

Information Handbook of
RAYAT SHIKSHAN SANSTHA'S
KARMAVEER BHAURAO PATIL INSTITUTE OF
MANAGEMENT STUDIES AND RESEARCH, VARYE, SATARA
(As per Right to Information Act, 2005)

INTRODUCTION

The Right to Information Act, 2005 sets out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines "public authority" as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government: It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing Rayat Shikshan Sanstha's Karmaveer Bhaurao Patil Institute of Management Studies and Research Varye, Satara and related information.

This Information Handbook is divided into 17 manuals/sections. Each section deals with units of information as delineated under section 4 (1) (b).

Section 4 (1) (b) (i) / Manual — 1:

Particulars of the organization, functions and duties

Karmaveer Bhaurao Patil Institute of Management Studies and Research Varye, Satara is established at Satara, by Rayat Shikshan Sanstha, in 2006. It is recognized by Government of Maharashtra, affiliated to Shivaji University, Kolhapur and approved by A. I. C. T. E., New Delhi.

Karmaveer Bhaurao Patil Institute of Management Studies and Research Varye, Satara is doing a pioneering work in the field of professional management education in Satara District and surrounding area since 2006.

The Institute conducts Bachelor of Business Administration (BBA), Bachelor of Computer Applications (BCA), Master of Business Administration (MBA) and Diploma Business Management (DBM). The Institute also conducts short term certificate courses for employability Skill Enhancement such as Spoken English, Aptitude Enhancement, MS-Tally with GST, Computer Hardware-Networking Maintenance and Android Application development.



VISION

“To be in the vanguard of management education by making most of both the worlds, traditional and modern and help entrepreneur acquire skills for the total satisfaction of the stakeholders”.

MISSION

“To impart management education, training programs, which combine the acquisition and application of knowledge with the development of the skills necessary for managers and entrepreneurs and New-Age Top Executives”.

AIM

“To strive to reach heights of excellence by providing a range of specialist facilities in the education of management along with its ancillary sub-disciplines such as Information Technology”.

OBJECTIVES

1. To make our students aware of the changing world ethos in the light of globalization and contexts of the new scenario.
2. To impart Qualitative and valuable services in the field of management education cater to the needs of business, commercial and industrial world.
3. To provide job oriented courses to the students and prepare them for self employment avenues through conventional and non-conventional courses.
4. To help students develop all-round personality so as to make them responsible citizens.
5. To inculcate a sense of discipline and integrity among them.
6. To contribute towards social and community development through infrastructure facilities.
7. To provide a platform to the students to face the challenges of the competitive world, with utmost utilization of their potential in sports, and other events.
8. To implement research, consultation and management development program.

INSTITUTE POLICIES TOWARDS ACCOMPLISHMENT OF MISSION, GOALS AND OBJECTIVES

Attendance

- In the view of rule prescribed by the university, making 75% attendance a must for every student to ensure and adhere to the institute would,
- Appointing guardian faculty for each class responsible for recording, monitoring and calculating the attendance of each student month wise.
- Communicating attendance performance of students to student's parents and Director for taking action/steps to punish absentee to improve attendance level.
- Exempting the student to remain absent in genuine cases with prior intimation/permission.



Pedagogy

- Preparation of teaching plan with adequate supporting reading materials (reference book, journals etc.)
- Using ICT and audio-visual aids facilitating understanding of subject the teacher dealing with.
- More emphasis on group discussion, case studies, role play, business game etc. for facilitating teaching learning process.
- Industry visit, exposing students to real life situation and better industry academic interaction.
- Fair and impartial working of internal credit system.
- Teacher to keep abreast with current knowledge, events and developments in their respective subject area and keeping student update with.
- Free 24hr access to library and internet facility.
- More teacher student interaction to make teaching learning process more lively and interesting.

Student performance Appraisal

- Adequate procedure for student performance appraisal.
- Transparent evaluation methods and process.
- Opportunity to student to voice their grievances, problems difficulties.
- Communicating result of performance evaluation and appraisal.
- Student employability enhancement
- Inculcating and equipping with hard and soft skills.
- Industry academic interaction
- Personality development
- Inviting well known and reputed industrial and business units for campus interviews and preparing students for the same.

Stakeholder

- Developing cordial relationship with the stakeholders.
- Arranging alumni/parent meet to solicit their views ideas for betterment of institute.
- Building institute image and sustaining the same.
- Involving stakeholders through and in various program for their patronage and support.

Discipline

- High priority to maintain discipline in and around the campus.
- Wearing corporate uniform and identity card while on the premises.
- Good corporate culture.



- A separate discipline committee consisting of a Director, senior faculty and representative of students.

Student Welfare

- Students welfare a serious and major concern for the institute.
- High/top priority to students welfare and welfare measures.
- Earn and learn scheme
- Making provision for basic infrastructural facilities for promoting welfare of student.

RULES TOWARDS DISCIPLINE POLICY EXECUTION

1. Student whose attendance is below 75% will not be eligible for internal & university examination. In case examination form is filled earlier and the attendance of student for that semester is below 75% then the Director of the institute as an authority to withdraw university examination form, all discretions regarding withdraw of university examination form, attendance and related matter are with Director of the institute.
2. At the end of every month, attendance would be calculated and would be displayed on the notice board. The attendance would also be communicated personally by concern guardian faculty for facilitating student counselling along with the parents of ward.
3. Any grievances towards attendance should immediately be addressed to the director in writing.
4. Student without I card and Dress code should not be entertained in institute.
5. Use of mobile in institute premises (building) is strictly prohibited.
6. Undesirable behavior of the student in institute campus is a punitive offence and discipline committee will take stringent action as appropriate to the situation.
7. Students out of the class should maintain silence and should not do any such activity which disturbs the classes.
8. Complaint of students has to be submitted in writing addressed to Director of the institute. As per the direction of Director the matter would be directed to concern department and or cell for the further proceeding.
9. Institute has implemented biometric attendance system for maintaining attendance record. It is binding on the student to mark their attendance with the biometric device.
10. The attendance in the class per lecture also would be taken. Student has to sign on attendance sheet per lecture.
11. Admission of student who absent without prior permission for seven consecutive days, will be cancelled automatically as per University statute and ordinance provision. Concerned student is responsible for further consequences. No any communication in this matter done by institute.
12. Anti Raging & women sexual harassment is strictly prohibited. If anybody found guilty he/she is liable for punishment as per statutory provision made by government.
13. It is mandatory to student to mark their attendance with the use of biometric device on arrival and leaving the institute. This attendance would only be considered as an authentic attendance. In case of biometric device failure or power cut student has to mark their attendance on attendance sheet physically available with respective class co-coordinator.
14. Student failed to mark attendance in biometric device despite of his presence the attendance will not be considered.
15. Students, who mark their attendance at arrival and failed to mark the attendance while leaving the institute, will be considered absent for that day.



16. Late comer student should not disturb the existing class.
17. Student should take care of infrastructural assets of institute. In case of physical damage common brakeage would be recovered from all the students at the end of the academic year.
18. Activities mentioned in academic calendar are mandatory for all the students. In case of unforeseen circumstances student unable to attend activities should seek prior permission of Director.
19. Student who failed to attend the activities mentioned in academic calendar shall be liable for punishment decided by Director.
20. Student is strictly prohibited to stand in corridor, standing on the stair cases, lobby, and terrace of the institute.
21. Institute organizing a various events like, guest lecture, industrial tour, alumni meet and other, student cantered
22. Activities. Student attendances for these activities are mandatory.
23. Information to the students is conveyed through the Notice. It will be displayed only in the Notice Board. Therefore every student should see the Notice Board everyday
24. Disciplinary action decided by an authority shall be of implemented and executed with immediate effect.
25. Students should maintain hygiene, wearing clean and pressed cloths. Hair cut suitable to executive. Clean shaved for boys.

Academic:

1. Students should follow the submission schedule of internal assignments. No delayed submission would be entertained.
2. Attending language laboratory and English specking lectures are compulsory.

Examination:

1. Attendance of internal examination is mandatory.
2. The examination would be natured as open book examination.
3. Students scoring less than desired marks in internal examination are facilitated with re examination by paying additional fees per paper.
4. The marks of internals would be displayed on notice board within five days from the last paper of internal examination. Any grievances towards internal marks should immediately be communicated to the Director in writing.
5. Students would get their assessed assignments and internal examination paper for verification.

Project Report:

1. The last date of implant training project report submission is 16th October of each year. After this date no project submission would be entertained.
2. Last Saturday of every month project review committee of faculty would be conducted under the chairmanship of Director of institute in which the performance of projects would be discussed.
3. The reports fail to submit on or before 16th October, the respective project guide has to clarify the reasons in writing addressing to director of the institute.
4. Any problems and complaints regarding project work should be consulted to the coordinator of MBA.



5. In the month of November the mock project report viva would be organized. A committee of three faculties from institute would assess the projects and the marks given by committee would be communicated to the University as internal credit for the project.

Students Committee:

1. Institute undertakes various activities. Every student studying in MBA would be a part of either of the committee and has to take part of administration of committee.
2. The numbers of students committees are as under. In the first week of commencement of institute the formation of students committees would be undertaken. Students have to take part in at least one administrative committee. The KEN and Research cell are academic committees and rests are administrative committees. The committee would be headed by a faculty under whose supervision the task of committee would be conducted.
The nature and scope of respective committees would be decided by faculty coordinator in consultation with the Director of Institute.

Dress Code:

For Boys:

Blazer: Raymond Suffire (Shed No. 9). (no open), three buttons for sleeves, rectangular shape at front.

Trouser: Raymond suffire (Shade No. 9), trouser without plate, strait fit, suited to blazer, bottom of the trouser min. 17 inches.

Shirt: White colour, full sleeves, executive, cloth variety: Spun Polyester, with one pocket.

For Girls:

Blazer: Raymond Suffire (Shed No. 9). Back cut, two buttons for sleeves, rounded front.

Trouser: Raymond Suffire (Shed No. 9), with two plats, no pocket at trouser back, and no skin fit.

Shirt: White colour, full sleeves, executive, cloth variety: Spun Polyester, without pocket, apple cut.

3. The dress code implementation from 26th August every year.
4. The dress code committee would decide the days of corporate dress day, regular uniform and dress code off days. The committee would decide on the action to be taken on students breaking the rules of dress codes.
5. Following days are mandatory for wearing corporate dress code
 - a. Independence day
 - b. Republic day
 - c. Karmaveer jayanti walk
 - d. Formal function of welcome – (MBA-II students only)
 - e. Formal function of farewell – (MBA-I students only)
 - f. Annual Day
 - g. Guest lectures
 - h. Industrial Tour
 - i. University, AICTE, NBA and other statutory committee visits.
 - j. Placement interviews
 - k. MBA University Project Viva.
6. Formal regular uniform is must for local industrial visits.



Library Rules:

Library remains open from 9.00am to 6.00pm throughout the year except during vacations

1. Borrower can take 2 books at a time
2. Use of library is strictly reserved for readers possessing a library membership card
3. Reader are allowed to borrow books only on their own
4. Loss of books/library card should be reported immediately in writing to the librarian.
5. Mobile phones should be switched off or should be kept on silent mode in the library premises
6. Smoking, eatables and drinks are not allowed in the library
7. The making and defacing of any publication is strictly forbidden
8. All readers are required to maintain discipline in the library
9. Library staff will not be responsible for readers personal books or any valuable items (e.g. Money bag, Mobile, Sack etc).
10. Book bank facility is available for all students of the institute. Those who are willing to get the facility, apply within prescribed form in the library.

Reading Room Rules:

1. I-cards are compulsory in the library/reading room.
2. Library register must be filled by the students. It is compulsory to write in/out time.
3. Students are not supposed to sit outside the reading room.
4. Mobiles are strictly prohibited.
5. The Institute code of conduct should be followed.

Students Grievance:

1. Students should contact coordinator MBA for academic grievances in the office hours.
2. For administrative grievances students should contact to the Director of Institute.
3. Students should initially approach respective faculty coordinator of committee for committee related work and grievances.
4. Suggestions of students towards institute development can also be placed in suggestion box.

We have read above mentioned rules and we assure you that the rules framed by the institute would be followed by ward. We also understand any indiscipline would invite disciplinary action on ward

Core Values of KBPIMSR

- Contributing to **National Development through management Education**
- Fostering **Global Competencies** among students through ICT enabled LMS
- Inculcating a **value system** among students
- Promoting the **use of Technology**
- Quest for **Excellence**

During our glorious journey of last 12 years under the aegis of Rayat Shikhan Santha, the academic achievements have been noteworthy. The institute pursues excellence through management education training and ICT enabled teaching learning process involving Moodle Learning Management System. While providing student centric, inclusive and value based education, the institute lays emphasis on enhancing employability abilities and skills of students equipping them with global competencies to enter in the noble profession with competence and confidence.

Contact Details :-**Postal Address :-**

Karmaveer Bhaurao Patil Institute of Management Studies and Research Varye, Satara,
Satara, Maharashtra-415001, India.



Website : www.kbpimsr.ac.in

Tel. / Fax No : 02162 200600

Email : mba.kbp@gmail.com

Map of Location

The Institute location Map is available at

<https://www.google.com/search?q=karmaveer+bhaurao+patil+institute+of+management>

Working Hours

Institute Timing on all Working Days : From 10.00 am to 05.00 p.m.

Office Timing: From 10.00 a.m. to 5.00 p.m. on all working days.

Financial Transactions: 10.30 a.m. to 01.30 p.m. on all working days.

Library Timing: From 10.00 a.m. to 05.00 p.m. on all working days.

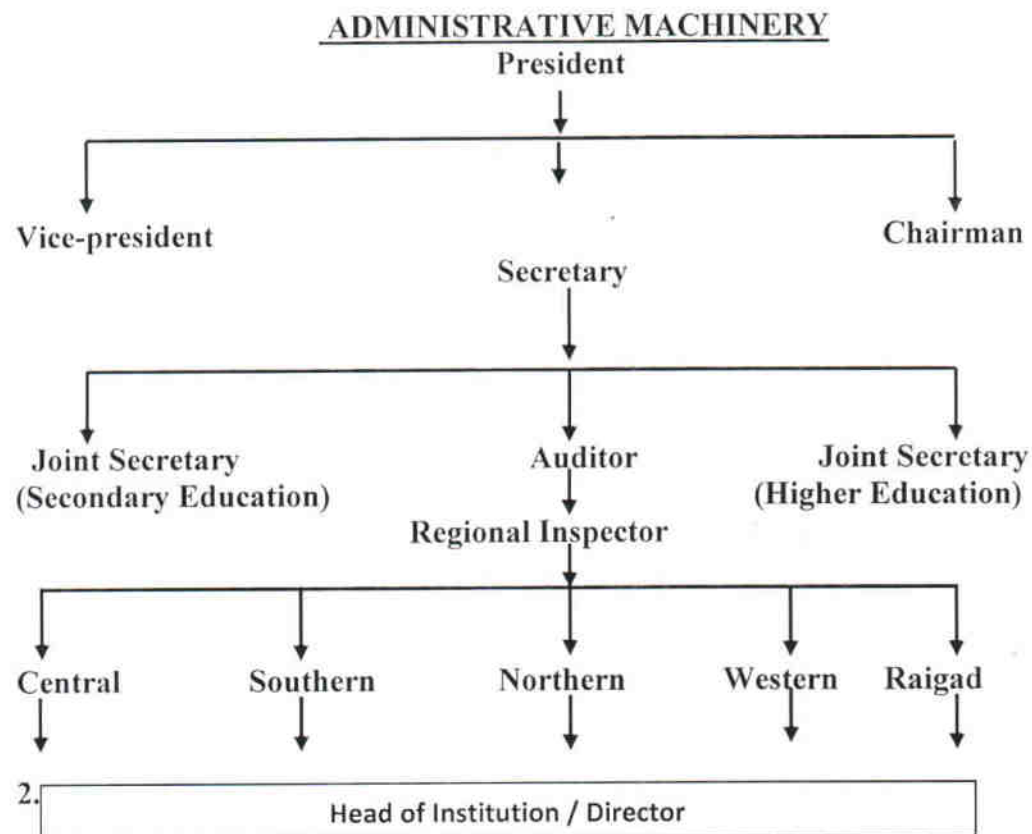
Weekly Holiday will be on **Sunday**.

Organization and Administrative Machinery

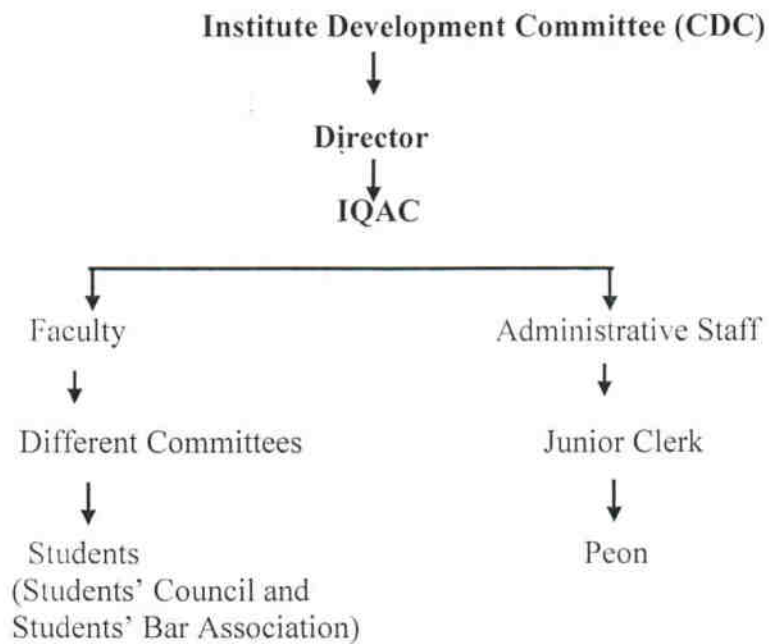
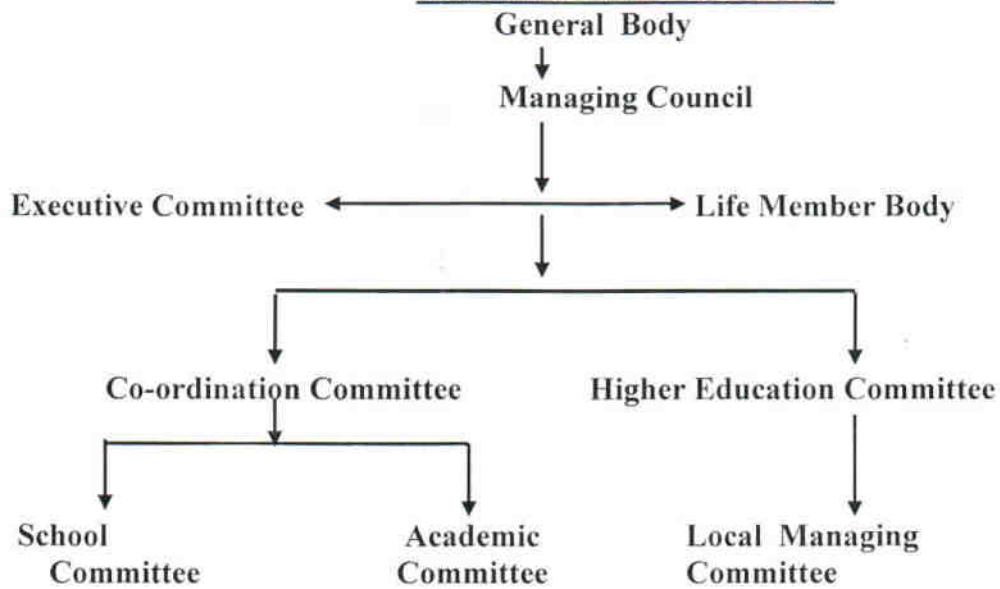
Organogram of the institution

The parent institution plays a pivotal role in the general administration of the Institute.

It formulates the requisite policies for achieving goals and missions



ADMINISTRATIVE BODIES



Administrative Setup of Karmaveer Bhaurao Patil Institute of Management Studies and Research Varye, Satara,

Various committees involving Director, Teaching and Office Staff and students, are formed in order to conduct administrative, Academic and various curricular and co-curricular activities.

1. Institute Development Committee (CDC)

Sr.No.	Name	Designation	
1	Dr.Anil Appasaheb Patil. Chairman Rayat Shikshan Sanstha, Satara.	Chairperson of the Management or his nominee	I. To Supervise the overall working in the Institute. II. To approve the budget estimate and give sanctions to required works and projects. III. To take necessary measures to deal with the complaint if any IV. To monitor the administration and development of the staff, students and the Institute. V. To hold at least two meetings in a year VI. To maintain a register of minutes of the meetings.
2	Dr. Bhausaheb Kisan Karale. Secretary Rayat Shikshan Sanstha, Satara.	Secretary of the Management or his nominee	
3	Mr. Guruprasad Sarada.	Local Member	
4	Mr. Farukh Cooper.	Local Member	
5	Mr. Sanjiv Jaykumar Patil	Local Member	
6	Mr. Vasantrao Phadhtare.	Local Member	
7	Dr. S. S. Bhola.	HOD & IQAC coordinator	
8	Dr. M. B. Bhosale.	Teachers Representative	
9	Dr. R. D. Kumbhar.	Teachers Representative	
10	Dr. S. R. Nikam.	Teachers Representative	
11	Mrs. A. D. Salunkhe.	Non- Teaching Representative	
12	Miss.Krutika Dipak Aglave	Secretary, Student's Council	
13	Dr. B. S. Sawant, Director, KBPIMSR, Varye, Satara	Secretary	

2. IQAC Committee

Sr. No.	Name	Capacity	Designation	Particulars of work to be done
1.	Chairperson	Head of the Institution	Dr. B.S. Sawant	I. To update the website every year II. To guide and supervise the teaching activity in preparing annual unit plan according to the syllabi and also for preparation of teaching notes and maintaining its record. III. To prepare SSR and upload it on website & submitted to NAAC. IV. To encourage use of audio visual aids and diff ICT techniques, teaching methods, such as simulation exercises Role play etc. V. To undertake faculty development programme and various Co-curricular
2.	A few senior administrative officers	Administrative officer	Mrs. A.D. Salunkhe	
3.	Three to eight teachers	Teachers Teachers Teachers Teachers	Dr. M.B.Bhosale Dr. R.D.Kumbhar Dr. S.R.Nikam Mr. S.B.Chavan	
4.	One member from the Management	Joint Secretary (H.E.)	Prin. Dr. Vijaysinha Sawant	
5.	One/two nominees from local society, Students and Alumni	Society Society Alumni Student	Mr. Guruprasad Sarada Mr. Sudhir Apte Dr. Nitin Zaware Mr. Natwarlal Tapase Miss.Vibha U.Gaikwad	
6.	One/two nominees from Employers / Industrialists /	Industrialists Industrialists	Mr. Vasantrao Phadtare Mr. Nitin Deshpande	



	stakeholders			& extracurricular activities for all round enhancement.
7.	One of the senior teachers as the coordinator/Director of the IQAC	Senior Teachers	Dr. S.S.Bhola	VI. To plan and ensure overall quality initiatives in the Institute. VII. To submit AQAR reports every year to NAAC before the due date. VIII. To maintain record of faculty profile and self appraisals in prescribed format. IX. To organize IQAC activities as per the UGC guidelines. X. To co-ordinate the RQMS activity in the Institute. XI. To hold Four meetings in a year XII. To maintain a register of minutes of the meetings. XIII. To implement NAAC Reaccreditation process as per the norms & guidelines from Rayat Shikshan Sanstha.

3. ADMISSION COMMITTEE

Sr. No.	Name	Designation	Functions
1	Dr.B.S.Sawant	Chairperson	I. To scrutinize all applications as per the Merit List, Reservation List and approve them.
2	Dr.S.S.Bhola	Secretary	II. To check the admission forms & other documents.
3	Dr.R.D.Kumbahr	Member	III. Prepare & display necessary information on Notice Board.
4	Dr.M.B.Bhosale	Member	IV. To interview the students.
5	Dr.S.R.Nikam	Member	V. To carry out the admission procedure as per the vii)prescribed rules of, UGC, Government & University.
6	Shri.S.B.Chavan	Member	VI. To Finalize and update the roll call list & list of repeaters.
7	Mrs. A.D. Salunkhe	Member	VII. To update the prospectus and website every year VIII. To hold at least two meetings in a year. IX. To maintain a register of minutes of the meetings.

4. B. C. CELL STANDING COMMITTEE.

Sr. No.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To send report of the admission details to the University
2.	Dr.S.S.Bhola	Member	II. To display information about various concession to students.
3.	Dr.S.R.Nikam	Member	III. To hold at least two meetings in a year.
4.	Mrs. A.D. Salunkhe	Member	IV. To maintain a register of minutes of the meeting.
5.	Dr.R.D.Kumbahr	Secretary	



5. Gymkhana Committee

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To Co-ordinate students in organizing sports and various events in the Institute. II. To organize various student welfare activities. III. To form Students' Council and conduct the election of secretary to students' Council as per university rules. IV. To make arrangements & organize sport activities for the Institute. V. To send Institute teams for participation in sports conducted by universities & submit written report of all sports events. VI. To prepare Gymkhana Report at the end of the academic year. VII. To maintain discipline in the Institute. VIII. To make and implement the rules regarding I-Card and dress code. IX. To take necessary actions to improve attendance among students to lectures & Programmes. X. To hold at least two meetings in a year. XI. To maintain a register of minutes of the meetings
2.	Dr.R.D.Kumbhar	Secretary	
3.	Dr.S.S.Bhola	Member	
4.	Dr.M.B.Bhosale	Member	
5.	Shri.S.B.Chavan	Member	
6.	Shri Pratap Vijay Babar	Student Nomiee	

6. ANTI- RAGGING COMMITTEE

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To display the information about the committee in the Institute and Institute website. II. To take necessary measures including surprise visits in campus to prevent ragging in the Institute and deal with the complaint if any. III. To undertake programmes for personality development of the students. IV. To supervise the working of CCTV in the Institute premises V. To hold at least three meetings in a year. VI. To maintain a register of minutes of the meetings.
2.	Ms.Smita Dattatray Navagre	Representatives of Civil & Police Administration	
3.	Mrs.Pragati Jadhav	Local Media	
4.	Sandhya Chougulae	Non-Governmental Organization's Member / Ex-Student	
5.		Representatives of Parents	
6.	Vaidya Shivani Mukund MBA I	Representative of Students belonging to fresher Category as well as Senior Students	
7.	Mrs.. A.D. Salunkhe	Non-Teaching Staff	
8.	Aranke Raksha Vijay	Fresh Student	
9.	Mr.Natwarlal Tapase	Ex-Student	
10	Dr.S.A.Bhosale	Faculty Member	

7. Internal Complaint Committee 2017-2018

Sr.	Name	Designation	Functions
1	Dr.S.A.Bhosale	Director Nominated Senior most Female Lecturer	I. To display the information about the committees in the Institute. II. To take necessary measures to prevent sexual harassment in the Institute and deal with the complaint if any. III. To undertake programmes
2	Dr.Chougule Sandhya	Director Nominated Member of N.G.O	
3	Dr.Deepa Patil	Director Nominated Legal Expert	
4	Miss.Aglave Krutika Dipak	Director Nominated Female Representative of Student Council	



5	Dr.Dabolkar Chitra	Director Nominated Medical Practitioner	Member	for personality development of the girls. IV. To hold at least three meetings in a year. V. To maintain a register of minutes of the meetings.
6	Dr.S.R.Nikam	Director Nominated Lecturer	Member	
7	Mrs. T.N. Shevate	Director Nominated Member of Administrative Staff	Member	
8	Mrs. A.D. Salunkhe	Director Nominated Female Lecturer	Member	

8. PURCHASE COMMITTEE

Sr. No.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To recommend purchase of items. II. To invite quotations for the same. III. To purchase the things as per the prescribed rules, considering the requirement of Secretary students, staff & employees and the existing budget of the Institute. IV. To update the Stock register and Dead Stock register every year to include all purchases. V. To hold at least two meetings in a year. VI. To maintain a register of minutes of the meetings.
2.	Dr.M.B.Bhosale	Secretary	
3.	Dr.S.S.Bhola	Member	
4.	Dr.R.D.Kumbhar	Member	
5.	Dr.S.R.Nikam	Member	
6.	Mrs. A.D. Salunkhe	Member	
7.	Shri. N.K. Awatade	Member	

9. Lead Institute Activity Committee: -

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To Call Meeting for deciding the Guest of Honour, Chairperson, Resource person etc II. To Conduct the Programme III. To give publicity to write report & proceeding. IV. To submit the budget and utilization with report of the lead Institute activities to the Lead Institute in the cluster.
2	Shri.S.B.Chavan	Secretary	
3	Dr.S.S.Bhola	Member	
4	Dr.R.D.Kumbhar	Member	
5	Shri. N.K. Awatade	Member	

10. LIBRARY ADVISORY COMMITTEE

Sr.	Name	Designation	Functions
1	Dr.B.S.Sawant	Chairperson	I. To decide the books to be purchased for each class that are prescribed & recommended by University. II. To subscribe for journals & other Magazines. III. To display New Arrivals on the notice board. IV. To invite suggestions from staff & students regarding purchase of books & subscription to Journals & Book Bank.
2	Shir.S.R.Kumbhar	Secretary	
3	Dr.S.S.Bhola	Member	
4	Dr.R.D.Kumbhar	Member	
5	Dr.S.A.Bhosale	Member	
6	Dr.S.R.Nikam	Member	



7	Dige Anikita Pradip MBA I	Student Nominee Member	V. To make rules & regulations for proper functioning of the library & the Computer Lab. VI. To supervise the use of study Room, Computer Lab, Reading Room and maintain entry Register for record Take disciplinary action regarding loss of books, late return of the books, damage to books etc. VII. To make yearly report of books damaged, lost etc. VIII. To hold at least two meetings in a year. IX. To maintain a register of minutes of the meetings.
---	------------------------------	------------------------------	---

11. BUILDING MAINTENANCE & DEVELOPMENT COMMITTEE

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To supervise the regular maintenance of the building & surrounding area. Regular cleaning of water tanks. Etc. II. To Maintain the existing furniture is good condition & to suggest & conduct repairs, replacement whenever necessary III. To suggest purchase of new furniture for the Institute, whenever necessary. To explore opportunities of infrastructure development. IV. To provide for the safety measures in the premise, to maintain First Aid, Fire fighting equipments etc. V. To hold at least two meetings in a year. VI. To maintain a register of minutes of the meetings.
2	Dr.M.B.Bhosale	Secretary	
3	Dr.R.D.Kumbahr	Member	
4	Mrs. A.D. Saulnkhe	Member	
5	Shri. N.K. Awatade	Member	

12. Alumni Committee

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. Prepare a list of Alumni. II. To allocate the student internship. III. To hold at least two meetings in a year IV. To maintain a register of minutes of the meetings. V. To get register Alumni to Alumni cell VI. To conduct institute development activities VII. To create platform for students support, placement ect. through Alumni.
2.	Dr.M.B.Bhosale	Secretary	
3.	Dr.S.S.Bhola	Member	
4.	Dr.R.D.Kumbhar	Member	
5.	Dr.S.R.Nikam	Member	
6.	Dr.S.A.Bhosale	Member	
7.	Shri. M.G.Gosavi	Member	

13. STUDENT WELFARE COMMITTEE-

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To display the information about the committee in the Institute. II. To take necessary measures to organize parent teacher meetings in the Institute and to take feedback from the parents. III. To undertake programmes for personality development of the students and to monitor their present in the class. IV. To inform the parents in case of continuous / substantial absence from Institute. V. To invite suggestions regarding student welfare from students & Staff. VI. To provide Educational Counseling & carrier guidance to students. VII. To display information regarding Co-curricular & Extra curricular activities on the notice board. VIII. To prepare a panel of students & to encourage them for participation in various competitions, Seminars, workshops etc.
2	Dr.S.S.Bhola	Secretary	
3	Dr.R.D.Kumbhar	Member	
4	Dr.S.A.Bhosale	Member	
5	Shri. M.G. Gosavi	Member	
6	Mrs. S.J. Dhanawade	Member	
7	Bhosale Manasi Sudhir BCA I	Student Nominee	



			<p>IX. To improve the infrastructural & reading room facilities & support available to students.</p> <p>X. To ensure proper sanitation, cleanliness, hygiene, drinking water etc for students.</p> <p>XI. To organise various activities for all round personality Development of students.</p> <p>XII. To encourage students to participate in Youth festival & other cultural activities.</p> <p>XIII. Maintain the monthly record of attendance of students & send letters to absent students whose attendance falls below the prescribed 75%</p> <p>XIV. Take disciplinary action in respect of students, whose attendance falls below 75% as per university rules.</p> <ul style="list-style-type: none"> • Prepare a report of action taken per term. • Prescribe the Dress Code for boys and girls. • Make and implement the rules regarding dress code. • To hold at least the Two Meetings in a Year. • To maintain a register of minutes of the meetings.
--	--	--	--

14. Staff Welfare Committee -

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	<p>I. To keep the record of all activities & to prepare report arranged by the committee. academy & to prepare report every year</p> <p>II. To hold at least two meetings in a year</p> <p>III. To maintain a register of minutes of the meetings. To invite suggestions for Staff Welfare from Teaching & Non-Teaching Staff and implement them.</p> <p>IV. To supervise the facilitation of sanitation, drinking water, recreation of staff & suggest means to improve them.</p>
2	Dr.S.A.Bhosale	Secretary	
3	Dr.S.S.Bhola	Member	
4	Mrs.S.J.Dhanawade	Member	
5	Mrs.A.D. Salunkhe	Member	

15. Career Guidance, Placement & Counseling Cell -

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	<p>I. To provide guidance and expertise for training & coaching of students for various competitive exams.</p> <p>II. To provide information about career options and provide counseling about career development.</p> <p>III. To allocate students for internship as per rules of university.</p> <p>IV. To facilitate final placement of students.</p> <p>V. To organize programmes for career guidance and prepare MOU with the firms.</p> <p>VI. To provide for the coaching for various competitive exams.</p> <p>VII. To hold at least two meetings in a year</p> <p>VIII. To maintain a register of minutes of the meetings.</p>
2	Shri.S.B.Chavan	Secretary	
3	Dr.S.R.Nikam	Member	
4	Shri.M.G Gosavi.	Member	
6	Mrs.S.J. Dhanawade	Member	

16. Institute Activity Organisation Committee –

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	<p>I. To display notices and seek participation of students in various activities & competitions.</p> <p>II. To send Institute team after proper selection for various competitions.</p> <p>III. To maintain record of all activities held in the Institute & all representations on behalf of the Institute.</p> <p>IV. To Co-ordinate student participation & active</p>
2.	Dr.S.S.Bhola	Secretary	
3.	Dr.R.D.Kumbhar	Member	
4.	Dr.M.B.Bhosale	Member	
5.	Dr.S.A.Bhosale	Member	



6.	Mrs.Salunkhe A.D.	Member	involvement in organization of the Institute activities and submit report term wise. V. To form editorial board for the wall paper. VI. To give publicity in press of all events organized by the Institute. VII. To hold at least two meetings in a year VIII. To maintain a register of minutes of the meetings.
9	Babar Pratap Vijay MBA II	Student Nominee	
10	Aglave Krutika Dipak BBA III	Student Nominee	

17. GRIEVANCE REDRESSAL COMMITTEE.

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To tackle the grievances of students, teaching and administrative staff referred to the committee. II. Try to promote friendly & amicable relationship among students, faculty and other members of the institution. III. To arrange for counseling of Students. IV. To hold at least two meetings in a year. V. To maintain a register of minutes of the meetings.
2.	Shri.S.B.Chavan	Secretary	
3.	Dr.M.B.Bhosale	Member	
4.	Dr.S.A.Bhosale	Member	
5.	Sou.A.D. Salunkhe	Member	

18. Teaching, Learning Evaluation & Merit Promotion Committee

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To Co-ordinate staff participation in organizing bridge courses, Remedial Lectures and students progression activities. II. To suggest & implement innovative teaching methods & evaluation technique. III. To facilitate analysis and evaluation of the student performance in examinations. IV. To provide academic counselling to weaker students & to progressive students. V. To hold at least two meetings in a year VI. To maintain a register of minutes of the meetings.
2	Dr.S.S.Bhola	Secretary	
3	Dr.R.D.Kumbhar	Member	
4	Dr.S.A.Bhosale	Member	
5	Deshmukhe Gauri Arun MBA I	Member Student Nominee	

19. Staff Academy & Research Promotion Committee -

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To organize lecture by Faculty member on various subjects at least once in every month. II. To keep the record of all lectures arranged by the staff academy & to prepare report every year. III. To hold at least two meetings in a year IV. To maintain a register of minutes of the meetings.
2	Shri.S.B.Chavan	Secretary	
3	Dr.S.A.Bhosale	Member	
4	Mrs.S.J. Dhanawade	Member	
5	Shri.M.G. Gosavi	Member	

20. Extra Curricular Activities Committee -

(Youth Festival, Moot Court, Debate, Elocution, Essay Competition etc.)

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To Select and nominate students for representing the Institute in Extra Curricular Activities including II. Elocution, Essay, Debate & Other Competition. III. To Send registration forms after taking undertaking & declaration from. IV. To prepare a report of all participations by students per semester and keep a record of all certificates & prizes. V. To take at least 4 meetings in a year VI. To maintain a register of minutes of the meetings.
2.	Dr.R.D.Kumbhar	Secretary	
3.	Shri.M.G. Gosavi	Member	
4.	Shri.V.D.Patil	Member	
5.	Vaidya Shivani Mukund MBA I	Student Nominee	
6	Jadhav Rutuja Vijay BCA III	Student Nominee	



21. Entrepreneurship Development & Incubation Centre -

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To select students having entrepreneur potential.
2.	Dr.M.B.Bhosale	Secretary	II. To arrange programs for entrepreneur grooming.
3.	Dr.S.S.Bhola	Member	III. To help set up enterprise.
4.	Dr.R.D.Kumbhar	Member	IV. To support sustenance of enterprise.
5.	Shri. M.G. Gosavi	Member	V. To have partnership in enterprise.
			VI. To organize EDP & FDP.
			VII. To Maintain the records minutes of meetings
			VIII. To hold of least two meetings

22. Right to Information -

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Appellate Authority	I. To Comply the RTI claims.
			II. To maintain the records.
2.	Mrs. A.D. Salunkhe	Information Officer	III. To communicate with higher authorities
			IV. To hold at least two meetings.

23. Student Security Committee -

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To organize programs for student security
2.	Shri. M.G.Gosavi	Secretary	II. To Practice student security on the campus.
3.	Dr.M.B.Bhosale	Member	III. To maintain records of meeting
4.	Dr.R.D.Kumbhar	Member	IV. To hold at least two meeting.
5.	Mrs.A.D.Salunkhe	Member	

24. Examination Committee -

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To plan and conduct Internal Examination.
2.	Dr.M.B.Bhosale	Secretary	II. To implement schedule of University Examination.
3.	Dr.S.S.Bhola	Member	III. To educate student on examination rules & regulations policy.
4.	Dr.R.D.Kumbhar	Member	IV. To maintain records of University and Internal Examination.
5.	Dr.S.A.Bhosale	Member	V. To prepare set of question paper for library.
			VI. To hold at least two meeting a year.

25. Teachers Parents Committee -

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To organize teacher parent meet.
2.	Dr.S.A.Bhosale	Secretary	II. To facilitate discussion arrange it teachers & parents.
3.	Dr.S.S.Bhola	Member	III. To maintain the records of meeting.
4.	Dr.R.D.Kumbhar	Member	IV. To hold at least two meeting a year.

26. Carrier Advancement / Skill Development Committee -

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To design and implement need based skill development courses.
2.	Dr.S.R.Nikam	Secretary	II. To conduct and examine development courses
3.	Dr.S.S.Bhola	Member	III. To design and implement skill development courses for the community.
4.	Dr.R.D.Kumbhar	Member	IV. To maintain records and minutes of meeting.
5.	Shri.S.B.Chavan	Member	V. To revise and enrich skill development courses.
6.	Shri.M.G.Gosavi	Member	VI. To arrange FDP on skill development and carrier advancement.
			VII. To hold at least two meeting a year



27. Development Funds & Utilization Committee -

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To prepare planning for utilization of development fund. II. To supervise on the utilization of development fund. III. To maintain records of utilization of development fund. IV. To hold at least two meeting a year.
2.	Dr.M.B.Bhosale	Secretary	
3.	Dr.R.D.Kumbhar	Member	
4.	Dr.S.R.Nikam	Member	
5.	Mrs.A.D. Salunkhe	Member	
6.	Shri.N.K. Awatade	Member	

28. Women's Anti Sexual Harassment Committee -

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To organize program to educate student on related laws. II. To handle grievance of any regarding sexual harassment. III. To organize program on women empowerment. IV. To organize meetings and maintain minutes V. To maintain records of committee functioning. VI. To hold at least two meeting a year.
2.	Dr.S.A.Bhosale	Secretary	
3.	Dr.S.S.Bhola	Member	
4.	Dr.S.R.Nikam	Member	
5.	Mrs.S.J.Dhanawade	Member	
6.	Mrs. A.D. Salunkhe	Member	
7.	Shri.Sudhir Bhosale	BCA I Parent Member	
8.	Gangaram Kondiba Awakire	BBA I Parent Member	
9.	Salunkhe Gouri Vijay	Member Student Nominee	

29. Canteen Committee -

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To supervise canteen activity and plan for enhancement. II. To guide on quality of etables cleaning etc. III. To hold at least two meeting a year
2.	Shri. M.G. Gosavi	Secretary	
3.	Mrs. A.D. Salunkhe	Member	
4.	Shri. N.K. Awatade	Member	

30. Students' Council Committee

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To supervise canteen activity and plan for enhancement. II. To hold at least two meeting a year Student council contribute in various statutory committees viz CDC,GB in institute and provide their valuable in puts for overall development of institute.Student council play the role in organizing curricular & co-curricular activities in institute. III. Student council play role of mediator between college administration and students for hardly grievances.
2.	Dr.R.D.Kumbhar	Secretary	
3.	Agrawal Komal Shivkumar	Member	
4.	Deshmukh Gauri Arun	Member	
5.	Aglave Krutika Dipak	Member	
6.	Jadhav Priya Prakash	Member	
7.	Aranke Raksha Vinay	Member	
8.	Jadhav Rutuja Vijay	Member	
9.	Shelar Kamlesh Shrirang	Member	
10.	Bhosale Mansi Sudhir	Member	
11.	Vaidya Shivani Mukund	Member	
12.	Babar pratap Vijay	Member	
13.	Salunkhe Gauri Vijay	Member	
14.	Dige Anikita Pradip	Member	

Place: Satara

Date: 25.08.2018

--End of document---



(Signature)
Director

Karmveer Bhaurao Patil Institute of
Management Studies & Research Satara