

## **Role and Responsibility of Important Committees**

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## Role and Responsibility of Important Committees

### a. Board of Governor

| Sr. No | Name                  | Designation                                                                                                                                  | Status   |
|--------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1      | Dr. Saroja Asthana    | Founder Director, Mulshi Group of Institutes, Pune                                                                                           | Chairman |
| 2      | Dr. Pramod Kumar      | Management Representative- Chairman IMS & President, ISB&M, Pune                                                                             | Member   |
| 3      | Mr. Ronald Sequira    | Managing Partner, Anrott, Mumbai                                                                                                             | Member   |
| 4      | Mr. Udai Upendra      | Founder CEO, The HR Company                                                                                                                  | Member   |
| 5      | Dr. C.M. Dwivedi      | Group CHRO and Director, Jivika Healthcare Pvt. Ltd., Consultant and advisor-MSME and Public Private Partnership- NITI Aayog, Govt. of India | Member   |
| 6      | Mr. Ravendra Mishra   | President-HR Garware Technical Fibres Ltd                                                                                                    | Member   |
| 7      | Mr. Soumitra Das      | Global CHRO, Redington Limited                                                                                                               | Member   |
| 8      | Dr. Saagarika Ghoshal | Managing Director, MATCHBOARD LLP                                                                                                            | Member   |
| 9      | Mr. Shirish Kulkarni  | Lead Consultant, Leap2Excel Consulting LLP<br>Former Director - HRD Region Asia West<br>KSB Pumps Ltd                                        | Member   |
| 10     | Mr. Suresh Amin       | Head HR - India Business, J. B. Pharma & Chemicals Ltd                                                                                       | Member   |
| 11     | Ms. Arpita Gupta      | Senior Analyst in Global Human Resource shared services center, TIAA                                                                         | Member   |
| 12     | Mr. Amitesh Banerjee  | Senior Vice President-BeanstalkAsia                                                                                                          | Member   |
| 13     | Dr. Mahendra Ramdasi  | Director, Agile cockpit                                                                                                                      | Member   |
| 14     | Mr. Manikrao Bamane   | VP – Marketing, Reliance Industries Ltd.                                                                                                     | Member   |
| 15     | Mr. Sunil Karandikar  | Principal Specialist - Finance Atos Syntel                                                                                                   | Member   |
| 16     | Mr. Sanjay Patwardhan | Head- Business Int.& Data Analytics, Cybage                                                                                                  | Member   |

## Role and Responsibility of Important Committees

|    |                                     |                                                                |                      |
|----|-------------------------------------|----------------------------------------------------------------|----------------------|
| 17 | Mr. Pravin Sawant                   | Sr. Vice President and CHRO, 63 Moons Technologies Ltd, Mumbai | Member               |
| 18 | Ms. Sonali Kadam/<br>Prof. L. Botla | Faculty, MIBM, Pune                                            | Member<br>convener   |
| 19 | Dr. Vilas Pharande                  | Executive Director, MIBM, Pune                                 | Member-<br>Secretary |

### Board of Governor - Responsibilities

1. Provide overall strategic direction and leadership to the institution.
2. Ensure effective governance in academic, administrative, and financial matters.
3. Safeguard the vision, mission, and long-term interests of the institution.
4. Ensure compliance with UGC, AICTE and government regulations.
5. Approve institutional policies, plans, and major initiatives.
6. Oversee financial management, budgeting, and resource utilization.
7. Promote transparency, accountability, and ethical practices.
8. Monitor institutional performance and quality benchmarks.
9. Support infrastructure development and expansion plans.
10. Encourage academic excellence and innovation.

### Board of Governor - Functions

1. Approve annual budgets, audited accounts, and financial statements.
2. Review and approve academic, administrative, and development plans.
3. Appoint senior authorities as per statutory norms.
4. Review performance of the Head of the Institution.
5. Approve major capital expenditure and infrastructure projects.
6. Monitor implementation of policies and decisions.
7. Review compliance reports and statutory submissions.
8. Guide institutional reforms and quality enhancement initiatives.
9. Ratify recommendations from statutory committees.
10. Meet periodically and record decisions formally.

## Role and Responsibility of Important Committees

### b. Board of Studies

| Sr. No | Name                                | Designation                                                                                                                                  | Status               |
|--------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1      | Dr. Saroja Asthana                  | Founder Director, Mulshi Group of Institutes, Pune                                                                                           | Chairman             |
| 2      | Dr. Pramod Kumar                    | Management Representative- Chairman IMS & President, ISB&M, Pune                                                                             | Member               |
| 3      | Dr. Dinesh Kumar Srivastava         | Professor OB & HR, IIM, Mumbai                                                                                                               | Member               |
| 4      | Dr. Deepak Shah                     | Professor, Gokhale Institute of Politics and Economics, Pune                                                                                 | Member               |
| 5      | Dr. Anurag Asawa                    | Associate Professor, Gokhale Institute of Politics and Economics, Pune                                                                       | Member               |
| 6      | Miss. Arpita Gupta                  | Alumni- MIBM, Senior Analyst, TIAA, Pune                                                                                                     | Member               |
| 7      | Dr. P. Chandiran                    | Professor, Loyala Institute of Business Administration, Chennai                                                                              | Member               |
| 8      | Dr. Manoj Pareek                    | Associate Professor, School of Management, Bennett University, Noida                                                                         | Member               |
| 9      | Dr. Preetha Menon                   | Associate Professor, Advertising and Branding, FLAME University, Pune                                                                        | Member               |
| 10     | Dr.C.M. Dwivedi                     | Group CHRO and Director, Jivika Healthcare Pvt. Ltd., Consultant and advisor-MSME and Public Private Partnership- NITI Aayog, Govt. of India | Member               |
| 11     | Dr. Mahendra Ramdasi                | Director, Agile cockpit                                                                                                                      | Member               |
| 12     | Mr. Clifford Mohan Pai              | Executive Director-Christ University, Bangalore. Clifford is a Former VP HRD Infosys BPM Ltd                                                 | Member               |
| 13     | Ms. Sonali Kadam/<br>Prof. L. Botla | Faculty, MIBM, Pune                                                                                                                          | Member-<br>Convenor  |
| 14     | Dr. Vilas Pharande                  | Executive Director, MIBM, Pune                                                                                                               | Member-<br>Secretary |

## Role and Responsibility of Important Committees

### Board of Studies – Responsibilities

1. Design, review, and update curriculum and syllabi.
2. Ensure academic standards in teaching and evaluation.
3. Align curriculum with industry, research, and societal needs.
4. Promote outcome-based education and skill development.
5. Incorporate innovations in teaching-learning processes.
6. Ensure compliance with AICTE, UGC, and regulatory norms.
7. Facilitate interdisciplinary and value-added courses.
8. Encourage academic flexibility and choice-based learning.
9. Maintain academic relevance and quality.
10. Support faculty development and academic planning.

### Board of Studies – Functions

1. Recommend new programs, courses, and revisions in syllabi.
2. Define course objectives, outcomes, and assessment methods.
3. Suggest teaching methodologies and evaluation patterns.
4. Review academic performance and student feedback.
5. Recommend textbooks, reference materials, and resources.
6. Propose introduction of skill-based and add-on courses.
7. Coordinate with industry experts and academic advisors.
8. Maintain records of BOS meetings and decisions.
9. Submit recommendations to Academic Council / Governing Body.
10. Review curriculum periodically to ensure relevance.

## Role and Responsibility of Important Committees

### c. Internal Quality Assurance Committee (IQAC)

| Sr. No | Name                    | Company                                          | Designation            |
|--------|-------------------------|--------------------------------------------------|------------------------|
| 1      | Dr. Suhas Pharande      | Head of Institute- Director                      | Chairperson            |
| 2      | Dr. Pramod Kumar        | Management Representative- Chairman IMS          | Member                 |
| 3      | Dr. Mahendra<br>Ramdasi | Industry Nominee- Director, Agile cockpit, Pune  | Member                 |
| 4      | Mr. Sourabh Limje       | Alumni Nominee                                   | Member                 |
| 5      | Mr. Harish Patil        | Society Nominee                                  | Member                 |
| 6      | Mrs. Manisha Gejage     | Teacher Representative - Assistant Professor     | Member                 |
| 7      | Mr. Amol Subhedar       | Administrative Officer-<br>Office Superintendent | Member                 |
| 8      | Dr. Swapan Kumar<br>De  | Senior Teacher as Coordinator- Professor         | Member-<br>Coordinator |

### **IQAC – Responsibilities**

1. Ensure timely, efficient, and progressive academic, administrative, and financial functioning
2. Maintain relevance and quality of academic and research programmes
3. Optimize and integrate modern teaching-learning methods
4. Ensure transparency and credibility of evaluation processes
5. Ensure adequacy, maintenance, and optimal use of support services
6. Facilitate sharing of research and networking with national & international institutions
7. Monitor NBA-accredited departments for continued compliance

## Role and Responsibility of Important Committees

### IQAC – Functions

1. Develop and implement quality benchmarks for academic and administrative activities
2. Promote a learner-centric environment and faculty development for participatory teaching–learning
3. Collect and analyze feedback from students, parents, and other stakeholders
4. Disseminate information on quality parameters in higher education
5. Organize inter- and intra-institutional workshops, seminars, and quality initiatives
6. Document activities and Programmes related to quality enhancement
7. Develop and maintain institutional database through MIS for quality improvement
8. Foster a quality culture within the institution
9. Prepare academic Audit report and NBA as per prescribed guidelines

### d. Grievance Redressal Cell

| Sr. No | Name                | Company             | Designation        |
|--------|---------------------|---------------------|--------------------|
| 1.     | Dr. Suhas Pharande  | Director            | Chairperson        |
| 2.     | Dr. Swapan Kumar De | Professor           | Member             |
| 3.     | Mrs. Manisha Gejage | Assistant Professor | Member             |
| 4.     | Mr. Dhruv Pandya    | Assistant Professor | Member             |
| 5.     | Mrs. Rupali Lendave | Non-Teaching        | Member-Coordinator |

### Grievance Redressal – Responsibilities

1. Address grievances of students, faculty, and staff in a fair manner.
2. Ensure transparency, accountability, and impartiality in grievance handling.
3. Maintain a supportive and conflict-free institutional environment.
4. Protect complainants from victimization or retaliation.
5. Promote awareness about grievance redressal mechanisms.
6. Ensure grievances are resolved within a reasonable time frame.
7. Maintain confidentiality of sensitive matters.
8. Strengthen trust between management and stakeholders.

## Role and Responsibility of Important Committees

### Grievance Redressal - Functions

1. Receive grievances through written or online channels.
2. Acknowledge receipt of complaints promptly.
3. Conduct inquiries and hearings when required.
4. Provide recommendations and corrective measures.
5. Communicate decisions to the concerned parties.
6. Maintain records and documentation of grievances.
7. Review recurring issues and suggest preventive steps.
8. Submit periodic reports to the Head of the Institution.

### a. Anti-Ragging Committee (ARC)

| Sr. No | Name                   | Company         | Designation        |
|--------|------------------------|-----------------|--------------------|
| 1.     | Dr. Suhas Pharande     | Director        | Chairperson        |
| 2.     | Mr. Dhruv Pandya       | Asst. Professor | Member             |
| 3.     | Mrs. Rupali Lendave    | Non-Teaching    | Member             |
| 4.     | Miss. Vaishnavi Ladkat | Student         | Member             |
| 5.     | Mr. Amol Watkar        | Student         | Member             |
| 6.     | Mr. Rajesh Nichat      | Non-Teaching    | Member-Coordinator |

### Anti-Ragging Committee - Responsibilities

1. Ensure strict compliance with UGC regulations and Supreme Court directives on ragging.
2. Create a safe, secure, and inclusive campus environment for all students.
3. Prevent any form of physical, verbal, psychological, or cyber ragging.
4. Sensitize students about the consequences of ragging.
5. Monitor hostels, classrooms, common areas, and campus premises.
6. Encourage students to report incidents without fear.
7. Coordinate with faculty, staff, and local authorities when required.
8. Promote harmony and healthy interaction among students.

## Role and Responsibility of Important Committees

### Anti-Ragging Committee - Functions

1. Organize anti-ragging awareness programs, orientations, and campaigns.
2. Display anti-ragging policies and helpline details prominently.
3. Receive and register complaints related to ragging.
4. Conduct prompt and impartial inquiries into reported cases.
5. Recommend disciplinary actions against offenders as per norms.
6. Maintain records of complaints and actions taken.
7. Submit compliance and periodic reports to regulatory authorities.
8. Review and update anti-ragging measures regularly.

### b. Complaint Committee

| Sr. No | Name                  | Company         | Designation        |
|--------|-----------------------|-----------------|--------------------|
| 1.     | Dr. Suhas Pharande    | Director        | Chairperson        |
| 2.     | Mrs. Manisha Gejage   | Asst. Professor | Member             |
| 3.     | Ms. Kajari Mitra      | Social Worker   | Member             |
| 4.     | Mr. Mandar Kolambekar | Advocate        | Member             |
| 5.     | Miss. Komal Purohit   | Student         | Member             |
| 6.     | Miss. Mrunali Kadu    | Student         | Member             |
| 7.     | Ms. Rutuja Ladkat     | Student         | Member             |
| 8.     | Ms. Rupali Lendave    | Non-Teaching    | Member-Coordinator |

### Complaint Committee - Responsibilities

1. Prevent sexual harassment at the workplace as per POSH Act, 2013.
2. Ensure a safe, dignified, and gender-sensitive work environment.
3. Promote awareness of women's rights and workplace ethics.
4. Handle complaints with fairness, sensitivity, and confidentiality.
5. Protect complainants from harassment or retaliation.
6. Encourage reporting of incidents without fear or stigma.
7. Ensure timely redressal of complaints.
8. Maintain compliance with statutory requirements.

## Role and Responsibility of Important Committees

### Complaint Committee - Functions

1. Receive complaints of sexual harassment in written or electronic form.
2. Conduct formal inquiries following due process and natural justice.
3. Provide interim relief to aggrieved women when necessary.
4. Recommend disciplinary action against the respondent, if proven.
5. Organize awareness and sensitization programs.
6. Maintain strict confidentiality of proceedings and records.
7. Prepare and submit annual reports to the management/authority.
8. Review and update policies related to workplace safety.

