of the university. The HOD shall ask the teachers to prepare lesson planning on each subject and he shall monitor whether the schedule is maintained. He shall prepare a list of the types of equipment, books, etc. well before the beginning of the semester and forwarded it straight to the Principal for early procurement. He shall take care of conducting all the examinations, evaluation methods, keeping all records of examinations as per regulations under the guidelines of the Principal. In any case of urgency or anything related to academic affairs that are not mentioned above the HOD shall take advice from the Principal and shall take necessary steps.

4. As a part of academic affairs, the HODs will impart knowledge to the students by taking classes, taking tutorial and remedial classes on regular basis, needbased laboratory development and lab classes, evaluating the students, and so on.

5. As part of real-world knowledge application, HOD shall encourage consultancy and project work amongst faculty members as per norms in consultation with the Principal.

The said activities, progress, and achievement are recorded in the meeting of the departmental committee. HOD will also ensure that Faculty members are engaged in the development of quality study materials, course materials, lesson plans, model questions, answers, etc on regular basis and those are uploaded into the MIS server of the institution.

6. HOD will monitor that faculty members hold regular interaction with student representatives to resolve ongoing issues and a healthy student-teacher relationship is maintained with all dignity.

7. HOD will provide effective leadership towards industry institution partnership. Organization of special lectures, seminars, workshops by the industry professionals for the total development of future professionals. Interaction with industry and institute for the academic development of the students.

8. As far as management of the academic affairs of the department concerned he shall act in consultation with the departmental committee, The departmental committee shall meet at least once a month, which shall be convened by the Head of the Department concerned with the agenda and the time of the meeting being decided upon in the preceding meeting so that no notice is circulated.

9. Faculty/teaching skill development program to be planned by the HOD based on need analysis of all the concerned faculty and technical staff members.

10. HOD has to ensure that the required data are duly uploaded to the MIS server/university official portal by all the faculty members.

11. Any other responsibility is given by the Principal.

12. HOD shall encourage faculty members to do Ph.D. / Research.

6.2.5. The Professor and Associate Professors

Subject to the supervision, direction, and general control of the Authority/ Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. Professors and Associate Professors will actively participate in teaching, research, publication, real-world knowledge application, and administrative work as per the work distribution model envisaged by the HOD/Principal

2. Professors and Associate Professors will assist HOD in academics and administration of the department and also contribute to policy planning, monitoring & evaluation, and promotional activities both at the departmental and institutional level.

3. As far as management of the academic affairs of the department is concerned the Professors and Associate Professors will take active participation in the departmental committee as advised by the HOD.

4. As a part of academic affairs the Professors and Associate Professors will impart knowledge to the students by taking regular classes, tutorial classes, and remedial classes on regular basis, they will also guide the faculty members regarding the need for laboratory development and to improve the quality of the lab classes and so on.

5. As a part of academic affairs, the Professors and Associate Professors will implement a faculty development program, conduct departmental workshops and seminars and also monitor and evaluate academic activities.

6. Professors and Associate Professors will provide research guidance including the Ph.D. program; ensure publication work and also design and development of new programs as suitable for the students.

7. Professors and Associate Professors are most suitable for real-world knowledge application, they will provide leadership in external revenue generation programs such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development; modernization, expansion, promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Program and brand building of the department providing technical support, etc.

8. Has to give valuable guidance as a senior member of institution committees duly nominated by the Principal.

9. To contribute to the finishing school program and industry readiness program.
10. Any other responsibility is given by the HOD / Principal.
11. The Professors and Associate Professors must undertake the responsibility to bring sponsored research projects and industrial consultancy work.

6.2.6. The Assistant Professors

Subject to the supervision, direction, and general control of the Authority/ Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. Assistant Professors will actively participate in teaching, research, publication, real-world knowledge application, and administrative work as per the work distribution model envisaged by the HOD/ Principal. They will also be closely involved in his examination process as per the guidance of HOD.
2. Assistant Professors shall take an active role in the departmental committee as directed by the HOD.
3. Assistant Professors shall take regular classes, tutorial classes, and remedial classes regularly, laboratory development and lab classes, preparation of lesson plan, teaching materials, publications, and full implementation of online teaching-learning systems.
4. As a part of academic affairs, the Assistant Professors will participate in the faculty development program, departmental workshop, seminar for continuous quality improvement teaching-learning process.
5. Assistant professors shall be actively involved in research and project, publication work, and design/development of the new program is suitable for the students.
6. Assistant Professors shall participate in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development, modernization, expansion, promotion of entrepreneurship and job creation, to implement sustainable QIP and brand building of the department providing technical support, etc.

7. Assistant Professors shall actively take part in extracurricular, cultural, and social service activities of the college as a member of respective institution committees and cells.

8. They shall devote significant time and energy to the total counselling of the students round the year.

9. Any other responsibility is given by the HOD / Principal.

10. Assistant Professors shall involve themselves in research and development. They must try to publish research papers and engage themselves accordingly for doctoral work (if applicable).

11. Assistant Professors shall have to take an active role to bring sponsored industrial consultancy work as well as sponsored research projects.

6.2.7. Research and Development, Consultancy, Sponsored Research

The departments must facilitate the following activities.

- Industrial Consultancy
- Individual
- Technical Services
- Service Consultancy
- Sponsored Research
- Talent searching at all levels (i.e. Faculty, Students, and lab Assistants.
- For AICTE/Other funded projects progressive reward system to be followed.

6.2.8. The Training and Placement Officer (TPO)

Subject to the supervision, direction, and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. The TPO shall be responsible for all activities related to training of the students to enhance their interview-winning skill in consultation with the H.O.D/ Authority.
2. The TPO is the member convener of the TPO core committee.
3. The TPO shall be responsible to keep close coordination with the H.O.D/ Authority.
4. The TPO shall maintain all databases of the students necessary for placement of the students.
5. The TPO will take the initiative to visit different companies to build up a good industry-institute relationship.
6. The TPO before taking any final decision shall always consult the H.O.D/ Authority.
7. The TPO should keep the students informed about all activities of the Placement and Training cell, which are related to students' training & placement.
8. TPO should maintain all records needed by the corporate for placement of the students.
9. TPO shall submit regular statement reports to the Principal regarding the expenditure in his cell.
10. TPO shall be ready to accept and execute any responsibility given by the Principal in matters related to Training & Placement.
11. The TPO will report to the H.O.D/ Authority.
12. TPO should be ready with the data required to upload for the approval process of MU/AICTE/NBA/NAAC and any such organization.
13. Any other responsibilities as assigned by the H.O.D/ Authority.

6.2.9.The Librarian

Subject to the supervision, direction, and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not

exhaustive: Librarian will be responsible for smooth & effective operation of the college library

1. Librarian will manage the planning, administrative and budgetary functions of library and information services including.
 - 1.1. Establish and implement library and information policies and procedures.
 - 1.2. The person will be responsible for procurement planning in consultation with the 'Library Committee' and Principal.
 - 1.3. Develop and manage convenient, accessible library and information services.
 - 1.4. Prepare and manage the budget for library and information services, technology, and media.
 - 1.5. Develop and manage cost-effective library and information services, technology, and media.
 - 1.6. Order materials and maintain records for payment of invoices.
 - 1.7. Analyze and evaluate library and information services requirements.
 - 1.8. Prepare reports related to library and information services, resources, and activities.
 - 1.9. Smooth & effective operation of the library.
 - 1.10. Procurement planning in consultation with 'Library Committee'/ Principal.
 - 1.11. Software implementation/up-gradation.
2. Librarian will provide effective access to library collections and resources, maintain the organization of library materials, provide library services in response to the information needs of library users, and perform other related duties.
3. Any other responsibility as assigned by the Authority/Principal.

6.2.10. The Physical Education Director

Subject to the supervision, direction, and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. He shall organize various physical fitness exercises for the students from time to time. He shall coach the students either before or after the class hours in the morning and evening.

2. He shall be responsible for the conduct of tournaments and athletic meets at the institution; impart coaching and /or training to the students to participate in intercollegiate and /or inter-university competitions, and also national and international competitions.

3. The PED shall arrange for sports meets and other coaching camps for the students.

4. The PED shall be responsible for the selection of a team of talented students to represent the institute for various sports events and motivate them to win trophies, shields, medals, and other prizes.

5. He shall discharge any other functions and accomplish any other duties and assignments allocated to him from time to time by the Authority/Principal.

6. He is the Member – Convener of the sports committee and makes arrangements for the periodical meeting of the sports committee and prepares the minutes of the meetings.

7. He is responsible for the maintenance of the daybook, stock book, and the accounts of the sports expenditure.

8. The PED shall arrange for conducting annual periodical stock verification of sports materials and other equipment and submit annual stock verification reports to the principal with his specific findings; if any difference is noticed between book balance and physical balance the same may be entered in annual stock verification report in shortage column through the sports committee.

9. Any other responsibility as assigned by the Authority/Principal.

6.2.11. The NSS Program Officer

Subject to the supervision, direction, and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. Provide information about NSS motto aims and objectives, philosophy, and activities.
2. The NSS program officer is the member convener of Swachh Bharat Mission Cell.
3. Enlist cooperation and coordination of community, agencies, government departments, and non-governmental agencies.
4. Select or adapt the village/slum for service projects based on utility and feasibility.
5. Prepare and conduct the orientation Program for NSS Volunteers, explain to them about the concept of social service.
6. Prepare and teach them the methods and skills required for achieving the objectives of the NSS scheme.
7. Promote community education through meetings, talks, news bulletins, discussions, etc.
8. Co-ordinate the NSS activities as per the volunteers' ability and community demands
9. Coordinate various external resources available in the forms of government services, welfare agencies, and voluntary organizations for the success of the NSS Programs.
10. Coordinate internal resources available in the form of teaching expertise of teachers for enhancing the knowledge and skills of the students in the implementation of the NSS scheme.
11. Supervise the NSS Program undertaken by Volunteers.
12. Assist in evaluation and follow-up work.
13. Run day-to-day administration of the programs.
14. Attend correspondence regularly between institute and university.
15. Prepare progress report periodically for submission to institute and university.
16. Maintain a record of volunteers' participation and programs were undertaken.
17. Keep accounts and stock in the prescribed format.

18. Inform the community about the NSS programs through press reports, radio, and television programs.

19. Create awareness, through pamphlets, seminars, and meetings.

20. Initiate to create awareness for image building of NSS to inspire and motivate the NSS Volunteers.

21. Any other responsibility as assigned by the Authority/Principal

6.2.12. The System Administrator Subject to the supervision, direction, and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. Manages all the activities relating to computer systems and networking.

2. Take all necessary measures in upholding the internet usage policy of the institute.

3. Looks after the repair and maintenance of the computer system and its networking.

4. Prepares a schedule for providing computer service to all concerned.

5. Arrange for the availability of internet connection wherever and whenever required.

6. Arranges computer training /refresher courses for the staff to update their knowledge.

7. Develops e-learning and user-friendly e-institution concept with the guardian and faculty member.

8. Maintains and updates the institute website.

9. He is the member convener of the media cell and makes arrangements for the periodical meeting of the cell and prepares the minutes of the meeting and follow up the decisions towards implementation.

10. Any other work /responsibility assigned by the Authority/Principal.

6.2.13. The Foreman / Mechanic / Programmer / Technical Assistant / Lab Instructor

Subject to the supervision, direction, and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. As a part of academic affairs the foreman, technical Assistants & lab instructors will actively participate in laboratory development, preparation of laboratory manual, charts, and conducting lab classes with full theoretical knowledge duly guided by concerned faculty members.

2. Foreman, technical assistants & lab instructors are always guided by the respective faculty in charge of the laboratory. Foreman, technical assistants & lab instructors shall also be responsible to take every care & ensure the proper maintenance of the equipment, electric connections, etc. kept in the laboratory, in case any other assignments given by the respective teachers, he/she shall always participate in any activity related to institute affairs. He shall also carry out the decisions of the HOD as well as the Principal.

3. They will also be actively involved in multiple college activities as a member of various cells duly nominated by HODs.

4. In the event of modification in the syllabus, the concerned technical staff members need to be updated and trained by the senior faculty members to implement the modifications appropriately.

5. Maintenance of stock register.

6. Any other responsibility is given by the Principal or by the HOD.

7. Technical Staff members must augment their qualifications with the approval of the HOD / Principal.

6.2.14. The Registrar / Administrative Officer

Subject to the supervision, direction, and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. The Registrar/Administrative Officer is the administrative head of the institution and he is the authority to keep all sorts of records in his custody.

2. The Registrar/Administrative Officer shall keep and maintain the records of attendance of staff members regularly as per regulation.

3. The Registrar/Administrative Officer shall maintain the leave register of all the employees. The Staff members, for any leave, shall apply to the Principal through the HOD.

4. The Registrar/Administrative Officer shall maintain all the records of the semesterwise examinations through the examination Section.

5. The Registrar/Administrative Officer shall always provide information to the Principal as well as to the Authority as and when needed. Other than the Principal and Authority, nobody can ask for any information about the Institute, unless and until prior permission is taken from the Principal or Authority.

6. In case of execution and implementation of any decision, The Registrar/Administrative Officer shall consult the Principal. All the administrative affairs, namely, General Administration within institute and Hostel, Estate, Construction, Admission, Accounts, Examination, Building Maintenance, Security, Transportation, Games activities, etc. will be under the direct control of the Registrar/Administrative Officer.

7. All admission shall be done, as per regulation, through the Registrar/Administrative Officer under the direct supervision of the Principal and Authority.

8. All other administrative (Ministerial) personnel will work under the supervision of The Registrar/Administrative Officer.

9. The Registrar/Administrative Officer, for any decision, shall always consult the Principal.

10. Will maintain all the records as per the university norms & will be the custodian of all records and statues.

11. Will ensure full compliance of fire protection and safety measures in the buildings and overall campus. The person will look after the student affairs of the institute and hostel as well.

12. Will ensure compliance of timely payments towards taxes and insurance premiums as per statutory requirements.

13. The Registrar/Administrator will look after the day- to - day administration of the institute.

14. The Registrar/Administrative Officer will report to the Principal.
15. Any other work assigned by the principal.

6.2.15. EPA to Principal

The role of Executive Personal Assistant to Principal is to provide invaluable clerical and administrative support to assist/ facilitate the effective and efficient discharge of responsibilities attached to the role of Principal.

Subject to the supervision, direction, and general control of the Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. Provide administrative and clerical support, including the preparation of correspondence, reports, memoranda, circulars, notices, etc.
2. To ensure that all papers about GC meetings are kept in order and update agenda, meeting notice, proceedings, and action on resolutions of the GC meetings.
3. In the Principal's absence refer matters to the In-charge for action
4. In charge of the day-to-day running of the PA's Office, requiring a thorough knowledge of all office procedures, including dealing with pupils, dealing with staff, welcoming visitors, filing, mail, e-mail, typewriting, word processing, photocopying, etc.
5. Maintain all related files and folders within the Principal's office.
6. Undertake any other appropriate additional duties, as required by the Registrar, to assist with the efficient running of the institute services
7. Provide a confidential secretarial, clerical, and administrative service to the Principal
8. Screen and deal with all the Principal's telephone calls
9. Receive and welcome visitors to the Principal in a professional manner, providing refreshments as required
10. Deal with incoming and outgoing correspondence for the Principal/Institute – drafting replies when necessary.
11. Communicate with parents, staff, students, the general public, university and government agencies, local authorities, and VIP visitors to the institution.

12. Keep the Principal's diary and make appointments in line with the agreed procedure

13. Take minutes/action points at meetings as required.

14. Any other work assigned by the principal.

6.2.16. The Public Relations Officer

Subject to the supervision, direction, and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. Maintain transport as per the necessity of the institute in providing transport service in coordination with the transport manager/Principal.

2. Facilitate housekeeping requirements as per the requirement of the institute and supervision of the housekeeping personnel.

3. Facilitate gardening/beautification services in the estate of the institute.

4. Educational public assistance: The officer distributes newsletters containing information about campus events, built and maintains ties with the alumni, faculty, staff, and students.

5. Expanding the number of applicants in an institution: To advertise the institution to increase the number of applicants. To use social media sites, blogs, and podcasts among others. He/she can also advertise on radios and television and help in making the institution better known hence expanding its population as it will attract more applicants.

6. Advertising institution: Highlight the positive about the institution, including the background of the institute, courses offered, achievements of the students, and the faculty.

7. Maintaining community relations: Create a good relationship between the institution and the community around. The officer has to uphold the image of the institution or maintain it and promote understanding and favorable relations with the public at large.

8. Improving internal relations: Internal public relations are the activities done within the institution to maintain good rapport and smooth out communication.

9. Crisis management: Crisis management maintains a good image of the institution.

10. Helping the institution to become better known: To advertise positively and make the institution known worldwide.

11. Organizing large-scale events and holding public meetings: Hold large-scale meetings with the public to communicate different positive objectives. During the meetings, the achievements of the institutions are made clear to the public.

12. Creating and maintaining a positive image: hold press conferences regarding any new developments in the institution, press release concerning the activities, branding of the institutes, maintaining contacts with the people who benefit the institution in any way.

13. Any other work assigned by the principal.

6.2.17. Admission Section

Subject to the supervision, direction, and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. All matters about the admission of students to the institute at all levels in line with the norms of the university, state, and central government.

2. All works connected with MU and AICTE & the state government about the admission of students.

3. Students matters about scholarships/Fee concession, etc.

4. Preparing reports and supply of information about all statutory bodies.

5. To attend any other work that is assigned by the Authority/Principal.

Note: Depending on the workload, several office assistants will be assisting the superintendent in discharging his responsibilities. The superintendent is responsible for admitting students at the beginning of the 1st year and preparation of the eligible candidate list and forwarding it to the concerned departments. Attending to various inspection committees like LIC, AICTE, and furnishing the all details required by them.

6.2.18. Accounts Section

Subject to the supervision, direction, and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. Keep all financial matters about the institute in an appropriate order and up to date.
2. Attend financial matters with specific reference to MU and AICTE.
3. Prepare budget statements and attend to follow up matters about budget provision.
4. Attend matters about grants with specific reference to state govt., central government, and other agencies.
5. Attend matters about the audit.
6. Attend AC/DC bills of examinations.
7. Prepare an annual report of accounts.
8. Verify (day-to-day) the relevant financial registers, cash book, general ledger, etc.
9. Verify and admit bills, vouchers, etc.
10. Attend financial matters about the building section.
11. Attend any other work entrusted by Registrar/ AO and Principal.
12. Prepare monthly salary statements as per the directions of the Authority/Principal.
13. Attend regular check on, receipt & expenditure.
14. Attend any other work that is assigned by the Authority/Principal. Note: Depending on the workload number of office assistants will be assisting the superintendent in discharging his responsibilities. The superintendent is responsible for scrutinizing the bills of buildings, equipment, consumables, etc., and attending matters about the maintenance of the bills, like water & power bills. The Superintendent is also responsible for obtaining the various scholarships from different authorities and distributing them to the students, maintain fee ledgers, refund registers, bank accounts, cash book, etc, prepare monthly and quarterly income and expenditure statements and assist with the annual budget preparations,

attend to the provident fund, income tax, professional tax, and other statutory deductions. Direct central assistance grant received from the Karnataka Govt. and another organization is to be properly accounted for.

6.2.19. Examination Section

Subject to the supervision, direction, and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. Attend all matters about the conduct of university examinations both theory and practical.
2. Attend all matters about students taking university examinations like receiving application forms, sending them to university, copy of IA marks dispatch to university, etc.
3. Prepare AC and DC Bills in respect of both theory and practical exams.
4. Attend all matters about the results of university examinations
5. Attend matters about all examinations.
6. Attend to results analysis.
7. Attend to the entry of enrolled students and the same to be sent to the university.
8. Attend to supervision work of office assistants.
9. Review the weekly pending cases and brings them to the notice of the next superior.
10. Give an opinion for all the files duly quoting the rules.
11. Attend any other work that will be assigned by the Authority/Principal.

Note: Depending on the workload number of office assistants will be assisting the superintendent in discharging his responsibilities. The superintendent is responsible for receiving the Examination application form, scrutinizing, and forwarding it to the university with relevant details. Receive the application form for revaluation, rejection of results, repeaters, and process them accordingly. Preparation of question paper requirements, seating arrangements for the examinations, forwarding the answer script bundles to the university, preparation of the remuneration bills both

for practical and theory examination. Issue of course completion certificates marks cards and preparation of statistical data required by the university.

6.2.20. Stores Section

Subject to the supervision, direction, and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. Take all steps necessary for receiving/procuring and storing all types of equipment and consumables as required by the respective departments of the institute including administration.
2. Take all steps necessary for annual stock verification of all store stocks.
3. Take all steps necessary for the repair/servicing and/or disposal of all the unserviceable and/or redundant plant, equipment and other articles or fixtures including office equipment, that are returned to the stores from the departments
4. Take steps for the writing off items as and when such occasion arise and prepare breakage reports list of unserviceable articles and disposal of the same.
5. Take steps for renewal of all licenses of items in stores as applicable.
6. Maintain all registers of the section in a satisfactory/prescribed manner and make them up to date, by recording the respective receipts and issues, meticulously.
7. Maintain day book and other stock regarding goods received.
8. Attend processing of several schemes pursued by the institute.
9. Attend all AC and DC bills. To process all the bills of the items purchased and taken on the stock in stores.
10. Take all steps concerning the furniture of the institute like
 - (a) ordering and passing the bills
 - (b) numbering and noting the location
 - (c) entry in the registers etc.
 - (d) stock taking etc.
11. Take all steps regarding stationery requirements of the institute like
 - (a) ordering and passing the bills

(b) entry in the registers both input and output

(c) Receiving and issuing the item against the relevant purchase orders and indents as applicable.

12. Attend any other work that will be assigned by the Authority/Principal.

Note: Depending on the workload number of office assistants will be assisting the superintendent in discharging his responsibilities. The Superintendent is responsible for obtaining quotations, placing orders, passing all types of bills including AC/DC. Maintain the furniture/stationery issue register, stock ledger, and unserviceable items register.

6.2.21. Establishment Section

Subject to the supervision, direction, and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. Ensure that all papers about the staff of the institute (Teaching and Non – Teaching) are kept in order and update, about the schedule, recruitments, leave matters, pay scales, promotion, seniority list, and in – charge arrangement.

2. Take steps for the issue of necessary office orders and subsequent follow up matters.

3. Attend to the schedule of establishment charges, classification registers, vacancy, issue of advertisements, filling of vacancies, posting, GC and sub-committee meetings (including staff selection committee), appointment orders, matters about study leave, the deputation of staff for higher studies, matters about pay scales, issue of office orders, verification of personal files & service registers, payrolls, matters about in – charge arrangement, matters about cadre and recruitment rules & matters about promotion & seniority list.

4. Review the weekly pending cases and brings them to the notice of the next superior.

5. Should give his opinion for all the files duly quoting the rules.

6. Attend any other work that is assigned by the Authority/Principal. Note: Depending on the workload, several office assistants will be assisting the superintendent in discharging his responsibilities. The Superintendent is responsible

for various service-related matters of the employees. They prepare the salary bills of the employees including various deductions.

6.2.22. The Office Assistants

Subject to the Supervision, direction, and general control of the Authority the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. He is responsible to keep all the records related to the Institute under the directives of the Principal and the Registrar/ Admin Officer. He shall always keep strict secrecy & confidentiality in maintaining the records. He shall execute any assignments from time to time given by the authority. He, under no circumstances, shall handover the records to anybody, unless and until he gets permission from the Registrar/ Admin Officer. Under the instruction of the Registrar/Admin Officer, he will maintain the records.

2. Any other responsibility is given by the Principal or Registrar/Administrative Officer.

6.2.23. The Project-Manager / Maintenance Supervisor / Transport Manager / Electrician / Helper / Plumber / Machine Operator / Driver / Painter, Etc.,

Subject to the Supervision, direction, and general control of the Authority/Principal/Registrar/AO, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. Above said personnel are always guided by the respective authority. They shall also carry out the decisions of the Principal and Registrar/Administrator.

7. Organization Structure

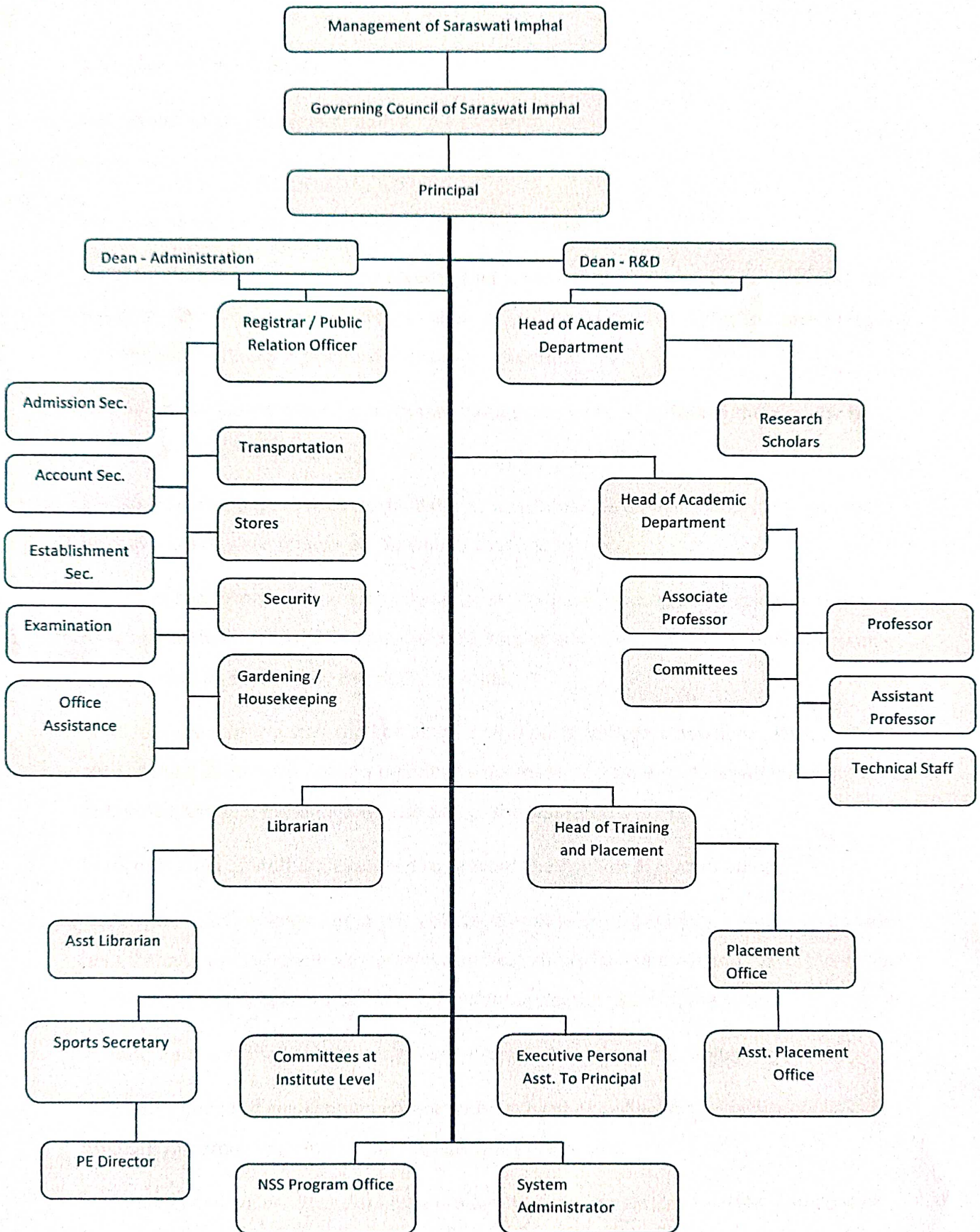


Figure 1: Organization Chart

latitude and longitude — 24.8693925, 93.9725378.

Working hours and General Duties and Responsibilities

1. All teaching and non-teaching faculty shall adhere to the hierarchy established at the institute. All official correspondences shall strictly follow this hierarchy. Not upholding the established hierarchy is deemed as gross insubordination.
 - a) The official assignments/ jobs /subjects/laboratory etc. shall follow the top-down approach in the hierarchy.
2. A six-day working schedule from Monday to Saturday is followed except the general holidays. Classes are scheduled from 9.30 am to 3.00 p.m.
3. Institute working hours are usually are from 9.30 a.m. to 3.00 p.m. However, those who have an academic, administrative, examination, or any other such work shall follow any other timing as directed by the HOD/Principal.
4. All members of the staff shall be at their workplace (offices, classrooms, labs, staff room, etc.) at least 10 minutes before the commencement of classes and should leave the college not earlier than 10 minutes after the end of the last hour.
5. All members of staff are expected to present themselves in decent attire.
6. Anyone needing to go out of the College premises during working hours (except lunch break) shall seek the necessary permission from the HOD/Principal and mark the entry of his/her absence details in the OUT and IN timing Register kept at the gate).
7. Staff members shall compulsorily wear College ID while on the College premises.
8. Faculty and staff shall communicate with each other and with students preferably in the medium of communication of the Programme i.e. English.
9. Faculty shall ensure that discipline is maintained in the classroom, labs, and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/Principal.

10. Staff members shall neither use mobile phones in the corridors of the premises nor during their instructional hours. However, they may use them in their cabins/rooms.

11. Staff members shall submit their investment details to the Account Section before 7th January each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.

10. Governing Board Members

Sl. No	Name	Designation/ status	Position
1	Plus Phijam	Social worker	Chairman
2	Ksh. Mani Singh	Executive Engineer (E.E) MBEDS, Govt. Of Manipur.	President
3	Akoijam Omita Devi	Nursing in Charge, JNIMS Hospital, Govt. of Manipur	Member
4	Salam Valentina	HR. Saraswati Institute	Member
5	Soibam Suresh	Police Dept. Govt. Of Manipur	Member
6	Soibam (o) Langlen Devi	SO, Electricity Dept. Govt. Of Manipur	Member
7			

11. Academic Advisory Body/College Council

Sl. No	Name	Designation / Status	Position
1	Dr. K. Bhanumati Devi	Principal, Pharmacy Dept.	Chairperson
2	Subadani Devi	Vice Principal, Nursing Dept	Member

3	Roshanta Singh	HOD, Pharmacy Dept	Member
4	Priya	HOD, Nursing Dept	Member
5	Ranjana devi	HOD, MLT Dept	Member
6	Suraj Singh	HOD, Radiology Dept	Member
7	Md. Abdul	HOD, Forensic science Dept	Member
8	Dr. Vivesh Singh	Associate Professor, Pharmacy Dept	Member
9	Dr. Rojen	Associate Professor Pharmacy Dept	Member
10.	Dr. James	Associate professor	Member
11	Dr. Netajini	Professor	Member
12	RK Monica	A.O	Member
13	Dr. Hemanta	Professor	Member
14	Dr. Lenin	Professor	Member
15	Dr. Santa	Professor	Member

12. Directory of Officers

Sl. No	Title	Details
1	Principal	Dr. K. Bhanumati devi 0385 2910317 info@simpsimphal.com
2	AO/ PRO	RK. Monica Mobil :- 7630886847 aopro@simpsimphal.com
3	Dean -Administration	Dr. Vivesh Mobil :9686036244 Veeves26@gmail.com
4	IQAC - Coordinator	RK Monika

		Mobile 730886847
5	Librarian	Sunita Devi Mobile
6	Training & Placement Officer	Mr. Suraj Mobile
7	Chairman, Anti Ragging cell	
8	Chairman, Examination Committee	
9	Chairman, Anti Sexual Commttee	
10	Chairman, Committee for SC/ST/OBC	

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

14. Detail of the Program offered

Sl. No.	Course	Intake
1	B.Sc. Nursing	30
2	B.Sc. Medical Laboratory Technology	30
3	B.Sc. Radio Imaging Technology	30
4	B.Sc. Operation Theatre Technology	30
5	B.Sc. Forensic Science	30
6	Bachelor Pharmacy	60
7	Diploma Pharmacy	60

15. Admission Quota:

32

* Direct admission

* Common Entrance Test conducted by Medical Directorate, Govt. Of Manipur.

16. Infrastructure details

Instructional Area

Room Type	Room Id/ Name	Area of Room in sqft
Laboratory	101 P	20 x 60
Laboratory	102 P	20 x 60
Laboratory	103 P	20x 60
Laboratory	104 P	20 x60
Laboratory	105 P	20 x 60
Class Room	001 BP	20 x 60
Class Room	002 BP	20 x 60
Class Room	003 BP	20 x 60
Class Room	004 BP	20 x 60
Class Room	001 DP	20 x 60
Class Room	002DP	20 x 60
Laboratory	001 N	20 x 60
Laboratory	002 N	20 x 60
Laboratory	003 N	20 x 60
Laboratory	003 N	20 x 60
Class Room	001 N	20 x 60
Class Room	002 N	20 x 60
Class Room	003 N	20 x 60
Class Room	004 N	20 x 60
Seminar Hall	SMH	20 x 90
Laboratory	001 MLT	20 x 45
Class Room	001 LT	20 x 45
Class Room	002 LT	20 x 45

Class Room	003 LT	20 x 45
Laboratory	001 RIT	20 x 45
Class Room	001 T	20 x 45
Class Room	002 T	20 x 45
Class Room	003 T	20 x 45
Laboratory	001 OTL	20 x 45
Class Room	001 OT	20 x 45
Class Room	002 OT	20 x 45
Class Room	003 OT	20 x 45
Laboratory	001 FSc	20 x 45
Class Room	001 OT	20 x 45
Class Room	002 OT	20 x 45
Class Room	003 OT	20 x 45
Computer Laboratory	001 CL	20 x 60
Multi purpose Hall	MTH	20 x 90
Conference room	CR	20 x 30
Store Room	SR	15x 20
Boys and Girls common Room	BCR GCR	15 x 20 15 x 20

Lab Infrastructure

1- MICROSCOPE (COMPOUND) 10x, 45x, 100x (additional mechanical stage)	9016	50
2- HAEMOCYTOMETER WITH MICROPIPPETES	9027	35
3- HAEMOGLOBINOMETER	9027	35
4- SPHYGMANOMETER (MERCURY)	9027	20
5- STETHOSCOPE (DAIMOND)	9027	50
6- HUMAN PERMANENT SLIDES FOR VARIOUS TISSUE GLAND	9027	10
7- MODELS FOR VARIOUS ORGANS SYSTEM	9027	10
8- SPECIMEN FOR VARIOUS ORGANS & SYSTEMS	9027	15

9- HUMAN SKELETON	9027	15
10- DIGITAL BALANCE	9027	17
11- IR THERMOMETER	9027	14
12- STOP WATCH	9027	25
13- DUMMY INHALERS & NEBULIZER	9027	10
14- PHARMACOTHERAPEUTIC CHARTS		10
15- SURGICAL SUTURES & DEVICE		10
16- MERCURY THERMOMETER		30
17- PULSE OXIMETER		12
18- ESR APP		23
19- PEAK FLOW METER		21
20- STADIOMETER		15
21- GLUCOMETER		24
22- PROJECTION MICROSCOPE		10
23- PERMANENT SLIDES SET OF PLANTS AND CHARTS		15
24- DRUG INFORMATION RESOURCES		30
25 - PPE KIT		25
26- DISPLAY FOR VARIOUS DISINFECTANTS, MOSQUITO REPELLENT		30
27- WATER TESTING KIT		25
28- PERMANENT SLIDE OF DIFFERENT MICROBES		100
29- HOT PLATES		15
30- ANALYTICAL BALANCE		13
31- MAGNETIC STIRRER WITH THERMOSTAT		25
32-VACCUM PUMP		10
33- DIGITAL PH METER		27
34- WALL MOUNTED WATER DISTILLATION UNIT		15
35- DIGITAL MELTING POINT		15
36- THEILES TUB		120
37- DIGITAL CALORIMETER		17
38- THERMOSTATIC WATER BATH 6 HOLES		13

39- AUTOCLAVE	15
40- VACCUM PUMP	15
41- TABLET DISSOLUTION TEST APP	20
42- MAGNETIC STIRRER WITH SPEED CONTROLLER	30
43- HOT PLATES	20
44- DISTILLATION UNIT	15
45- HOT AIR OVEN	20
46- ELECTRIC WATER BATH 6 HOLES	15
47- STALAGMOMETER	50
48- DESICATOR	30
49- BUCHNER FUNNELS (MEDIUM)	40
50- FILTRATION ASSEMBLY WITH VACCUM PUMP	7
51- ANDREASEN PIPETTE	15
52- OINTMENT SLAB	100
53- OINTEMENT SPATULA	100
54- PESTLE & MORTAR PORCELIAN	100
55- MICROMETER SLIDE EYEPIECE	50
56- MICROMETER SLIDE STAGE	50
57- VISCOMETER OSTWALD	100
58- SINTERED GLASS FILTER	100
59- CAPSULE FILLING MACHINE	10
60- TABLET DISINTEGRATION TEST APP	10
61- MANSANDO HARDNER TESTER	25
62- PFIZER HARDNER TESTER	10
63- SEIVE SHAKER HAND OPERATED	10
64- OINTMENT FILLING MACHINE	12
65- ALL PURPOSE EQUIPMENT	3
66- BOTTLE WASHING MACHINE	5
67- BOTTLE SEALING MACHINE	3
68- LIQUID FILLING MACHINE	5
69- AMPOULE WASHING MACHINE	15

70- AMPOULE FILLING & SEALING MACHINE		10
71- CLARITY TEST APP		25
72- COLLAPSIBLE TUBE-FILLING & SEALING		15
73- LIQUID MIXER		20
74- HEATING MANTLE		10
75- ANALGELSIOMETER TAIL FLICK		15
76- ORTHOPAEDICAL & SURGICAL AIDS		20
77- DIFFERENT TYPES OF BANDAGE		100
78- MANNEQUINS FOR CPR-1		5
79- MANNEQUINS FOR INJECTION IV ARM		7
80- VARIETY OF NEEDLES		50
81- VARIETY OF SYRINGES		200
82- VARIETY OF CATHERES		100
83- IV SET		100
84- URINE BAG		30
85- RYLES TUBE		30
86- URINE POTS		30
87- COLOSTOMY BAG		50
88- OXYGEN MASK		45
89- MALE MANNEQUIN		15
90- FEMALE MANNEQUIN		15
91- CHILD CPR		5
92- TABLET FRIABILITY APP		5
93 - Paper electrophoresis unit		2
94 - Hemocytometer with Micropipettes(ROUTINE QUALITY)		3
95 - Homogenizer		2
96 -sterility testing uni		3
97 - Colorimeter		3
98 - Ion exchanger		3
99 - Sonicator		3
100 - Incubator water bath		

Amenities Area

Room Id	Room Type	Area in sq. ft
111	16 No Toilet	4 x 8
112	Girls Common Room	20 x 30
113	Boys Common Room	20 x 30
114	First aid cum Stock Room	20 x 15
115	Others	20 x 15
116	Auditorium	20 x 30
117	Sports club	20 x 15
118	Stationery Store	15 x 20
119	Guest House	30 x 50
120	Canteen	20 x 40

Circulation Area

Area Type	Average Carpet Area
Corridors	7020

Common Area

Room Id/Name	Area of Room in sq. ft	Room Type
146	20 x 15	Language Laboratory
147	20 x 50	Computer Center
148	20 x 60	Library reading Room

Girl's Hostel

39

Girls Hostel	No of Rooms	Hostel Capacity
A	50	200

Boys Hostel

Boys Hostel	No of Rooms	Hostel Capacity
A	20	80

Land Information

Acre	Land Situated
10	Pangei

Built up Area

Administrative Block	3900 sq. ft
Boys Hostel	2850 sq. ft
Girls Hostel	2780 sq ft
Canteen	800 sq. ft
Parking Area	2000 sq. ft
Play Ground	2800 sq. ft
Academic Block	7020 Sq. ft
Total Built up Area	22150 sq. ft

Library Books and Journals

Sl. No.	Particulars	Stack
1	Numbers of Volumes	10750
2	Number of Titles	3500
3	Training and Placement	No of volumes 324

4	Print Journals	50
5	No of journal National & International	247
6	Multimedia (CD & DVD)	1053
7	Question Bank	1530
8	Magazines	10
9	Newspaper	7
10	Media Centre Library Management Software	Equipped with a 50 inch multi – functional display screen, internet & LAN connected system and Easy lib : Integrated library Automation software implemented with Barcode Technology Server – 1, Clients - 4
11	Online Databases & Technology Plate forms	E – journals 853 E – Books 6381
12	Seating capacity	80

17. Academic Sessions:

41

As Per Manipur University Calendar of Events

Examination System, Year/Sem: As Per Manipur University Calendar of Events Period of the Declaration of results: As Per Manipur University.

18. Counselling/Mentoring:

Counsellors are identified for the smaller group of students.

Career Counselling: Career counselling is taken up regularly under the banner of Placement Cell.

Medical Facilities: Medical facilities supported by Qualified Doctors available On Campus for Boys and Girls.

Student Insurance: Covered under Group Insurance.

Hostel: Girl's Hostel with 200 seat capacity

20. Information Officer for RTI :

Name: K. Bhanumati Devi

Designation: Principal

Phone/FAX number with STD code: 0385 -2910317

Email: plusphijam27@gmail.com / info@simplimphal.com