	<b>Title:</b> Notice/Circular <b>Academic Year:</b> 2024-2025	<b>Format No.:</b> MIT ACSC/ACA/N/F/01	<b>Rev. No.:</b> 00 <b>Date :</b> 16-06-2008
	<b>Dept.:</b> Principal Office		

Ref No.: MIT ACSC/ACA/PO/27

Date: 16/08/2024

### Notice No. 27

### Staff Grievance Redressal Committee

The Staff Grievance Redressal Committee (for teaching & non-teaching staff) consists of the following members for the academic year 2024-25.

Sr. No.	Name	Designation	Role in the Committee
1	Dr. B. B. Waphare	Principal	Chairman
2	Ms. Reshma Somvanshi	HR Manager	Member Secretary
3	Dr. Manasi Atitkar	Vice Principal	Member
4	Mrs. Akshada Kulkarni	Vice Principal	Member
5	Dr. Vikas Mahandule	HOD Computer Application Dept	Member
6	Dr. Padmavati Undale	HOD Arts & Commerce Dept.	Member
7	Dr. Mangesh Bhople	HOD Business Administration Dept.	Member
8	Dr. Sangita Birajdar	HOD Science & Computer Science Dept.	Member
9	Dr. Pradip Pansare	HOD Mathematics Dept.	Member
10	Mrs. Bareen Shaikh	HOD Design, Analytics & Cyber Security	Member
11	Mr. Sandip Rohinkar	Registrar	Member


Objectives:

- To investigate the complaint as presented to the committee by the grievant.
- To obtain all the facts in the dispute and to come to conclusion as to whether or not the grievant has just cause of complaint.
- To examine and enquire the staff involved in malpractice.
- To maintain healthy environment in the college campus by addressing and resolving staff/faculty member's grievances.

**Prof. Dr. B. B. Waphare**


**Principal**

Sd/-

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<b>Dept.:</b> Principal Office			

**Copy (for information among their faculty/ staff) to:**

- |   |                                    |
|---|------------------------------------|
| 1. Vice Principal- Mrs. Akshada Kulkarni  | 12. HRM                            |
| 2. Vice Principal- Dr. Manasi Atitkar     | 13. Students Section               |
| 3. HOD Business Administration            | 14. Accounts                       |
| 4. HOD Computer Application               | 15. Library                        |
| 5. HOD Arts & Commerce                    | 16. Store & Purchase               |
| 6. HOD Science & Computer Science         | 17. Placement Officer              |
| 7. HOD Mathematics                        | 18. Director of Physical Education |
| 8. HOD Design, Analytics & Cyber Security | 19. System Administrator           |
| 9. IQAC Coordinator                       |                                    |
| 10. Registrar                             |                                    |
| 11. Dy. Registrar                         |                                    |

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	<b>Dept.:</b> Principal Office		

Ref No.: MIT ACSC/ACA/PO/38

Date: 16/08/2024

**Notice No. 38**  
**Internal Complaints Committee**


The Internal Complaints Committee consists of the following members for the academic year 2024-25.

Sr. No.	Name	Designation	Role in the Committee
1.	Dr. B. B. Waphare	Principal	Chairman
2.	Mrs. Aakanksha Landge	Asst. Prof., Business Administration	Presiding Officer
3.	Mrs. Pallavi Mahagaonkar	Asst. Prof., Electronics	Member
4.	Mrs. Ashwini Satkar	Asst. Prof., Computer Application	Member
5.	Mrs. Shital Ghotekar	Asst. Prof., Computer Science	Member
6.	Ms. Pallavi Bongane	Lecturer, Arts & Commerce	Member
7.	Mrs. Manjula Chaudhary	Asst. Prof., Mathematics	Member
8.	Ms. Reshma Somvanshi	HR Manager	Member
9.	Dr. Manjusha Kadam	National Head, TCS (RD)	NGO Member
10.	Ms. Tanishka Bhosale	Student, TY B.Sc.(CS)	Student Member
11.	Ms. Payal Udhane	Student, TY B.Com.	Student Member
12.	Ms. Drushti Adsul	Student, TY BBA(CA)	Student Member
13.	Ms. Sakshi Adhav	Student TY BBA	Student Member

**Objective:**


- To provide an exclusive platform to women employee and girl students to air their grievances either in person or in writing.
- To devise welfare schemes for women employees and girl students.
- To establish dignity, self esteem and respect for women without any gender bias in the system.
- To express prohibition of sexual harassment inside the campus by notification, publication and circulation in appropriate ways.
- To arrange awareness activities of gender equity.

**Prof. Dr. B. B. Waphare**  
Principal  
Sd/-

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| 9. IQAC Coordinator                       |                                    |
| 10. Registrar                             |                                    |
| 11. Dy. Registrar                         |                                    |

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**Ref No.:** MIT ACSC/ACA/PO/47

**Date:**16/08/2024

### Notice No. 47

### Prevention of Caste Based Discrimination Committee

The Prevention of Caste Based Discrimination Committee is formed and following are the members for academic year 2024-2025:

Sr. No.	Name	Designation	Role in the Committee
1	Dr. B. B. Waphare	Principal	Chairman
2	Mrs. Akshada Kulkarni	Vice Principal	Vice Chairman
3	Mrs. Aakanksha Landge	Asst. Prof. Business Administration Dept.	Faculty Coordinator
4	Mr. Avinash Choure	Asst. Prof. Computer Science Dept.	Faculty Coordinator
5	Ms. Reshma Somvanshi	HR Manager	Non-Teaching Coordinator
6	Ms. Sameera Isawe	Student, TY B.Sc.(CS)	Student Coordinator
7	Ms. Resham Pawane	Student, TY B.Com.	Student Coordinator
8	Ms. Saloni Sawalkar	Student, TY BBA	Student Coordinator
9	Mr. Pranav Gulhane	Student, TY BCA (Sci.)	Student Coordinator


Objectives:

- To ensure that officials/faculty members desist from any act of discrimination against SC/ST/NT/VJ/OBC students on the grounds of their social origin.
- To provide a platform for registering such complaints.
- To ensure the timely redressal of complaints / grievances if any as per the prevailing rules/laws as and when made by SC/ST/NT/VJ/OBC students, teachers and non-teaching employees.

**Prof. Dr. B. B. Waphare**


**Principal**

Sd/-

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| 10. Registrar                             |                                    |
| 11. Dy. Registrar                         |                                    |

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	<b>Dept.:</b> Principal Office		

**Ref No.:** MIT ACSC/ACA/PO/35

**Date:** 16/08/2024

**Notice No. 35**  
**Internal Quality Assurance Cell (IQAC)**

As per UGC guidelines, the committee has constituted for establishment of Internal Quality Assurance Cell (IQAC) for the period of one academic year 2024-2025. The committee consists of the following members:

Sr. No.	Name & Designation	Role in the committee
1	Dr. B. B. Waphare, Principal	Chairman
2	Mrs. Vijayalaxmi M. Kothiwale	IQAC Coordinator
3	Mr. Sandeep Rohinkar, Registrar	Administrative Officers
	Ms. Reshma Somvanshi, HR Manager	
4	Mrs. Akshada Kulkarni, Vice Principal	Teacher Members
	Dr. Manasi Atitkar, Vice Principal	
	Dr. Vikas Mahandule, HOD Comp. Application Dept.	
	Dr. Padmavati Undale, HOD Arts & Commerce Dept.	
	Dr. Mangesh Bhople, HOD Business Administration Dept.	
	Dr. Sangita Birajdar, HOD Science & Computer Science Dept.	
	Dr. Pradip Pansare, HOD Mathematics Dept.	
5	Mrs. Bureen Shaikh, HOD, Design Analytics & Cyber Security	Management Nominee
	Dr. B. B. Pawar, Asst. Prof. Electronics	
	Mrs. Rashmi Lad, Asst. Prof., Computer Science	
6	Dr. Mahesh Goudar, Director, MIT AOE	Member
7	Mr. Deepak Patil, Training & Placement Officer	Local Society Nominee
	Mr. Ajit Wadgaonkar, Alandi (D)	
8	Ms. Vrushali Punde, TY BCA (Sci.)	Student Nominee
	Mr. Sachin Bavale, Senior Software Engineer, HSBC Software	
9	Mrs. Aruna Machhindra Deshmukh	Stakeholder Nominee
		Parent Nominee


Objectives:

- To act as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- To disseminate information on various quality parameters of higher education.
- To organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- To arrange feedback responses from students, parents and other stakeholders on quality related institutional processes.
- To prepare Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- To develop and apply quality benchmarks/parameters for various academic and administrative activities of the institution.

**Prof. Dr. B. B. Waphare**

**Principal**


**Sd/-**

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	<b>Dept.:</b> Principal Office		

**Ref No.: MIT ACSC/ACA/PO/41**

**Date: 16/08/2024**

### Notice No. 41 Anti Ragging Committee

The Government and the Savitribai Phule Pune University at all the levels feel ragging of students in any kind anti social. The special drive is needed in this direction. The reporting of any ragging activity must be communicated to the members & the Chairman of the Committee.

The committee members are as mentioned below for the academic year 2024-2025:


Sl.No.	Name	Designation	Role in the Committee
1	Dr. B.B.Waphare	Principal	Chairman
2	Dr. Sharad Kadam	Asst. Prof.	Nodal Officer
3	Dr. Sunil Mahajan	Asst. Prof	Member
4	Dr. Priti Bharambe	Asst. Prof.	Member
5	Ms. Surekha Gaikwad	Asst. Prof.	Member
6	Mr. Pravin Karle	Asst. Prof.	Member
7	Mr. Gaurav Magar	Dy. Registrar	Member
8	Mr. Babanrao Kurhade	Representative of Local Citizen	Member
9	Mr. Chandrakant Jadhav	PSI, Police Representative	Member
10	Mr. Arjun Medankar	Representative of Press & Media	Member
11	Mr. Prasad Narayan	Representative of NGO	Member
12	Mrs. Tejashwi Veer	Representative of Parents	Member
13	Mr. Chetan Chaudhary	Student (TY BBA(CA))	Member
14	Mr. Kedar Magar	Student (TY BBA)	Member
15	Mr. Aryan Gurav	Student (TY B.Com)	Member
16	Ms. Komal Chaugule	Student (SY B.Sc.(CS))	Member
17	Mr. Vedant Chaudhari	Student (SY B.Sc.(CDS))	Member

Objectives:

- To monitor the anti ragging activity of the Institution, consider the recommendation of the Anti Ragging Squad and take appropriate decisions including spelling out suitable punishment to those found guilty.
- To supervise the Anti Ragging Committee in preserving a Culture of Ragging Free Environment in the college Campus.
- To prohibit objectionable conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in undisciplined activities.

HOD's and Nodal Officer are requested to bring the contents of this to the notice of above members.

**Prof. Dr. B. B. Waphare**  
Principal  
Sd/-

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