

Statutory Committees

1. Governing Council:

The organization has a well-structured administrative setup with Governing Body as the highest decision-making body along with other functional bodies and committees

The Governing Body shall have the authority to act in accordance with the provisions of the Institute's norms established by the following statutory bodies –

1. All India Council for Technical Education (AICTE)
 2. Directorate of Technical Education (DTE)
 3. Admission Regulating Authority (ARA)
 4. Fees Regulating Authority and
 5. Savitribai Phule Pune University.
 6. Samaj Kalyan Vibhag
-
- Evolves the College's Vision, Mission, and Objectives and ensures that they are met.
 - Ensures total academic and administrative autonomy in order to achieve the Institute's short and long-term goals.
 - All policy decisions (Quality Policy, HR Policy, Admission Policy, Administration Policy, Finance, Alumni, IT Policy, Innovation & Incubation Policy etc. recruitment of staff, service book of teaching and non-teaching staff, conduct of staff and student academic and non-academic activities are made by the Governing Council.
 - All issues pertaining to the Academic and Finance Committees are thoroughly discussed, and their recommendations/comments are forwarded to the concerned authorities.
 - The Governing Body facilitates all required physical resources.
 - Ensures the Regulatory Compliance of all decisions made by relevant authorities such as the Director
 - Active participation in Accreditation process and initiating compliances towards several regulatory authorities (such as the NBA, NAAC, UGC, AICTE among others)
 - Monitors the effectiveness of the Institute's non-statutory committees.
 - Evolves the College's Vision, Mission, and Objectives and ensures that they are met.
 - Ensures total academic and administrative autonomy in order to achieve the Institute's short

and long-term goals.

7. All policy decisions (Quality Policy, HR Policy, Admission Policy, Administration Policy, Finance, Alumni, IT Policy, Innovation & Incubation Policy etc. recruitment of staff, service book of teaching and non-teaching staff, conduct of staff and student academic and non-academic activities are made by the Governing Council.
8. All issues pertaining to the Academic and Finance Committees are thoroughly discussed, and their recommendations/comments are forwarded to the concerned authorities.
9. The Governing Body facilitates all required physical resources.
10. Ensures the Regulatory Compliance of all decisions made by relevant authorities such as the Director.
11. Active participation in Accreditation process and initiating compliances towards several regulatory authorities (such as the NBA, NAAC, UGC, AICTE among others)
12. Monitors the effectiveness of the Institute's non-statutory committees.

Committee members	Designation
Mrs Pratibha Shah	-Chairman KES
Dr. Deepak Shah	-Secretary – KES
Dr. Bhupali Shah	-Treasurer
Mr. Krishnarao Bhegde	-Member
Dr. Swapnil Shah	-Member
Dr. Tejal shah	-Member
Mr. Sidhant Shah	-Member

2. College Development Committee

MAHARASHTRA ACT No. VI OF 2017 (First published, after having received the assent of the Governor in the "Maharashtra Government Gazette", on the 11th January 2017). An Act to provide for academic autonomy and excellence, adequate representation through democratic process, transformation, strengthening and regulating higher education and for "College Development Committee" means the College Development Committee constituted under section 97 of this Act. The CDC constitutes Institute core committee which represents the trust for smooth functioning of Institute.

Composition:

- Chairperson of the Management
- Secretary of the management
- One HOD nominated
- Three Teachers nominated – 3, one should be a woman
- Non-Teaching Employee
- Four local members – Education, Industry, Research, and Social Service 1 should be an alumnus.
- IQAC coordinator

Frequency of Meetings: Four times in a year

Tenure: 3 years

Objective: To provide the guidance and support for efficient management of the institute.

Functions:

- The CDC will Prepare the budget and financial statements;
- Recommend to the management the creation of the teaching and other posts
- discuss the progress of studies in the college
- Make recommendations to the management for the improvement of the standard of teaching in the Institute
- Formulate proposals of new expenditure not provided for in the college budget;
- Advise the Director regarding the intake capacity of various classes,
- Consider and make recommendations on the inspection report, if any;
- Consider and make recommendations on the report of the local inquiry committee, if any

Committee members	Designation
Mrs Pratibha Shah	- Chairman , KES
Dr Deepak Shah	– President– KES
Dr.Bhuapli Shah	-Treasurer
Dr.Sachin Borgave	–Director
Dr. Pallavi Chugh	– Member Secretary-IQAC Coordinator
Mr. Gururaj Dangare	– HOD MBA
Mr. Manish Patankar	– HOD-MCA
Ms. Tulika Chaterjee	- Woman Teaching Representative
Ms. Kavita Divekar	- Woman Teaching Representative
Mr. Charudatta Sawant	– Non Teaching Representative
Mr Yashwnt Patil	–Local Member Representative
Mr Atul Shah	- Local Member Representative
Ms. Jayshree Fadanvis	- Nominee of Secretary Management
Mr. Krutarth Shah	-Industry & Alumni
Ms.Shalini Dhumal	– President Student Council
Ms.Shruti Jhadav	– Secretary Student Council

❖ [Minutes of Meeting for College Development Committee](#)

3. Internal Quality Assurance Cell (IQAC)

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, it will channelize all efforts and measures of the institution towards promoting PIBM's holistic academic excellence.

The cell is constituted by the Institute to assess the Internal Quality of the Institute which reports to the College Development Committee and it works for dissemination and implementation of the quality policy of the Institute. The IQAC cell receives suggestions / plans and decisions from the academic advisory committees of each department as well as other committees related to quality issues. The IQAC cell then takes decisions regarding the same during its meetings.

Introduction:

The Institute constitutes Internal Quality Assurance Cell [IQAC] for dissemination and implementation of the quality policy of the Institute. The quality policy of the Institute is carefully drafted and is in line with the vision and mission of the Institute. The quality policy displays certain significant words and each one of them gives focused direction to the Institute for quality dissemination and implementation as follows:

Objective:

- To develop a quality system for consistent and catalytic action to improve the academic and administrative performance of the institute
- To prepare quality policy of the institute and create awareness about the same
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and Institutionalization of best practices.

Composition:

- Director
- Coordinator
- HoD's of both the departments-2
- Teaching representatives -4
- One Industry Representative
- One Local representative
- Two Administrative representatives
- Two students & two Alumni representative

Frequency of Meetings:

- Quarterly
- Quorum of meeting shall be one third of the total number of members

Agenda, Minutes of meetings and Action Taken Report shall be documented with proper signatures

Tenure: 5 Years

Scope: Shall engage in all the activities to improve the academic & administrative performance and thereby assure quality enhancement of the institute.

Functions:

- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Development and application of quality benchmarks/ parameters for the various academic and administrative activities of the Institution
- Arrangement for feedback responses from students, parents and other Stakeholders on quality-related institutional processes.
 - Dissemination of information on the various quality parameters of higher education
 - Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
 - Documentation of the various programs /activities of the institute , leading to quality improvement
 - Acting as a nodal agency for coordinating quality-related activities, including adoption and dissemination of good practices
 - Development and maintenance of Institutional database
 - through MIS for the purpose of maintaining /enhancing the institutional quality
 - Development of Quality Culture in institute
 - Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA,AB) in the prescribed format
 - To plan and implement the academic as well as administrative functions with the

help of academic advisory body and various committees

- To monitor the teaching learning process and guide
- To advise and plan various activities and events for the betterment of the students
- To collect suggestion. feedback from stakeholders, employers and incorporate in the academic program
- To evaluate the university curriculum and try to bridge the gap between industry requirement and curriculum through special programme and add on courses
- To coordinate faculty development programme
- To co-ordinate the academic mentoring and remedial coaching for academically weak students.

Effectiveness Criteria of IQAC

- Number of quality enhancement programs
- Number of quality Audit conducted
- Feedback received from all stake holders for continuous improvement & corrective action taken

Committee members	Designation
Dr. Sachin Borgave	-Chairman
Dr. Pallavi Chugh	-Coordinator
Mr. Gururaj Dangare	-HOD MBA
Mr. Manish Patankar	-HOD MCA
Dr. Mahima Singh	-Head Research
Prof. Tulika Chaterjee	-Teaching Representative
Prof. Ashwini Joshi	-Teaching Representative
Prof. Kavita Divekar	-Teaching Representative
Mr. Atul Shah	-Local Society Representative
Mr. Kaushik Shah	-Industry Representative
Mr. Charudatta Sawant	-Administrative Representative
Mr. Hiten Karani	-Administrative Representative
Mr. Amogh Phalke	-Student representative Alumni(MCA)
Ms. Shalini Dhumal	-Student representative(MBA)

❖ [Minutes of Meeting for Internal Quality Assurance Cell \(IQAC\)](#)

4. Grievance Redressal Cell (Student Redressal committee)

The Grievance Redressal Committee is a statutory committee with a mandate to hear, deal with and settle grievances of Students, Faculty Members and other Staff of the Institute. The committee is made up of seven people and established as per the regulations mentioned in AICTE Act, 1987, Redressal of Grievance of Students Regulation, 2019 vide F.No.1-101/PGRC/AICTE / Regulation / 2019 dated 07.11.2019 and Appendix 6.3.2.

Policy:

PIBM is committed to developing and maintaining an effective, timely, fair and equitable grievance handling system which is easily accessible to all complainants (Faculty/Staff and students).

Composition:

- Director as Chairperson
- Secretary
- Ombudsman, nominee university of Pune -1
- Departmental HOD-2
- One Senior Faculty (not below Associate Professor) as Member.
- One student representative

Objectives:

- To develop a culture that views grievances as an opportunity to improve the organization and how it works;
- To set in place a grievance handling system that is client focused and helps PIBM to prevent grievances from recurring;
- To ensure that any grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality
- To ensure that the views of each complainant and respondent are respected and that any party to a grievance is not discriminated against nor victimized
- To ensure that there is a consistent response to grievances.
- To develop an organizational framework to promptly address and resolve grievances of Faculty Members & Other Staff, Students fairly and equitably.
- To ensure that, there is no laxity in terms of fair-deal with the Faculty

Members & Other Staff, Students.

- To ensure effective solution to the grievances of Faculty Members & Other Staff, Students through an impartial and fair approach.
- To address the academic and administrative problems of the students.
- To provide satisfaction to the Faculty Members & Other Staff.

Frequency of Meetings: Twice a year and as & when required.

Tenure: 3 years

Scope: The Grievance Committee shall consider grievances of students of the Institution.

Procedure: *Admission related grievances*

- A complaint from an aggrieved student member relating to the institution shall be addressed to the Chairperson, Grievance Redressal Committee (GRC). ii. The GRC shall send its report with recommendations, if any, to the concerned DTE or University and a copy thereof to the aggrieved person, within a period of 15 days from the date of receipt of the complaint. iii. In case person is not satisfied with the decision of Grievance Redressal Committee, they may appeal to the concerned affiliating University/State DTE for redressal of their grievance.

Other Grievances

- An Institution shall furnish, prominently, on its website, all relevant information in respect of the Grievance Redressal Committee(s) coming under its purview. The departmental level grievances are attended by the concerned coordinators, Mentors and Department Heads.
- Unresolved grievances at the departmental level and association level are referred to as the Grievance Redressal Cell of the institution.
- The aggrieved member shall register his/her petition in the Grievance Redressal register in prescribed form which is available in the office.
- The grievance committee will meet and listen carefully on the urgency of the complaint.
- The grievance committee shall look into the petition, discuss with the concerned faculty members and other staff of the Institute and refer to the relevant documents and give its solution to the concern person in writing or give the recommendations to the management with consensus (if required).

- Grievances not resolved by the Student Grievance Redressal Committee shall be referred to the Ombudsperson, within the time period provided in these Regulations.

Functions:

- To consider all grievances submitted in writing by any member of the Students of the Institute.
- To access all files confidential or otherwise relevant to the individual's grievance.
- To study the application and after looking into the relevant documents discuss with those concerned.
- To submit its recommendations and report to the Director as expeditiously as possible
- To make final settlement of any grievance within a reasonable period

Committee members	Designation
Dr. Sachin Borgave	– Chairman
Dr. Mahima Singh	- Secretary
Mr. Gururaj Dangare	- Faculty Representative
Mr. Manish Patankar	– Faculty Representative
Ms. Rupali Deshpande	– Faculty Representative
Ms. Sakshi Kshirsagar	- Student representative (MBA)

❖ [Minutes of Meeting for Grievance Redressal Cell](#)

5. Anti-Ragging Committee

The Anti-Ragging Committee is a statutory committee with a mandate to ensure discipline in the students, to hear and settle issues pertaining to ragging. The committee is made up of nineteen people and established as per the regulations mentioned in AICTE Act, 1987.

Composition:

- Director of the Institute – Chairman
- Professor-Secretary
- Teaching Representatives -5
- Civil and police Admin Representatives -1
- Local Media Representatives -1
- NGO Representatives-1
- Parent Representatives -2
- Student Representatives -8

Frequency of Meetings: Twice in a year and as per the requirement.

Tenure: 3 Years.

Policy:

- Ragging is strictly prohibited in or outside the campus of PIBM.
- All students shall familiarize themselves with rules/regulations/guidelines code of conduct, anti-ragging measures and discipline of PIBM.
- All students admitted in the institute and their parents will submit an affidavit regarding anti-ragging within one month of their admission.
- Any student who suffers ragging or notices the occurrence of ragging shall immediately report the event to the concerned authority.
- Incidences of ragging can be reported to any member of Anti-ragging.squad, Anti-ragging committee of the Institute.
- Students may report incidence of ragging either orally or in writing. They may also report the incident in person or by phone. The anonymity of the caller will be maintained.
- Any victim of ragging not satisfied with the action taken by the Head of the Institution or by the University may submit an appeal in writing to report the event to the local police.

Objective:

- To prevent and eradicate ragging in the campus and thereby provide healthy environment to the students.
- To maintain Secured and safe atmosphere for the students
- To ensure compliance with the provision of these regulations as well as the provisions of any law concerning ragging for the time being enforce.
- To maintain discipline in the institution and take necessary disciplinaryactions with the help of Anti Ragging Squad
- To enquire into the matters that lead to dissatisfaction of the students
- To create awareness to the students regarding legal consequences after ragging.

Scope:

- Shall maintain discipline of the students within the premises of the institute.

Function:

- Appoint Anti Ragging Squad
- Shall supervise and monitor all activities of Anti Ragging Squad
- Maintain the vigilance, oversight and patrolling functions and shall remainmobile, alert and active.
- Make surprise visits on hostel, and other places vulnerable to such incidents.
- Inspect such places whenever necessary.
- Conduct an on the spot enquiry into any incidents of ragging referred to it bythe head of the institution or any other member
- If found guilty , the culprits will have to face the action / trial as per the guidelines of hon'ble supreme court judgment[given in annexure]

Committee members	Designation
Dr. Sachin Borgave	-Chairman
Dr. Pallavi Chugh	-Secretary/In charge
Mr. Jadhav	- Police Representative
Mr. Gulam Ali Bhaldar	- Local Media Representative I
Mr. Amol Lakshman Kakade	- Local Media Representative II
Mr. Ravidra Patil	- NGO Representative
Mr. Yashwant Ghadge	- Parent Representative
Mr.Rahul Parekh	- Non-teaching Representative
Mr.Abhishek Ghadge	-Student Representative (MBA)
Ms. –Amod Phalke	-Student representative (MCA)
Mr. Devkumar Mahisekar	-Faculty representative
Ms. Tulika Chatterjee	- Faculty representative

6. Internal Complaints Committee

The Parliament of India passed the “Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act,” in the year 2013. The ACT provides protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for the matters connected therewith or incidental thereto. The guidelines explicitly state the following: “It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolutions, settlement, or prosecution of acts, of sexual harassment by taking all steps require.”

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

Responsibilities of the Technical Institution as per Gender Sensitization, prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions (All India Council for Technical Education Regulations, 2016).

Composition:

- Presiding Officer (Woman Senior faculty member)-1
- Secretary-1
- NGO Representative -1
- Faculty members -2
- Non-teaching staff -2
- Student Representative-3

Frequency: Twice a year

Tenure: 3 years.

Objectives:

- To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of girls and women.
- To ensure the implementation of the policy in letter and spirit by undertaking all necessary and reasonable steps
- To constitute appropriate committees for purposes of gender sensitization

- To conduct enquiries into complaints of sexual harassment.
- To uphold the commitment of the institute to provide an environment free of discrimination and violence against women.
- To generate public opinion against sexual harassment of women employees /girl students in the Institute.

Scope:

- Shall engage in all activities in Promoting, Creating Awareness, and Providing Protection to all Girl Students /Women Employees within the Institute.
- Shall be applicable to all complaints pertaining to sexual Harassment.
- Publicly notify the provisions against sexual harassment and ensure their wide dissemination
- Include in its Web Site, prospectus and display prominently at conspicuous
- places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on
- Organize Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations.
- Organize regular orientation or training Programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity e.
- Act decisively against all gender based violence perpetrated against employees and students of all sexes recognizing that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation.

Functions:

- Ensure a safe environment free from Sexual Harassment for women including prevention and deterrence of Sexual Harassment.
- Prepare and prominently display the policy for the prevention and prohibition of Sexual Harassment.
- Maintain a proactive program to educate all members as to the definition of sexual harassment and procedures for redressal.

- Undertake workshops and training programmes at regular intervals for sensitizing the members.
- Prominently display notices in various places spreading awareness about the issue of “Sexual Harassment at the institute” and giving information for the Redressal mechanism that has been put in place and encouraging women to file their grievances.
- Facilitate initiation of proceedings under this policy through the institution of committee against sexual harassment for redressal of an act/s of sexual harassment.

Preventive and remedial steps:

Preventive steps.

- To facilitate a safe environment that is free of sexual harassment.
- To promote behaviors that create an atmosphere that ensures gender equality and equal opportunities.

Remedial steps.

- To ensure that the mechanism for registering complaints is safe, accessible, and sensitive.
- To take cognizance of complaints about sexual harassment, conduct enquiries, aid, and redressal to the victims, recommend penalties and act against the harasser, if necessary.
- To advise the competent authority to issue warnings or take the help of the law to stop the harasser if the complainant consents.
- To seek medical, police and legal intervention with the consent of the complainant.
- To decide for appropriate psychological, emotional, and physical support (in form of counselling, security, and other assistance) to the victim if so desires.

Reports need to besubmitted:

- Number of complaints of sexual harassment received in the year
- Number of orientation or training Programmes carried out for the members of the ICC to deal with complaints
- Number of complaints disposed of during the year
- Number of cases pending for more than 90 days
- Number of Workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment
- Nature of action taken by the Technical Institution against the perpetrator.

Jurisdiction:

- The policy and the rules & regulations would apply to all students, faculty and nonteaching staffs on active roles of PIBM. The policy and the rules & regulations would

also apply to service providers and outsiders who may be within the territory of the PIBM at time of commission of the act coming under the purview of the policy.

1. The policy would apply inside the campus but also on off-campus official duty (workshops, field work, group holidays/excursions organized by

PIBM, interviews/meeting with outside people and any other activity organized by PIBM outside the campus including the period of travelling for such activity).

2. In particular, the rules and procedures laid down in this policy shall be applicable to all complaints of sexual harassment made:

- By a student against a member of the academic or non-teaching staff or a student or by a member of the academic or non-teaching staff against a student or another member or the academic or non-teaching staff in either case, irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.
- By a service provider or an outsider against a student or a member of the academic or non-teaching staff or by a student or a member of the academic or non-teaching staff against an outsider or a service provider, if the sexual harassment is alleged to have taken place within the campus.

Committee members	Designation
Dr. Sachin Borgave	– Chairman
Ms. Kavita Divekar	– Secretary/In charge Member
Dr. Pallavi chugh	- IQAC Coordinator- Faculty representative
Dr. Mahima Singh	–Faculty representative
Prof. Rupali Deshpande	–Faculty Representative
Mr. Charudatta Sawant	-Non teaching representative
Mr. Vasanti Iyer	-Non teaching representative
Mr. Haseeba Molvi	-Student representative(MBA)
Mr. Omkar Nikam	-Student representative(MCA)
Ms. Akshata Kamble	-Student representative(MCA)

7. Student Welfare council

The Student Welfare Cell is a statutory committee with a mandate to look after the welfare of the students and to promote and co-ordinate the extracurricular activities of different student associations for better life. The council shall not engage in any political activities.

The council is made up of thirteen people as per the provisions of Section 40(1) of Maharashtra University Act, 1994. The Institute has formed a club “under student welfare council.

The student’s council is formed with an aim to enhance communication between students, management and staff and to promote an environment conducive to educational and personal development.

Composition:

- Chairman-1
- Teaching Representative-2
- Sports Faculty-1
- Student Representative-10

Frequency of Meetings: Twice a year and as & when required

Tenure: 3 years.

Objectives:

- To look after the welfare of the students
- To create and provide a forum to participate in cultural activities.
- To make all rules relating to discipline or welfare of the students, sports, extension work, social work, students’ health
- To communicate its views, observations and recommendations to any authority of the University in respect of any matter which concerns the students
- To take such steps as are necessary for the general welfare of students.

Scope:

- Student welfare committee considers all activities pertaining to welfare of the students.

Functions:

- To communicate and report IQAC and to the Academic Council, the observations affecting student life on the campus, co-curricular and extra-curricular activities in the University;
- To communicate and report IQAC and to the Academic Council in respect of all rules relating to discipline or welfare of the students matters as may be specified in the Statutes
- To communicate its views, observations and recommendations to any authority of the University in respect of any matters relating to the students.
- The Chairman of the Student's Council has a final authority so as to decide whether a matter does or does not concern the students.
- To take such steps as are necessary for the general welfare of students;
- To exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the Statutes, Ordinances or Regulations.

Committee members	Designation
Dr. Sachin Borgave	– Chairman
Ms Tulika Chatterjee	– SWO – Secretary
Ms Rupali Deshpande	- Faculty representative
Dr. Mahima Singh	- Faculty representative
Dr. Roopa Shah	(Counsellor)
Mr. Ravi Patil	- Social Worker
Mr. – Kajal Londhe	Student council representative(MBA)
Ms. – Shalini Dhumal	Student council representative(MBA)
Ms. –Vaishnavi Nikam	Student council representative (MCA)
Mr. – Diksha Patil	Student council representative (MCA)

8. Equal Opportunity Cell

Equal Opportunity Cell or SC/ST is a statutory committee with a mandate to look after the welfare of the SC/ST students and to implement the reservation policy for SCs/STs in the institutes. The committee shall not engage in any political activities.

The Committee is made up of **seven members** as per the Scheduled Castes and the Scheduled Tribes (prevention of Atrocities Act, 1989, No.33 of 1989 dated 11.09.1989)

Composition:

- Chairman
- Secretary
- 5 Members

Frequency of Meetings: Twice a year and as per requirements

Tenure: 1 year.

Objectives:

- To implement the reservation policy for SCs/STs in the Universities and Institute. To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the universities and in the affiliating Institute and analyze the data showing the trends and changes towards fulfilling the required quota.
- To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
- To implement, monitor and evaluate continuously the reservation policy in universities and colleges and plan measures for ensuring effective
- implementation of the policy and programme of the Government of India

Scope: Implement the reservation policy for SCs/STs in the Institute.

Functions:

- To circulate Government of India and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the universities and Colleges for different courses, informs prescribed, by a stipulated date, and to take follow up action, where required.
- To circulate Government of India orders and Commission's decisions and to collect

information in respect of appointment, training of these communities in teaching and non-teaching posts in the Universities and Colleges, in suitable forms by a stipulated date and take follow up action where required.

- To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the Commission.
- To analyze the information collected above and prepare reports and digests forward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
- To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in Universities/Colleges.
- To monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and university.
- To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems.
- To maintain a register for employment of SCs/STs in the University and Colleges for the candidates belonging to SC/ST communities for various posts in the university/colleges.
- Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations.
- The SC/ST Cell exclusively looks after the work related to SC/ST matters and no other work is assigned to the Cell.
- If the required data is not submitted by the given date, UGC reserves the right to withhold either plan or non-plan grant until the required information/data is received. Hence, the universities/colleges are advised to supply the necessary information as required.

Documents to be maintained:

- Information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in Colleges for different courses, in forms prescribed, by a stipulated date.
- Circulars - Government of India orders and Commission's decisions
- Data in respect of appointment, training of these communities in teaching and non-teaching posts
- Reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled

Tribes candidates, for evolving new policies or modifying existing policy by the Commission.

- Remedial Teaching Record for SC/ST students
- Record of Grievances of SC/ST students and employees(If Any)
- Register for employment of SCs/STs

Committee members	Designation
Dr. Sachin Borgave	– Chairman
Ms Himani Chavan	– SWO – Secretary
Ms Ashwini Joshi	-Woman Representative
Mr Avinash Darbare	–SC Representative
Mr. P.T. Ingale	-SC Representative
Ms Tulika Chatterjee	-Faculty Representative

❖ [Minutes of Meeting for Equal Opportunity Cell](#)

9. Divyang Cell

The National Education Policy (NEP) 2020 emphasizes equal opportunity for education for all, irrespective of caste, Gender and abilities including Persons with Disabilities (PwDs). The policy touches several grounds to address issues surrounding identification and engagement of students with disabilities, along with the creation of an enabling ecosystem.

Title: Policy for equal opportunity and easy access to physically handicapped and disabled students / faculty members / any other visitor

Composition:

- Senior Faculty- Chairperson
- Male/Female student- 1
- Faculty -1
- Non-teaching staff- 1
- NGO Representative-1

Policy Aim: To ensure equal accessibility of all facilities to the physically disabled /Handicapped students.

Objectives:

- To reserve special quota for physically handicapped students in the admission process.
- To promote equal opportunity of learning to the disabled students as any other students.
- To create conducive environment to the disabled/Handicapped students
- To give access to all required areas for learning.

Policy Applicability:

- All disabled/handicapped students, Staff members of the Institute are entitled to make use of the facilities exclusively provided for them

Functions:

- To create awareness among stakeholders in the area of equal opportunities on a regular basis.
- To address special needs of the students pertaining to teaching-learning process.
- To provide special assistance in training and placement of students with disabilities.
- To promote disabled friendly teaching-learning process such as making use of modern tools and assistive technologies.

Policy Details:

- The main entrance and exit of the Institute be easily identifiable and accessible.
- The front gate be wide and able to accommodate the needs of differently abled students and visitors
- Emergency exits be easily identifiable and accessible
- Extra time or writer assistance be provided for handicapped students on producing proper certificate for University exams.
- Special seating arrangement to be made for such students.
- Students with partial visual impairment be allotted front seat, for better viewing in classrooms.
- Separate toilet with required facilities be provided for physically disabled students
- Lift is provided for Divyangjan students.

Committee members	Designation
Dr. Sachin Borgave	– Chairman
Ms. Meenal Gupta	-Student Development Officer-Member Secretary
Dr. Pallavi chugh	- IQAC Coordinator
Mr. Gururaj Dangare	- Teacher Representative (Male)
Ms Priya Mathurkar	–Teacher Representative (Female)
Dr. Pritija Kankaria	- Expert Advisor
Dr. Vineeta Kurhade	- Expert Advisor
Ms. Akshata Kulkarni	- Student representative (MCA)
Ms Ayush Tiwari	- Student representative (MBA)

❖ [Minutes of Meeting for Divyang Cell](#)

10. Incubation Cell

Pratibha Institute of Business Management (PIBM) is committed to fostering entrepreneurship and innovation among students, faculty, and aspiring entrepreneurs. The Incubation Centre at PIBM provides a structured framework to support start up initiatives, guiding them from ideation to commercialization.

Objectives

- To promote entrepreneurial culture among students and faculty.
- To provide mentorship, resources, and infrastructural support to start ups.
- To create an ecosystem that nurtures innovative ideas and facilitates business development.
- To collaborate with industry, government bodies, and funding agencies for start-up growth.

Eligibility Criteria

- The applicant must be a student, alumni, faculty member, or staff of PIBM.
- Start-ups should focus on innovative and scalable business models.
- Applications from external entrepreneurs may be considered on a case-to-case basis.

Application Process

- Interested applicants must submit a detailed business proposal.
- The proposal should include problem identification, solution approach, target market, revenue model, and expected outcomes.
- Shortlisted candidates will be invited for a pitch presentation before the Incubation Committee.

Selection Criteria

The selection of start-ups will be based on the following parameters:

- **Innovation & Uniqueness:** The novelty of the idea or business model.
- **Market Potential:** Demand and scalability of the proposed solution.
- **Feasibility & Viability:** Technical and financial feasibility.
- **Team Strength:** Founders' expertise and commitment.

Incubation Support

- **Infrastructure Support:** Office space, meeting rooms, and internet access.
- **Mentorship & Guidance:** Access to industry experts and faculty mentors.
- **Networking Opportunities:** Linkages with investors, industry professionals, and government bodies.
- **Funding Assistance:** Guidance on grant applications, seed funding, and venture capital funding.
- **Skill Development:** Training programs on business planning, marketing, legal compliance, and financial management.

Incubation Tenure

- The incubation period will be for **12-24 months**, extendable based on progress and approval from the Incubation Committee.
- Periodic reviews will be conducted to assess performance.

Intellectual Property Rights (IPR)

- Start-ups will retain ownership of their IP.
- PIBM may support in patent filing and commercialization of innovative technologies.

General Terms & Conditions

- All incubated start-ups must adhere to PIBM's policies and ethical guidelines.
- Regular reporting and participation in Incubation Centre activities are mandatory.
- Any dispute resolution will be handled by the Incubation Committee.

Committee members	Designation
Dr. Sachin Borgave	Chairman
Mr Gururaj Dangare	Incubation Head
Dr Mahima Singh	Secretary
Ms Yasmeeen Shaikh	Student Representative
Mr Sagar Mane	Student Representative
Mr Atul Singh	Industry Expert
Mr Vikas Jha	Alumni Representative