

STATUTORY DECLARATION UNDER SECTION 4(1)(B) OF THE RTI ACT 2005

Name of the Institute: Fr. C. Rodrigues Institute of Management Studies
(Approved by AICTE, Affiliated to University of Mumbai)

Address : Fr. Agnel Technical Education Complex,
Sector 9-A, Vashi, Navi Mumbai – 400 703.
Tel: 022 27771000 / 27664116
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Mail: agnelbiz@gmail.com
Website: www.fcrims.com

Fr. C. Rodrigues Institute of Management Studies was established in the year 2001, which is a part of the Agnel Group of Institutions.

The Institute offers Master of Management Studies Two Years full Time course with four specialisations – Finance, Marketing, Human Resource and Operations.

The Intake capacity is 60 students per batch. Campus Placement Partners include Kotak Mahindra Bank, Capgemini, Siemens, L&T Infotech, Baker Huges and so on.

Some of the Team and skill building initiatives are – Abstract, FABS Market, Court Martial, Blood Donation Camp, Budget dissertation and You Are the Judge.

The Institute has fully air-conditioned classrooms, comp lab, Library exclusively for MMS students.

Working hours of the office:

Monday to Saturday:

Admn Office: 09.00 a.m. to 5.45 p.m.

Lunch Time: 01.00 p.m. to 2.00 p.m.

Sundays and 2nd & 4th Saturdays close.

Details of the Faculty

Dr. Sujata Chincholkar	-	Director
Dr. R. C Walke	-	Professor
Dr. Manisha Karandikar	-	Associate Professor
Ms. Neeta Keswani	-	Asst. Professor cum Placement Coordinator
Ms. Aradhana Tiwari	-	Asst. Professor
Ms. Bindal Totlani	-	Asst. Professor
Mr. Prasad Menon	-	Adjunct Faculty (Marketing)
Ms. Manisha Kushte	-	Adjunct Faculty (HR)
Ms. Shrabani Walke	-	Registrar

Functions/Services:

Higher Education Institution affiliated to University of Mumbai. The college discharges its function in accordance with the rules and regulations provided in Maharashtra Public University Act amended from time to time and instructions/ orders issued by Directorate of Higher Education, Government of Maharashtra and University of Mumbai.

General Duties:

To support students in their learning progression and to ensure and sustain quality education.

The college is striving hard in achieving its mission "provide excellent Business Education stressing on individualised attention and develop innovative participative teaching learning processes to ingrain desired managerial and leadership skills of a high order."

Duties and Responsibilities of the DIRECTOR:

Director being the Head of the Institute appointed by the Governing Council of the Institute shall exercise general supervision and control over the affairs of the Institute and implements of all authorities of the Institution

The responsibilities of the Director are:

1. To ensure that the Rules, Bye-laws and Regulations of the Institution are duly observed and implemented.
2. To exercise general control over the affairs of the Institution and be responsible for implementation of recommendations of the various committees of the Institution, in consultation with the Special Officer.
3. To convene meetings of the various bodies of the Institution.
4. To prepare the agenda items, coordinate the conduct of meetings, record the minutes and arrange for follow-up actions for the development of the Institution.
5. To apply to AICTE (for extension of approval, sanction of new programs and courses and variation in intake).
6. To apply to University of Mumbai for affiliation.
7. To apply for accreditation to different agencies like NBA, NAAC etc
8. To ensure timely correspondence with AICTE, Mumbai University, Admissions Regulating Authority (ARA), Fees Regulating Authority (FRA) for student admissions, fees approval and other relevant matters.
9. To correspond with Social Welfare Department (for submission of scholarship applications for students).
10. To comply with all statutory obligations pertaining to the Institution.
11. To conduct internal, end and other examinations.

12. To ensure and receive budget proposals for the next academic year in the prescribed format, prepare consolidated budget proposal for the approval of Governing Body.
13. To maintain student discipline and orderly functioning of FCRIMS and for taking all the decisions in this regard with the help of the disciplinary committee.
14. To inculcate discipline, decency, decorum and dignity among the faculty and staff of FCRIMS.
15. To be responsible for the general amenities and arrangements for students and employees of FCRIMS.
16. To assist the Special Officer in faculty recruitment.

Duties and Responsibilities of the Faculty Member:

Faculty member shall report to the Director regarding the various activities and take her guidance and advice, in all academic matters.

Faculty member is solely responsible in all aspects to run the specialisation democratically, giving leadership and direction and monitor and control progress of her / his specialisation area.

Faculty Member is responsible for:

1. To implement innovative methods in teaching, learning and evaluation.
2. To prepare year-plan for organizing Seminars / Guest lectures / Expert lectures / Add-on courses / Student Paper contests / Exhibitions / Workshops / FDPs in consultation with the Director and to monitor proper execution of the programs.
3. Administration, Academic planning & development, Maintenance and up-keeping, Examinations, Association activities, Organizing industrial tours / visits
4. Submitting performance appraisals of faculty.
5. Counseling Students
6. Training & Placement activities
7. Co and Extra curricular works
8. Research and project works
9. Entrepreneur awareness
10. Alumni contacts and others
11. Library books, Journals, relevant to department
12. Organizing expert lectures, add-on courses
13. Preparing of course plans & course work schedules
14. Intimating Parents in critical cases

Details of Public Information Officers		
Name	Designation	Contact No.
Mrs. Shrabani Walke	Registrar	022 27771000 / 27664116 Extn.: 238
Dr. Sujata Chincholkar	Director	022 27771000 / 27664116 Extn.:246