

## INFORMATION UNDER SECTION 4(1)(b) OF THE ACT 4(1)(b)

(i)	<p><b>The particulars of its organization, functions and duties:</b></p> <p>Amrutvahini Intitute of Management &amp; Business administarion was established in the year 1994 in Sangamner. It continuously looks at the past, present &amp; future while striving to make significant contributions to an action oriented paradigm for professional education, consultancy and research.</p>
(ii)	<p><b>The powers and duties of its officers and employees:</b></p> <p>The Institute, which is under the charge of the Director is responsible for execution of the policies laid down by the Top management of Amrutvahini sheti &amp; shikshan vikas sanstha, both administrative and financial within the limits of the annual budget.</p> <p><b>Work/Duties of officers and employees:</b></p> <ol style="list-style-type: none"><li>1. <b>Administration Section (Admn.)</b> - all personnel and administrative matters of DTE, AICTE, University, AISHE, DBT, etc...</li><li>2. <b>Finance and Accounts Section</b> - All Finance and Accounts matters.</li><li>3. <b>Security</b> – All institute and hostel security responsibility</li><li>4. <b>Director</b> – All administrative &amp; Academic matters relating to development of the institute and working towards achieving vision of the sanstha</li><li>5. <b>Academic co-ordinator</b> - All matters relating to academics of faculties and students</li><li>6. <b>Placement cell</b> – all concerns related to pre &amp; final placement of the students</li><li>7. <b>Research coordinator</b> – all matters relating to research centre of the institute</li><li>8. <b>Faculties</b> – All matter relating to completion of syllabus &amp; evaluation and overall development of the students including guidance for SIP &amp; Dissertation</li><li>9. <b>Learning &amp; Development</b> – All matters relating to scheduling of guest lecture, Industrial visits and development of students for placements</li></ol>

	<p>10. <b>Exam Department-</b> -All matters related to examination under the guidance of University</p> <p>11. <b>Library</b> – All matter related to collection purchasing &amp; issuing of books, journal, magazines and e-library</p>
(iii)	<p><b>The procedure followed in the decision making process including channels of supervision and accountability:</b></p> <p>Chief Executive officer of the sanstha, Director, the Head of the Institute and the OS (Admn.) is the Head of Office in the Institute. The matters concerned with the respective section is submitted to the director and chief executive officer as detailed in the sanstha statue.</p>
(iv)	<p><b>The norms set by it for the discharge of its functions:</b></p> <p>As per the procedure prescribed under the Statue of university &amp; sanshta.</p>
(v)	<p><b>The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:</b></p> <p>As per university norms, AICTE &amp; DTE</p>
(vi)	<p><b>A statement of the categories of documents that are held by it or under its control:</b></p> <p>At the time of admission student need to submit original documents for verification. This documents are kept in strong room and given back after verifying it by DTE.</p>
(vii)	<p><b>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:</b></p> <ul style="list-style-type: none"> <li>• Committee for filling in temporary vacancies of teachers.( As per Section 77 of the Maharashtra Universities Act,1994) - As and when required.</li> <li>• Committee for selection and appointment of teachers .( As per Section 77 of the Maharashtra Universities Act,1994) - As and when required.</li> </ul> <p>Committee as per statutory bodies under which institute is functioning</p> <ul style="list-style-type: none"> <li>• Anti Ragging</li> <li>• Grievance redressal</li> </ul>

	<ul style="list-style-type: none"> <li>• Womens redressal</li> <li>• ST/SC</li> <li>• RTI</li> </ul>
(vii)	<p><b>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 advice 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:</b></p> <ul style="list-style-type: none"> <li>• Committee for filling in temporary vacancies of teachers.( As per Section 77 of the Maharashtra Universities Act,1994) - As and when required.</li> <li>• Committee for selection and appointment of teachers .( As per Section 77 of the Maharashtra Universities Act,1994) - As and when required.</li> </ul> <p>Committee as per statutory bodies under which institute is functioning</p> <ul style="list-style-type: none"> <li>• Anti Ragging</li> <li>• Grievance redressal</li> <li>• Womens redressal</li> <li>• ST/SC</li> <li>• RTI</li> </ul>
(ix)	<p>A directory of its officers and employees:</p> <p>The telephone number of the officers is indicated on website</p>
(x)	<p>The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:</p> <p>Particulars are provided on website</p>
(xi)	<p>The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made:</p> <p>Particulars are provided on website</p>
(xii)	<p><b>The manner of execution of subsidy programmes including the amounts allocated and</b></p>

	<p><b>the details of beneficiaries of such programmes:</b></p> <p>Not applicable</p>
(xiii)	<p><b>Particulars of recipients of concessions, permits or authorizations granted by it:</b></p> <p>Not Applicable</p>
(xiv)	<p><b>Details in respect of the information available to or held by it reduced in an electronic form:</b></p> <p>Additional information is available in the other parts of this website (<a href="http://www.amrutimba.org/">http://www.amrutimba.org/</a>)</p>
(xv)	<p><b>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:</b></p> <p>From the Institute website or by making a request to the PIOs by post or by e-mail, the citizens can obtain the information.</p>
(xvi)	<p><b>The names, designations and other particulars of the Public Information Officers:</b></p> <p>Dr.B.M.Londhe Director</p>