

## **CENTRAL FOOTWEAR TRAINING INSTITUTE, Chennai**

### **INFORMATION UNDER RIGHT TO INFORMATION ACT-2005**

#### **1. INTRODUCTION:**

Govt. of India established Central Footwear Training Centre (CFTC) in 1957 under Small Industries Development Organization, Ministry of industry to overcome shortage of managerial and supervisory staff with technical qualification in respect of Leather Industries. The prime objective of the centre was to provide young and technically sound personnel to the footwear industry and to upgrade the knowledge and skill of the existing staff. The departmentally run CFTC was modernized with the assistance of the National Leather Development Programmer of UNDP and equipped with state of art infrastructure during early 1990s. It was then tied up with International Textile Institute, U.K., a world renowned institute in footwear technology for conducting a Diploma Course in "Footwear Manufacture and Design" during the year 1994-95.

On the 1st January 1996 the Central Footwear Training Centre, Chennai was converted into an Autonomous Body and was renamed as "Central Footwear Training Institute (CFTI)", a Govt. of India society under Ministry of Small Scale Industries, (Presently Ministry of MSME), Govt. of India with an objective of smooth functioning and quicker implementation of managerial decisions. It is primarily involved in human resources development for footwear and allied industries through its various Long Term, Short Term and Specialized Training Programmes. The Institute has now occupied significant position for producing techno-managers for the Indian footwear industry. The students of the Institute are well recognized and placed in different capacities by the industry. Many of the successful entrepreneurs are the ex. student of this esteemed Institute. To fulfill the growing need, CFTI has conducted many outreach programmes throughout Tamilnadu, Kerala, Karnataka, Uttar Pradesh, Punjab, Rajasthan & Tripura.

The Institute is governed by its Memorandum of Association and Rules and Regulations. The activities of CFTI are monitored and controlled by the Governing Council under the Chairmanship of the Additional Secretary and Development Commissioner (MSME), Govt. of India along with other members from different Central and State Govt. organizations, Promotional Agencies and leading industrialists from footwear sector.

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**DIRECTORS**

Sno	Name	From	To
1	Shri. H. Bhattacharyya	01-1996	02-1997
2	Shri. R. Pandian	02-1997	06-1997
3	Shri. V. S. Karunakaran	07-1997	03-1998
4	Shri. Prem Pal	03-1998	12-2006
5	Shri. S. Sivagnanam	01-2007	03-2007
6	Shri. S. Sathyanadhan	03-2007	05-2012
7	Shri. G. Shanmuganathan	05-2012	07-2013
8	Shri. K. Murali	07-2013	

**ORDER****Sub: Formation of Internal Complaints Committee (ICC) for addressing Sexual Harassment and Violence at Workplace**

In compliance with the provisions of the Sexual Harassment of Women at Workplace (Prevention Prohibition and Redressal) Act, 2013 and to ensure a safe and secure work environment for all the employees/faculties/students, we are pleased to constitute the Internal Complaints Committee (ICC) consisting of the following members.

Sno	Name	Designation	Email ID & Contact No
1	Smt. S. Lalitha	Chair Person	<a href="mailto:lalitha@cftichennai.in">lalitha@cftichennai.in</a> / 9940680785
2	Smt. R. Parameswari	Member	9840347246
3	Smt. G. Chandralekha	Member	9840976060
4	Smt. Pammi Indira	NGO-Member	9940194994

The ICC is responsible for the following:

- Receiving and addressing complaints related to sexual harassment and violence at the workplace.
- Conducting inquiries into complaints in a timely, confidentially and impartial manner.
- Recommending appropriate actions based on the findings of the inquiry.
- Ensuring the complainant is provided with necessary support and protection during the process.

**Filing a Complaint:**

Any employee/faculty/student if believes she has been subjected to sexual harassment or violence at the workplace can file a complaint with any member of the ICC. The complaint can be made in writing or verbally and the ICC will assist in documenting the complaint if needed.

**Confidentiality:**

Please be assured that all complaints and inquiries will be handled with utmost confidentiality to protect the dignity and privacy of all the individuals involved.

**Training and Awareness:**

To foster a safer work environment, CFTI shall conduct regular training sessions and awareness programs on the prevention of sexual harassment and the role of the ICC members.

We are committed to maintain a safe and learning workplace where everyone can work with respect and dignity. We encourage all employees to come forward if they experience or witness any form of harassment.

To

All the persons concerned / Notice Board / WhatsApp Class Groups



**OFFICE ORDER**

In supersession of earlier orders, and in order to maintain the smooth functioning of various activities of the Institute, revised internal committees have been formed for proposing and recommending actions related to the respective activities. All committees will be headed by the Director. The details of the committees, members, and the activities involved are given below.

1. **Admission Cell (Publicity & Pre Admission work)**
  - a. **Mrs. Kanchana, Incharge – Admission Cell,**
  - b. Mr. Sekar, PRO,
  - c. Mr. R. Manikandan – Coordinator
  
2. **Academic Services** (Post Admission work, Timetable, Allotment of classes, Utilization of Faculties, Library, Students Grievance etc.)
  - a. **Mr. A Kolanjivel, Deputy Director**
  - b. Mr. Saravana Bhavan, DCL cum Teaching Unit
  - c. Mrs. R. Parameshwari, Section Officer – Teaching Unit
  
3. **Placement Cell** (Inplant Training, Placement, Interact with Industry, Alumni etc.,)
  - a. **Mrs. Vidhya Lakshmi, Incharge – Placement**
  - b. Mr. Saravana Bhavan, DCL cum Teaching Unit
  - c. Mr. Y. V. R Choudhary, Incharge – Workshop,
  
4. **Recurring & Non recurring Grants from Govt.** (Fixed Assets, Machines, Infrastructure and maintain records as per GFR – 17 / GFR – 49)
  - a. **Mrs. S. Lalitha, Office Superintendent**
  - b. S Maheshwari, Incharge – Stores
  - c. Mr. Vinoth kumar – Senior Accounts Executive
  
5. **Man Power** (Engaging contract staffs, Consultants and related issues etc.,)
  - a. **Mrs. S. Lalitha, Office Superintendent**
  - b. Mr. Saravana Bhavan, DCL cum Teaching Unit
  - c. Dr. Gautham Gopalakrishna, Technical Consultant (Part time)
  
6. **Hostel** (Allocation of rooms for students and guests standardization of living style recreational activities, students grievance, hostel canteen food, canteen at play area etc.,)
  - a. **Mr. Y. V. R Choudhary, Incharge for Hostel & Workshop**
  - b. Mrs. S. Lalitha, Office Superintendent
  - c. Mr. A Kolanjivel, Deputy Director



7. **Procurement / Services from CFTI Revenue** (Raw materials, Furniture, Consumable etc.,) as per GFR and procurement rules
- Mrs. S. Lalitha, Office Superintendent**
  - Mr. P D Saravana bhavan, DCL and Teaching Unit
  - S Maheshwari, Incharge – Stores
8. **Procurement of Machines** (Software, CAD CAM, BD etc.,)
- Mrs. S. Lalitha, Office Superintendent**
  - Mr. Y. V. R Choudhary, Incharge Workshop
  - Dr. Gautam Gopalakrishna, Technical Consultant (Part time)
9. **Maintenance of Machines** (Compressor, Section M/c, Laser, Dieless, TPR Moulding, PU Pouring etc.,)
- Mr. Y. V. R Choudhary, Incharge Workshop**
  - Mr. Pravin Kumar, Incharge - Jobworks
  - Mr. D. Panneerselvam, Incharge – Maintenance
10. **Maintenance of Office Equipments / Buildings** (Computers, RO Plant, AC, Projector, Genset, CCTV, EPBS, UPS, Solar Panels, Video Conference, STP, Bio Gas , Etc.,)
- Mrs. S. Lalitha, Office Superintendent**
  - Mr. Sekar, PRO,
  - Mr. D. Panneerselvam, Incharge – Maintenance

The underlined member for each activity will act as the lead and maintain the file for execution, with the support of other members, by assessing requirements and initiating actions from time to time for the improvement of work, with the approval of the Director.

Apart from the above, all members will also attend to any other work assigned by the Director from time to time.



K. Murali  
21/4/2025

(K. Murali)

Director

के. मुरली K. MURALI

निदेशक Director

एम एस एम ई-तकनीकी विकास केन्द्र  
MSME-Technology Development Centre  
(केन्द्रीय पादुका प्रशिक्षण संस्थान, चेन्नै)  
Central Footwear Training Institute, Chennai  
एम एस एम ई मंत्रालय Ministry of MSME