

## **Masters of Business Administration (MBA)**

# **Faculty Recruitment & Promotion Policy**

**(Amended as on 30<sup>th</sup> June, 2014 and  
applicable from 1<sup>st</sup> July, 2014)**

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Version	1.1
Authorized by	Director,  JSPM's JSIMR

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## Faculty Recruitment & Promotion Policy

### Introduction to Policy:

This document provides guidelines regarding faculty recruitment process at JSPM's JSIMR.

### Objectives

- 1) To ensure implementation of faculty recruitment norms prescribed by competent authorities viz. AICTE/DTE/University time to time.
- 2) To fill faculty positions as per norms set by respective authorities viz. AICTE/DTE/University at the institute.
- 3) To identify training needs on timely basis of all the faculties.
- 4) To provide yearly promotion and increment as per set norms of JSPM's Group of institutions.

### Guidelines of Faculty Recruitment & Promotion

1. The institute shall abide by the norms of faculty recruitment process as per prescribed guidelines by the Competent Authority viz. AICTE/DTE/University.
2. Competent Authority in institute shall abide to follow the procedure mentioned by regulatory bodies - AICTE/DTE/University.
3. The proper process of recruitment to be taken care by the director and corporate office at the time of appointment of faculty.
4. There should be proper communication about recruitment, interview, selection, joining, as per the norms of Savitribai Phule Pune University.
5. The promotion and yearly increment to be given as per policy of JSPM's Group of institutions.

### Responsibilities of Faculty Recruitment & Promotion


- Implementing faculty recruitment process prescribed by competent authorities.
- Identify training needs on timely basis of all the faculties and organize training sessions / Faculty Development Program (FDP) for faculty members.
- 6. Implementing faculty Promotion and increment on yearly basis as per policy of JSPM's Group of institutions.

### Composition of Faculty Recruitment Committee

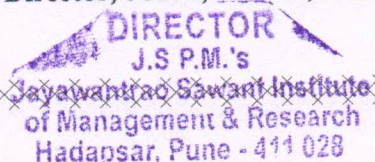
The Members of faculty recruitment Committee will be nominated by Secretary, Strategic Director, Director, Corporate office of JSPM's Group of institutions.

### Effective Date

This policy is effective from 1<sup>st</sup> July, 2014.

  
Dr. Anita Khatke  
Director, JSPM, JSIMR, Pune



  
DIRECTOR  
J.S.P.M.'s  
Jayawantrao Sawant Institute  
of Management & Research  
Hadapsar, Pune - 411 028



Jayawant Shikshan Prasarak Mandal's  
**Jayawantrao Sawant Institute of Management & Research**  
Handewadi, Hadasar, Pune-28

**Grievance Redressal Mechanism (GRM) at JSIMR**

The Statutory Committee **Grievance Redressal Committee (GRC)** is formed as per Clause 1 of section 23 of the AICTE Act, 1987 (52 of 1987) AICTE.

The Committee has been formed in order to ensure transparency by technical institutions imparting technical education in admissions, preventing unfair practices, complaints of alleged discrimination by students of Scheduled Caste, Scheduled Tribe, OBC, Women, Minority or Disabled Categories, scholarship issues and sexual harassment and to provide a mechanism to innocent students and stakeholders for redressal of their grievances.

Procedure: The person concerned with any grievance shall fill the Grievance Redressal Form with all possible facts and documentation and submit it to the Principal's office. The committee will investigate into the matter and shall try to resolve it as quickly as possible.

**Introduction:**

Grievance/complaint is any communication that expresses dissatisfaction about an action or lack of action about the standard of service of an institute.

**Aim:**

- To make the students aware about grievance redressal committee in the institute.

## Objectives:

- To ensure a student friendly democratic environment in the campus.
- To make all the students, faculty and staff aware about their rights and duties.
- To solve the various personal and educational related grievances of the student.
- To ensure the qualitative as well as quantitative development of the institution through the complaints and grievance redressal cell.

### • Academic rights and responsibilities of students

- Protection of Freedom of Expression.
- Protection against improper academic evaluation,
- Faculty and students should be ethical, moral and should behave in a manner with good academic interest and should maintain decent academic relations with teachers and costudents and co-operate with college authorities to maintain vibrant and decent academic environment.

### • Nature of grievances considered for redressal

- Non issuances of study certificate.
- Non receipt of scholarships from the college.
- Bus pass
- Mark Statements
- Refund of original certificates
- Transfer certificate
- Refund of caution deposit
- Matters related to library books issues
- College fee related issues
- Issues related to infrastructural facilities
- Matters related to internal marks and academic performance.
- Issues related to teacher-student relationships.
- Infrastructure
- Any other related to academic, administration or facilities.....

### • Mechanism of Grievance Redressal System

A record or register is maintained by the Grievance Committee Coordinator outlining the nature of the complaint, the complainant, date the complaint has been brought to the Coordinator attention and action taken to resolve the complaint.

1) Collection of grievances in written format through complaint and suggestion boxes.

2) The committee members will meet once in six months.

3) Committee will sort out the grievances based on the nature: Academic, Administrative, Facilities.

4) Analysis of grievances on the basis of

- Total Number of grievances.
- Type of grievances.
- Resolved grievances.
- Unresolved grievances The decisions will be taken by the director.

5. Interpretation of the grievances will be done for:

- Academic Improvement
- Improvement of Administration
- Improvement of Infrastructure / Facilities
- Any other .....

• **Action Plan:**

- Make the students aware regarding working of Grievance Redressal Committee.
- To install the complaint and grievance boxes in the institute premises.
- To collect the grievances from all boxes at the end of every month.
- Follow the mechanism of Grievance Redressal System
- The committee members of Grievance Redressal Committee will meet twice in a year.



Jayawant Shikshan Prasarak Mandal's

**Jayawantrao Sawant Institute of Management & Research**

Handewadi, Hadasar, Pune-28

**GRIEVANCE REDRESSAL FORMAT**

Name of the Complainant: \_\_\_\_\_

Type of Grievance:  Academic       Admin       Facility       Any other

Date Grievance was received: \_\_\_\_\_

Name of Complaine (If Any): \_\_\_\_\_

Nature of Grievance:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Undertaking :

I here declare that the information furnished above by me is true and accurate. Further, I understand that disciplinary action can be taken against me if the above allegations are found incorrect or malicious.

List of Documents furnished (if any):

1)

2)

Name of Complainant

Signature



Investigation of Grievance:

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Corrective/ Preventive Action Taken:

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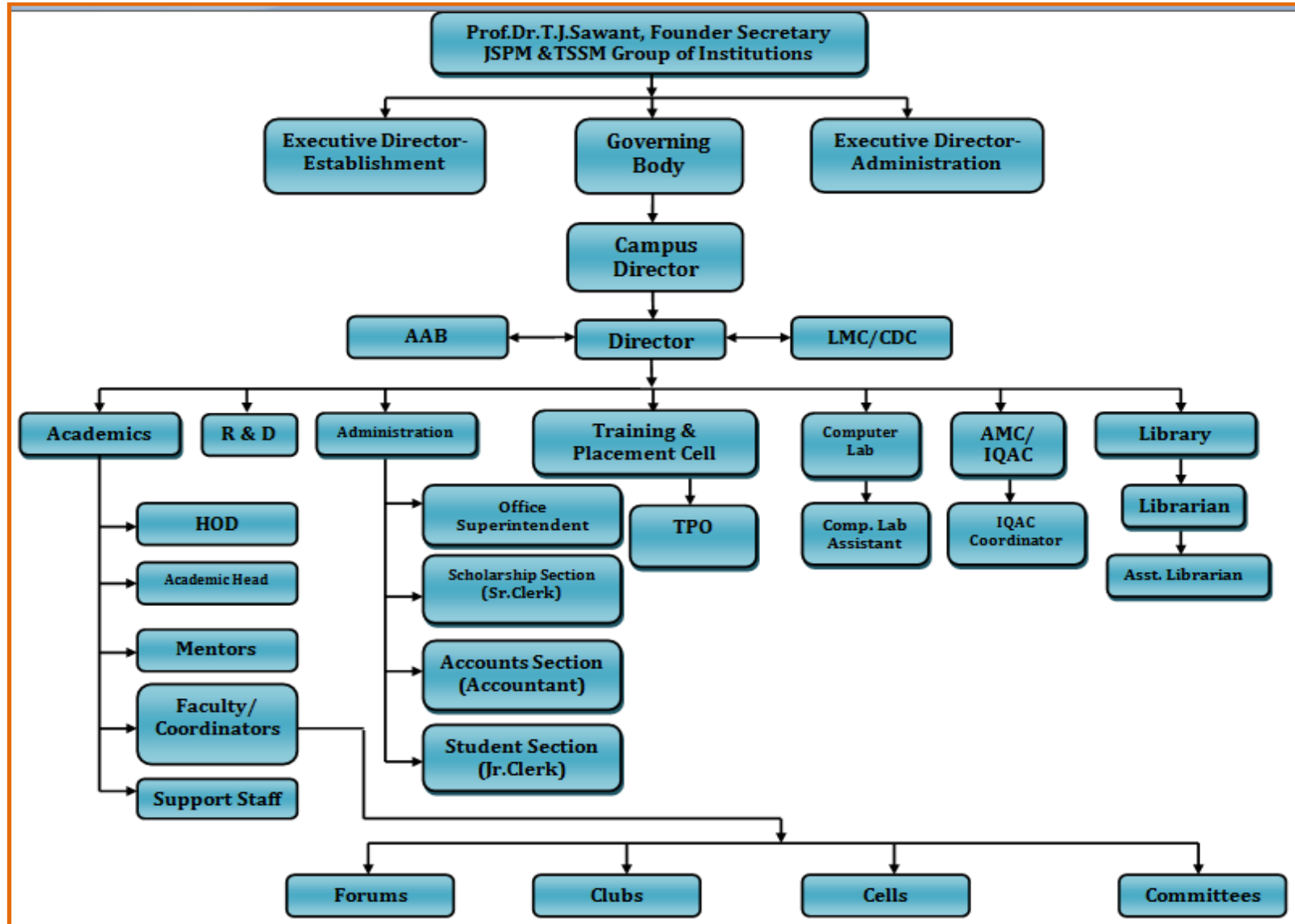
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<b>Sr.No.</b>	<b>Designation</b>	<b>Name of Faculty</b>	<b>Signature</b>
1	Chairman-	Dr.Anita Khatke	
2	Faculty Member-	Dr.Archana Singh	
3	Faculty Member-	Prof.Pradnya Kulkarni	
4	Student Member-	Ms. Gauri Bhosale	
5	Student Member-	Mr. Ms.Pooja Singh	

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**ORGANOGRAM OF JSIMR**





## Committees, Forums, Cells, Clubs (2020-21)

The institution conducts various co-curricular activities that allow the students to build up their qualities of leadership, organization, administration and social service.

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the director in consultation with HODs for one academic year or until new committees are constituted.

There are different Clubs, cells, forums, and committees headed by faculties that organize a variety of programmes for the all round personality development of students. The director of the institute functions as the ex-officio chairman of all the committees.

The following Committees are hereby constituted to organise academic, co-curricular and extra-curricular activities during the Academic Year 2020-21.

### **Procedure to Constitute Committees:**

The procedure followed for constituting a committee is as follows: a) A notice is circulated among the faculty inviting their choice of preference of committee. If the preference made by the faculty is found suitable by the team (Director, IQAC Coordinator and HOD) they approve the same in consultation with the Director. In case of any tie or any mismatch, the team reassigns the staff member. b) However, for sufficient reasons the Director along with the HOD may appoint faculty to various committees with the approval of the Director.

Institute has formed various committees, cells and forums which organizes the activities on regular basis. **There are total 3 Governing bodies, 21 committees, 6 Cells, 2 clubs, 8 forums.** The list of committees, cells and forums is given below.

### List of Governing Bodies

Sr. No.	Name of Governing Body
1	Governing Body (GB)
2	Local Managing Committee(LMC) /College Development Committee (CDC)
3	Academic Advisory Board

List of various committees formed in the institute.

Sr. No.	Name of Committee
1	Admission Committee
2	Infrastructure maintenance and Development Committee
3	Canteen & Hostel Committee
4	Library Committee
5	Anti-Ragging Committee
6	Examination Committee
7	Academic Monitoring Committee
8	Placement Committee
9	CSR & Extension activities Committee
10	Cultural & Sports Committee
11	Staff Welfare Committee
12	Student Welfare Committee
13	Finance Committee
14	Discipline & Anti Ragging Committee
15	Internal Complaint Committee
16	Students Grievance Redressal Committee
17	Students Council
18	Industrial Visit & Field Visit Committee
19	Women Grievance Committee/Internal Complaint Committee
20	Information Communication Technology Committee
21	Students Grievance Committee

List of Cells formed in the institute

Sr. No.	Cell
1	Internal Quality Assurance Cell (IQAC)
2	Training & Placement Cell (T & P Cell)
3	Alumni Association /Alumni Cell
4	Research and Development Cell (R & D Cell)
5	Entrepreneurship Development Cell (ED Cell)
6	SC/ST/OBC/Minority Cell

List of Clubs formed in the Institute

Sr. No.	Club
1	Synergy Club
2	Chatur Chanakya Club

List of Forums formed in the institute

Sr. No.	Forums
1	Industry Academia Forum
2	General Management Forum
3	Finance Forum
4	Marketing Forum
5	HR Forum
6	IT Forum
7	Operations & Supply Chain
8	IB Forum

### Governing Body

#### LIST OF GOVERNING BODY (2020-21)

Sr. No	Name of Member	Nature of Association with the Promoting Body
1	Prof. T. J. Sawant	Chairman
2	Dr. Anita Khatke	Director & Member Secretary
3	Dr.B.S.Sawant	Dean, Shivaji University
4	WRO-Ex-Officio	AICTE Nominee (WRO-Ex-Officio)
5	Dr. S.K.Mahajan	Nominee,DTE Maharashtra
6	Dr.B.V.Sanghvikar	Nominee,SPPU
7	Dr. S.K.Sawant	Member JSPM
8	Dr. R.S.Joshi	Member JSPM
9	Dr.V.A.Bugade	Member JSPM
10	CA Prem Patil	Member JSPM
11	Mr.Rajendra Singh Thakur	Industrialist/Employee
12	Mr.Suresh Raina	Industrialist/Employee
13	Prof.Reuben Umap	Assistant Professor & Member

### **Roles and Responsibilities:**

- The Governing body of the institute has been constituted as per the affiliating university, UGC and AICTE, New Delhi, India. The main objective of the Governing body is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders.
- To approve the mission and strategic vision of the institution
- To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability
- To Monitor Institutional Performance and Quality Assurance Arrangements
- To put in place suitable arrangements for monitoring the performance of managerial and administrative positions
- Openness and transparency in the operation of governing bodies
- To promote of transparency and openness at every level
- To pass the resolutions made by the management council viz. Local Management committee/College Development Committee
- Take strategic policy decisions related to expansion, recruitment, HR policies related to promotion and appraisal, various policies with respect to academic excellence, research and entrepreneurship are been decided in the Governing body meeting
- All the major financial transactions are analyzed and verified by the governing body under different heads like research & development, training, library, furniture, equipment & repair and maintenance
- Governing body reviews and approves the proposal and forwards the proposal to the Chairman/Secretary (Management)

**Local Managing Committee (2020-21)**

Sr. No	Name of Member	Nature of Association with the Promoting Body
1	Prof. Tanaji J. Sawant	Chairman
2	WRO-Ex-Officio	AICTE Nominee (WRO-Ex-Officio)
3	Dr. D. R. Nandanwar	DTE Nominee
4	Dr.E.B.Khedkar	SPPU Nominee
5	Dr. M.M. Puri	Member JSPM
6	Dr. R.S. Joshi	Member JSPM
7	Dr.V.A.Bugade	Member JSPM
8	Dr.Sanjay Sawant	Member JSPM
9	Dr.Anita Khatke	Director & Member
10	Prof.Reuben Umap	Assistant Professor & Member

- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities
- Decide about the overall teaching programmes or annual calendar of the college
- Recommend to the management about introducing new academic courses
- Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
- Foster academic collaborations to strengthen teaching and research ;
- Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
- Prepare the annual financial estimates (budget) and financial statements of the college
- Make recommendations regarding the students' and employees' welfare activities in the college or institution
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations

- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc. ;

**College Development Committee (CDC) (2020-21)**

Sr. No.	Name	Designation
<b>1</b>	Prof.T.J Sawant	<b>Chairperson of Management</b>
<b>2</b>	Dr.R.S Joshi	<b>Secretary</b>
<b>3</b>	Prof.Reuben Umap	<b>Head of Department</b>
<b>4</b>	1. Prof.Vinay Bhalerao 2. Prof. Amol Nikam 3.Prof. Umesh Nath	<b>Three Teachers Representative</b>
<b>5</b>	Mr.Kishori Ingale	<b>Non-teaching Representative</b>
<b>6</b>	1. Dr.M.S.Kadam 2. Dr.V.A.Bugade 3. Mr.Rajkumar Kalbhor	<b>Three Local Members</b>
<b>7</b>	Mr.Aniket Bhosale	<b>Alumni Representative</b>
<b>8</b>	Dr. Manohar Karade	<b>Coordinator , Internal Quality Assurance Cell</b>
<b>9</b>	Mr.Yoesh Jadhav Ms. Shweta Pagar	<b>Student Council - President Student Council - Secretary</b>
<b>10</b>	Dr.Anita Khatke Director -JSIMR	<b>Member Secretary</b>
	<b>Total Members</b>	<b>15</b>

- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities
- Decide about the overall teaching programmes or annual calendar of the college
- Recommend to the management about introducing new academic courses

- Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
- Foster academic collaborations to strengthen teaching and research ;
- Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
- Prepare the annual financial estimates (budget) and financial statements of the college
- Make recommendations regarding the students' and employees' welfare activities in the college or institution
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.

### Academic Advisory Board

#### ACADEMIC ADVISORY BOARD AND INDUSTRY ACADEMIA FORUM

Sr. No.	Name of the Member	Designation	Company Name
1	Mr. Ramesh Raina	CEO	Eicher Group
2	Mr. Manoj Menon	Vice President, Operations	O Hotel
3	Desiree Alex	General Manager	Idea Cellular
4	Dr.Milind Marathe	Director	Director, IIMS, Pimpri Chinchwad
5	Mr.Milind Patange	Vice President, Sales	VTP Reality
6	Mr.Rajendra Singh Thakur	Assistant GM,(Finance)	Times of India

7	Dr.D.B.Bharati	Director	Rajgad Institute of Management, Research & Development, Dhankawadi,Pune Ex. BOS (Finance) Savitribai Phule Pune University
8	Mr.Avdhoot Barade	Owner/Entrepreneur	Vtrans India Pvt.Ltd.
9	Mr.Pratik Pawar	Accountant	Repc Finance
10	Mrs. CMA Sukhada Bhalerao	Cost Accountant	Sukhada Bhalerao & Associates
11	Dr.Anand Dadas	Director	Neville Wadia Institute of Management Studies and Research
12	Ms.Poonam Kulkarni	HR Head	IBM, Pune
13	Mr.Nitin Bhosale	Training Department ,Head	Universal Construction Machinery & equipment ltd
14	Mr.Huzefa Wapra	Sr.Executive, Talent Acquisition	Cybage Software Pvt.Ltd.
15	Mr.Kedar Patki	Vice President Business Development CMO,	Aeropure UV Systems Pvt. Ltd.
16	Mrs.Archana Gokhale	HR Manager & Owner	Raavi Services,Pune
17	Mr.Atul Tupe	HR Manager	Mvendors Pvt.Ltd.
18	Mr.Sunil Mali	Owner/Entrepreneur	Haze Busting Consultancy
19	Ms.Anuradha Iyer	Lead Recruiter	IBM,Pune
20	Ms.Suwarna Pilla	HR Head	Cognizant
21	Mr.Deepak Shikarpur	Technopreneur, Director	IT ventures Autoline Design Software Pvt ltd, and Seed Infotech Ltd.



22	Mr. Pritam Salavi	Director	Oracle Corp
23	Mr.Dnyaneshwar Aghav	CEO and Founder	Net Gyani IT Services Private Limited Pune , India
24	Mr.Mohan Shete	Sr.Manager , Quality Assurance & Control	Thermax Engineering Pvt Ltd , Chinchwad
25	Ravindra Domale	Founder/Owner	Raavienterprises & Secure Security Services ,Pune
26	Dr.E.B.Khedkar	Vice Chancellor	Ajinkya D.Y.Patil University
27	Dr.Prafulla Pawar	Dean,Management Department	Savitribai Phule Pune University
28	Mr.Suresh Umap	Regional Head	Maharashtra Centre for Entrepreneurship Development (MCED)
29	Mr.Rajkumar Kalbhor	Honorary Founder	Tejswini Foudation
30	Mr.Viraj Kaire	Owner	Vishwakamal Restaurant
31	Col.Suresh Patil	Founder/Owner	Green Thumb Initiative
32	Mr.Sarang Patil	General Manager	Indian Express
33	Mr.Mahadev Kharade	Sr.Manager	Tata Capital
34	Mr.Dyanesh Sarang	Strategic Resource for Microsoft	Microsoft Corporations
35	Mr.Siddharth Mitta	HR Manager	Suzlon Energy Ltd.
36	Mr.Ketan Kulkarni	Dy.General Manager	Garware Wall Ropes
37	Mr.Ashish Zagade	General Manager	Ace Kudale Car Pvt.Ltd.
38	Dr.Manik Kadam	Professor	Alard Institute of Management & Research
39	Mr.Harshad Kugaonkar	Franchisee Director	NIFM

- To monitor and advice for Industry Institute Interactions and academic improvement

- To help in building a mutually beneficial knowledge exchange relationship between institute and industry
- To give inputs to meet the diverse needs, expectations of the industry from various Management specializations.
- To guide on various consultancy research projects and to have direct industry exposure to students and faculty.
- To have partnerships with National and International Business Bodies, Chambers and Universities.
- Give feedback on Curriculum design and implementation for MBA program
- To help in placement and SIP activity
- To attend the meetings of Industry Academia Forum and Academic Advisory Board

### **Admission Committee**

Chairman	-Dr.Anita Khatke
Coordinator	-Prof. Vaishali Nikam
Faculty Member	-Prof.Pradnya Kulkarni
Faculty Member	-Prof. Amol Nikam
Member	- Prof. Vinay Bhalerao

### **Roles and Responsibilities:**

1. To ensure implementation of Admission norms prescribed by competent authorities viz. AICTE/DTE/AMMI/ University
2. Assistance for the admissions of the students; complete support system for the admission process.
3. To collect material from each forums and clubs and incorporate in the admission Prospectus
4. To finalise College Prospectus & Admission Form for every academic year
5. To assist the students and to interact with the parents during admissions for each academic year
6. Counseling any other assistance to the candidate for Admission process
7. Providing complete information of admission process to candidates

8. To provide proper College Identity Cards to the students after the reopening of the College for the academic year
9. To look after Facilitation center and coordinate the activity of document verification .
10. Report to the director

### **College Infrastructure Maintenance & Development Committee**

**Chairperson/ Co-ordinator: Prof. Reuben Umap**

**Faculty Member: Prof. Amol Nikam**

**Faculty Member: Prof. Sandeep Raskar**

#### **Roles and Responsibilities:**

1. To plan proper utilization of resources and do careful funds management.
2. To suggest measures for the safety, development and maintenance of old college infrastructure.
3. To ensure optimal use of the college resources, get defective gadgets/furniture repaired.
4. To suggest measures to dispose of outdated and unusable items.
5. To be in charge of the AV systems, LCD, Copier Machines, Laptops etc.
6. To decide infrastructure requirement in consultation with Director of the institute

### **Information Communication & Technology Committee**

Coordinator - Prof.Reuben Umap

Faculty Representative-Prof.Sandeep Raskar

Computer Lab Assistant – Sandip Wadile

#### **Responsibilities of ICT Committee:**

1. To encourage to use computer lab for enhancing their knowledge.
2. To ensure uninterrupted functioning of computers in the Computer Lab.
3. To ensure discipline in Computer Lab.

4. To provide lab facility on time to conduct online examination, campus recruitment, training etc. to faculty & students
5. To finalise Annual Maintenance Contract (AMC)
6. To look after computer networking problem, printer problem and resolve the issues.
7. To generate the requirement for computer peripherals of the computer lab and give it to infrastructure committee
8. To maintain dead stock register of the computer lab.
9. To co-ordinate the development of college website with the vendor
10. Get the requirement of changes from all faculty related events, photos, reports and coordinate with vendor for upload on the website.
11. To ensure that website is updated on regular basis.
12. Any other matter concerning the website i.e. comparative statement, negotiations, payment etc.
13. To ensure that all NAAC related links and uploads are available on website.

### **Canteen/Hostel Committee**

**Chairperson: Prof. Pradnya Kulkarni**

**Student Member- Ms. Ruchita Jagtap**

#### **Roles and Responsibilities:**

1. To see that the Canteen services to students / staff are good.
2. To instruct staff on maintaining hygienic practices in the canteen.
3. To check the quality of food services and give suggestions
4. To check whether proper hostel services and facilities are available to students
5. To instruct staff on maintaining hygienic practices in the hostel

**Discipline & Anti-Ragging Committee**

According to AICTE requirement Anti-Ragging Committee for the year 2020-21 has been formed as follows:-

Sr.No.	Name of the member	Designation
1	Dr.Anita Khatke	Chairman-Director
2	Dr. Vaishali Nikam	Member-Faculty representative
3	Prof.Reuben Umap	Member-Faculty representative
4	Mrs.Rupali Mali, Assistant Police Inspector, Crime Branch, pune	Member-Police Representative
5	Dr.Archana Seth, Gynecologist - Noble Polyclinic, Pune	Member Social Representative
6	Prof. Yashwant Dhawan Marshal Arts Expert	Member-Local Media
7	Mrs. Sulakshana Deepak Mulay	Member-Representative of Parents
8	Mr.Narayan Yadav	Member-Representative of Parents
9	Ms. Ashu Jadhav	Member-Representative of fresher Student
10	Ms.Prajakta Kakade	Member-Representative of Senior Student
11	Mrs. Kishori Ingale	Member-Representative of non-teaching.

According to AICTE requirement **Anti-Ragging Squad** for the year 2020-21 has been formed as follows:-

Sr.No.	Name of the member	Designation
1	Dr.Anita Khatke	Chairman- Director
2	Prof.Vinay Bhalerao	Member- Faculty representative
3	Prof.Vaishali Nikam	Member- Faculty representative
4	Mr. Kishori Ingale	Member- Representative of non-teaching.
5	Mr.Neelam Shinde	Member- Representative of non-teaching

**Roles and Responsibilities:**

1. To ensure overall disciplined environment in the college.
2. To initiate timely action against erring students.
3. To sensitise students about the evils of ragging and its prevention of the same in the college campus.
4. To address complaints about ragging as per the Govt. and University procedures.
5. To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging;

6. To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging;
7. To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders;
8. Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
9. The Anti-Ragging Committee of the Institute shall promptly conduct a preliminary on the spot enquiry and collect details of the incident as available prima facie. The preliminary investigation/details of the incident shall be immediately brought to the notice of the Chairman of the Institute. The activity shall be completed, at the most, within twenty hours of receipt of information.
10. Conduct workshops against ragging menace and orient the students;
11. To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls;
12. To offer services of counselling and create awareness to the students;
13. To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.

### Library Committee

Chairman-Dr.Anita Khatke  
Prof.Ruben Umap-Member  
Prof.Vinay Bhalerao-Member  
Ms.Kashmira Pandit -Student Member  
Mr.Rajesh Nikate-Student Member  
Prof.Amol Marade-Secretary

### Roles and Responsibilities:

- 1) To advise the Library staff for proper up-keep of the library
- 2) To suggest measures to maintain the sanctity of the Library and to attend to the readers' grievances
- 3) To organise book week, book talks, book displays on special occasions
- 4) To advise and help in computerization of library
- 5) To acquire books for the book bank and to distribute to the deserving students
- 6) To conduct competitions for literary events like debates, elocutions and so on within the college
- 7) To order new books and journals as per the requirement.
- 8) To display notices regarding inter and intra literary events
- 9) To publish magazine/ Journal every academic year
- 10) To encourage students to attend literary events outside college
- 11) To order books journals and magazines and periodicals
- 12) Renew the subscription of journals and magazines and periodicals .
- 13) Any other duties the Director / Director may assign

### **Finance Committee**

Chairman	-Dr.Anita Khatke
Member	-Prof.Vinay Bhalerao
Member	-Prof.Vaishali Nikam
Member	-Mr. Neelam Shinde

#### **Responsibilities of Finance committee:**

- To seek all major and minor expenditure proposals from different committees,analyze them, establish the priorities and forward a tentative budget to Governing Body in time
- Preparation of budget estimates relating to income from fees and other sources in coordination with Internal auditor
- To prepare a detailed plan of expenditure for day to day running of the Institution
- To mobilize resources through donations from society, through funding agencies
- under various schemes, etc.
- To ensure the utilization of budget for resource mobilization of the institute
- Preparation of expense sheet and relevant documents related to activity/event.
- To conduct the event audit and internal audit
- Coordinate with JSPM Corporate office for audit purpose



### **Cultural and Sports Committee**

Chairman -Prof.Amol Nikam  
Faculty Member-Prof.Reuben Umap  
Faculty Member-Prof.Vinay Bhalerao  
Student Member-Mr.Stephan Kurne  
Student Member-Mr. Rakesh Balak  
Student Member-Ms. Afifa Shaikh  
Student Member-Ms. Aishwarya Jadhav

### **Roles and Responsibilities:**

- a) The Cultural and sports committee shall be responsible for all intra and inter collegiate cultural and sports events in the College.
- b) To plan and schedule cultural and sports events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- c) To arrange for sports equipment for students and inform to purchase committee for same
- d) The Coordinator of the committee shall conduct a meeting of the committee to discuss and delegate tasks.
- e) Procedure to organize cultural events:
- f) To prepare the Annual Budget for various cultural events.
- g) To obtain formal permission from the College authorities to arrange programs.
- h) To decide the date, time and agenda of the programs.
- i) To inform members of staff and students about the events.
- j) To arrange the venue and logistics (audio/video system, dais, podium etc.).
- k) To invite the Chief Guest and other dignitaries.
- l) To arrange mementos for guests and gifts/certificates for the participants.
- m) The committee shall display on the Notice Board/Website information about festivals to be celebrated.
- n) Events arranged for students in coordination with 'Students Cultural Committee' are
  - a) Fresher's Day
  - b) Teachers' Day
  - c) Festival Celebrations
  - d) Farewell
  - e) Fiesta
  - f) Umangetc.

### **SC / ST/ OBC/ MINORITY Cell**

Chairman: Prof. Umesh Nath  
Member Secretary : Prof. Pradnya Kulkarni  
Student Member- Amruta Kashid  
Student Member- Ruchita Jagtap

#### **Roles and Responsibilities:**

1. To conduct activities for the betterment of students and staff from SC /ST/OBC/Minority community
2. Creating awareness of the schemes for the welfare of SC /ST/OBC/Minority community
3. Maintain data base of staff and students belonging to SC /ST/OBC/Minority community
4. To look after the grievances of the SC / ST/ OBC/ Minority community and resolve the complaints

### **Staff Welfare Committee**

Chairman- Dr. Anita Khatke  
Management Member- Dr.V.A.Bugade  
Faculty Member –Dr.Manohar Karade  
Faculty Member- Prof. Reuben Umap

#### **Roles and Responsibilities:**

- 1) To organise staff welfare activities such as Staff / Faculty Improvement Programmes, Felicitations, award recognition
- 2) To arrange Literary Competitions / Picnics and outdoor activities for all staff members etc.
- 3) To make provision of welfare practices of ambulance, security facility for the employees of the institute
- 4) To create awareness about staff welfare schemes among all staff members

### **Industrial Visit and Field Visit Committee**

Chairman-Prof.Reuben Umap

Member- Prof. Gajanan Khairkar

#### **Roles and Responsibilities:**

1. To Co-ordinate the industrial visits and field visits conducted by different Departments / Associations.
2. Assist in arranging transport at reasonable cost for these visits.
3. Advising different Departments/Associations in organizing the study tours and field visits.
4. To assist students to proceed on Tour during Semesters, if requested for by the students.
5. To arrange for College Bus transport to students, teachers and the Departments after proper assessment of the requisition and ensure optimum use of bus facility.
6. Liason with companies for orgaising industrial visits.
7. Prepare and keep documentation of the visit

### **Examination Committee**

Chairman-Prof. Reuben Umap

Member-Prof. Vaishali Nikam

Member - Mr.Sandeep Wadile

Member - Mrs. Kishori Ingale

#### **Roles and Responsibilities:**

1. The Examination committee is an apex body of the Institute which is headed by College Exam Officer (CEO)
2. The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the University and Institute) to the students who pass the final examinations.

3. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee.
4. The Committee shall meet at twice in a semester and record minutes of the same and submit a copy to the director
5. To successfully conduct the Semester End Examinations and prepare the results, COE Shall conduct the Examinations (college and university) and therefore make all other arrangements and be responsible for the due execution of all processes connected therewith
6. Shall display Block Arrangement and Supervision Duty List. One copy each shall be kept in the Exam Cell for ready reference
7. Shall ensure that adequate stationery (answer sheets, drawing sheets, charts, graph papers, drawing boards, trays, threads etc.) is made available
8. Shall prepare a file containing the following documents, which shall be kept in the Exam Cell
9. To examine the cases of malpractices by students in the examinations, if any and recommend course of action to be taken against defaulting student/s.
  - a. In case of Malpractices, The Committee may call the candidate to seek an explanation and hear him/her. Explanation shall be taken in writing.
  - b. The Committee members shall make necessary enquires from Exam Supervisors and other related witnesses.
  - c. After hearing all the above persons, they shall report their findings in writing, along with punitive action (if any malpractice was detected) to the Director according to the University guidelines/norms
10. The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role responsibilities of supervisors. A report of same shall be submitted to the director.
11. Any other duty/responsibility assigned by the Director
12. To process the exam remuneration bills on time in support with admin staff.

### **Women Grievance Committee/ (Internal Complaint Committee)**

**Chairman: Dr.Anita Khatke**

**Faculty Member: Prof.Pradnya Kulkarni**

**Faculty Member- Prof. Vaishali Nikam**

**Student Member-Ms.Heena Shaikh**

**Student Member- Aradhana Jadhav**

#### **Roles and Responsibilities:**

- To attend to the grievances of the students and staff and suggest redressal measures within the framework of College / Government rules.
- Instruct the official/s official/s to promptly attend to the grievances.
- Refer / Report the matters to the Director and / or Higher Authority.
- Maintain a record of the Grievances redressed/ reported / referred.
- To create and ensure a safe environment that is free of sexual harassment, including safety from persons/visitors coming into contact at the workplace.
- To publicise the policy in English, Hindi and Marathi widely, especially through notice boards and distribution of pamphlets
- To publicise in English, Hindi and Marathi, the names and phone numbers of members of the Committee.
- To ensure implementation of these Directions as may be laid down in the University and other constituents to whom it is applicable.
- To process individual grievances concerning sexual harassment in the institute and to recommend suitable action in the manner and mode particularly provided hereafter.
- To exercise such other powers and perform such other duties as may be conferred or imposed on it by or under these Directions.
- To do all such acts and things as may be necessary to carry out the objects of these Directions.

### CSR & Extension Activities Committee

Coordinator-Prof.Amol Nikam

Faculty Member-Prof.Vinay Bhalerao

External Expert (Social)- Mr.Rajkumar Kalbhor -Hon. Founder  
Tejaswini Foundation

External Expert (Corporate)-Mr.Sangeet Kapoor-Technical  
Chief – Climate Control Tata Motors

External Expert (Social)- Lt. Col. Suresh Patil -Founder Green  
Thumb

Faculty Member (Advocate)- Mr.Awadhoot Barde

Student Member- Ms.Ashwini Kalaskar

Student Member- Mr.Pawn Ghavane

### Roles and Responsibilities:

1. To enroll members for the club and to create awareness amongst the students and the staff about the need for protection of natural habitat and social sustainability
2. To invite speakers to talk on social, safety and environmental protection issues
3. To organise relevant programs for benefit of society and students
4. To sign MoU in the field of CSR and extension activities

### Academic Monitoring Committee

Sr.No.	Designation	No.	Name of Member
1	Chairman- Academic Monitoring Committee	1	Dr.Anita Khatke
2	Head- Academic Monitoring Committee	1	Prof.Vinay Bhalerao
3	HOD	1	Prof.Reuben Umap
4	Management Member	1	Dr.Vasant Bugade
5	Employee/Industrialist	1	Mr.Rajendra Singh Thakur, GM,Times of India
6	Faculty Representative	2	Prof.Vaishali Nikam Prof.Amol Nikam
	Total	6	

### Roles and Responsibilities:

1. Preparation of academic calendar and activity calendar
2. To collect course files from all faculty members including course outline, session plan.
3. To ensure that daily attendance is recorded by the faculty members in APR Book.
4. To ensure monthly timely compilation of attendance record by all faculty members.
5. To inform the Director the name/s of the defaulting Lecturer/s by 3rd of the following month.
6. To coordinate with academic head and HOD for conducting various co-curricular activities.
7. To keep track of regular absentees and counsel them through GFM, if required, along with their parents.
8. To keep a track of syllabus completion within specific duration as prescribed by the University.
9. To call a meeting of Guardian Faculty Member (GFM) and take monthly feedback.
10. To ensure that students are using ICT facilities and online e learning Moodle platform
11. To take feedback from students about teachers and teaching learning.

### **Students Council:**

Chairman	-	Dr. Anita Khatke
One Lecturer, nominated by the Principal	-	Prof. Vaishali Nikam
One student from each class who has shown academic merit	-	MBA-I Pooja Singh
One student from each class who has shown academic merit	-	MBA-II Rupesh Tate
Director of Sports and Physical Education,	-	Prof. Vinay Bhalerao
Student Representative- Sports	-	Mr. Gorakhnath Lavate
Student Representative- Cultural Activities	-	Mr. Aditya Jagtap
Two lady student Members	1)	Ms. Seema Yellal
	2)	Ms. Shivani Ujeda

### **Duties & Responsibilities:**

- 1) The purpose of the Students Council (SC) is to provide programs, activities and services which serve the co-curricular, cultural, social, recreational and educational interest of students at the institute
- 2) To look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of different student's associations for better corporate life.
- 3) To plan annual student related activities
- 4) To conduct regular meetings of students council
- 5) To conduct elections for formation of students council
- 6) To prepare documentation of the all programs conducted under students council



## CELLS FORMED IN THE INSTITUTE

### **Internal Quality Assurance Cell (IQAC)**

#### Quality Policy

“JSIMR is committed to provide value based quality education for the holistic development of students and faculty by pursuing excellence in curriculum delivery, teaching-learning, research and social sustainability.”

#### Vision

"To develop and ensure a quality culture aimed at bringing improvements in the performance of the institute"

#### Objectives of IQAC

- ✚ To develop quality benchmarks for various academic and administrative activities of the institute.
- ✚ To ensure commitment to quality for consistent improvement of the institute

#### Functions of IQAC

- ✚ To organise National and International Conferences/Seminars and workshops for students.
- ✚ To organise Faculty Development Programs for teaching and non-teaching staff of the institute
- ✚ To promote research culture among all teaching staff.
- ✚ Documentation of programs and various activities leading to quality improvement
- ✚ To sign MoUs with industry, institutes and NGOs for mutual beneficial interaction.
- ✚ To organise skill development programme for students
- ✚ To conduct academic and administrative audit for MBA Programme
- ✚ To get accreditation of the institute before January 2020

#### Composition of IQAC for A.Y. (2020-21)

Sr.No.	Designation	No.	Name of Member
1	Chairman- IQAC- Director of the institute	1	Dr.Anita Khatke Director,JSPM's JSIMR
2	Administrative Officers	2	1) Mrs.Kishori Ingale 2) Mrs. Eelam Shinde

<b>3</b>	3 to 8 Teacher	7	1) Prof. Reuben Umap 2) Prof. Vinay Bhalerao 3) Prof. Pradnya Kulkarni 4) Prof. Vaishali Nikam 5) Prof. Amol Nikam 6) Prof. Umesh Nath
<b>4</b>	Management Member	1	Dr. Ravi Joshi, President, College Development Committee, JSIMR
<b>5</b>	Alumni Representative	1	Mr. Sunil Mali, Entrepreneur
<b>6</b>	Employee/Industrialist	1	Mr. Vikas Raina, CEO, Eicher Group
<b>7</b>	Employee/Industrialist	1	Mr. Rajendra Singh Thakur, Deputy Manager(Finance), Times of India
<b>8</b>	IQAC Coordinator	1	1) Dr. Dr. Manohar Karade Associate Professor, JSIMR
	<b>Total Member</b>	<b>15</b>	

### Alumni Association

President- Dr. Anita Khatke

Secretary- Prof. Vaishali Nikam

Treasurer- Prof. Vinay Bhalerao

Faculty Member- Mr. Vishwajit Katedeshmukh

Alumni Representative- Mr. Sunil Mali

Alumni Representative- Ms. Prajakta Bhujbal

Alumni Representative- Dyaneshwar Aghav

Alumni Representative- Huzeffa Wapra

Alumni Representative- Pratik Pawar

Alumni Representative- Anuradha Iyer

### Roles and Responsibilities:

1. To form and conduct regular meetings of Alumni Cell members for every Academic Year
2. To organise career guidance workshops for the outgoing students / Alumni.
3. To suggest Add On / Certificate / Diploma courses to be conducted by the college with financial assistance from industries/commercial organisations and well placed Alumni

4. To conduct Alumni Meet every academic year and reconnect the alumni with current batch for interaction and career guidance.
5. To invite alumni on the campus for providing project guidance to the students
6. To increase alumni registration and raise the financial contribution from alumni
7. Secretary of Alumni Association must organize regular meeting of alumni cell and maintain the documentation/record of alumni association

### Placement Cell

Chairperson: Prof. Gajanan Khairkar

Members: Prof. Vaishali Nikam

Student Representative- Ms. Shruti Mahakal

Student Representative- Mr.Sgubham Bhosale

Student Representative- Mr. Kiran Natkar

Student Representative- Mr.Akash Landge

**Objective:** To help students to prepare for placement interviews/higher studies and help them to choose an appropriate organization.

The Placement Committee shall organize Campus Placement Programs for various companies visiting our institute during the placement season under the guidance of the TPO. It can be also organized later (Off Campus) in the same academic year, if other companies wish to come.

### Roles and Responsibilities:

1. In the beginning, the convener (TPO) calls for a meeting and delegates the role and responsibilities to committee members. He/She shall also schedule the Placement Programme by allocating dates and timings of companies' visits. The copies of the same are distributed to all the members, Director
2. To collect and store bio-data of employable students and help them in getting jobs.
3. The requisition for tea, coffee, snacks, lunch etc. indicating number of guests, shall also be prepared and get it approved from director
4. The Convener shall also prepare a budget for the Placement Cell

5. The Training and Placement cell empowers groups of students to visit websites of industries of different sectors and contacts H.R Managers of these companies under the guidance of the TPO.
6. Accordingly, letters/e-mails shall be sent to generate a larger data base for placements. A new placement brochure shall be published with the help of students with the approval of the Director.
7. Following are the roles and responsibilities allocated to the members of the Placement Committee:
  - a) **Registration:** Registration of the eligible students shall be done with the help of students. This is done 30 minutes before the start of the program in the Assembly Hall. Students shall sign against their names.
  - b) **Display:** To display a welcome poster at the entrance on the ground floor showing the name of the company visiting, names of their team members, program and venue for the test and interviews.
  - c) **Scrolling Board:** To welcome the company delegates with the date and time.
  - d) **Seminar Hall:** To arrange the Assembly Hall for the pre-placement talk and company presentation i.e., sound system, L.C.D. projector, chairs, table etc.
  - e) **Classrooms:** Classrooms are allotted for the aptitude test and group discussion. Table, papers, stationery, drinking water etc. shall be arranged.
  - f) **Interview Rooms:** Usually third floor labs are arranged for personal and technical interviews. Table, chairs, papers, stationary items etc. shall be kept ready.
  - g) **Final selection:** At the end of the selection activity, names of the short listed students shall be announced by company representatives.
  - h) **Breakfast, tea and lunch:** Based on the number of guests from the organizations, such arrangements shall be made. The menu is decided beforehand and intimated to canteen. Timings are also specified. Food is served in the Board Room.
  - i) **Records:** Records of the lists of students placed, company name, branch and salary offered shall be maintained.
  - j) **Data Updating:** Other data like branch wise placements, students' profiles, year wise placements, list of companies visited etc shall also be maintained.

- k) During the year, short meetings shall be held to communicate the **status on placement** and to discuss the comments made by the recruitment team on our students' performance.
- l) Display the List of Placed Students on notice boards, on website and prepare a dotted of Placed students every academic year.
- m) Any other duties the Director may assign.

### Research and Development Cell

Chairman	Dr. Anita Khatke
Dean, SPPU	Dr. Prafulla Pawar
Research Cell Head	Dr. Manohar Karade
Faculty Representative	Prof. Umesh Nath
External Expert - VC, Dr. DY Ajinkya University	Dr. E. B. Khedkar
External Expert - Research Head, NWIMSR	Dr. Anand Dadas
External Expert - Professor & HOD, Allana Institute of Management	Dr. Roshan Kazi
External Expert - Director, IIMS, Chinchwad	Dr. Milind Marathe

### Roles and Responsibilities:

- 1) To organize research activities for the staff and students of the college
- 2) To organize orientation lectures in research for the second year students for project work
- 3) To assist the departments in organizing research seminars
- 4) To take up major / minor research projects for the college
- 5) To raise funds for research activities of the college
- 6) To suggest steps for effective use of college resources for extension services
- 7) To motivate staff to write research papers and participation in seminar/FDP/Conference

### Entrepreneurship Development Cell

**Vision:** To be a well acknowledged centre of brilliance for entrepreneurship development to create successful entrepreneurs.

**Mission:** To encourage entrepreneurial philosophy, support, assist the business knowledge. Increase aspiring entrepreneurs into provoked, principled and lively business leaders. Formation of ED Cell is as follows:

ED Cell Head : Prof.Jyoti Meshram

Industry Expert-Mr.Suresh Umap

Staff Member: Prof. Vinay Bhalerao

Student Coordinator-Mr.Vijay Yadav

Student Coordinator-Mr.Suresh Patil

Alumni/Entrepreneur -Mr.Sunil Mali

Alumni/Entrepreneur -Mr.Dyaneshwar Aghav

Alumni/Entrepreneur -Mr.Avdhoot Barde

Alumni/Entrepreneur -Mr.Harshad Kugaonkar

Alumni/Entrepreneur -Mr.Sonal Chaudhari

### Duties & Responsibilities of ED Cell:

- To instill within the students & faculty and the necessity and value of Enterprise Development.
- To encourage ethnicity of innovation to enterprise among the students.
- To enable students to remain self-reliant in their employment.
- To make every effort for building a rapport with the leading educational institutes who are well versed with EDC
- To raise the social entrepreneurship by providing hands on training as well as distance education.
- To develop self-esteem of young entrepreneurs through mentorship and networks.
- To organize seminar, IPR session and Knowledge sessions under ED Cell

  
Dr. Manhar Karade  
Head, IQAC

  
Prof. Vinay Bhalerao  
HOD

  
Dr. Anita Khatke  
Director

**DIRECTOR**  
**J. S. P. M.'S**  
**Jayawantrao Sawant Institute**  
**Of Management & Research**  
**Hadapsar, Pune - 411 028**

