

- Members of the Board and their brief background

Sr. NO.	Name of members	Brief Background	Designation
1.	Dr. Sanjay Dhande	Padmashree Professor Sanjay GovindDhande, former Director of IIT Kanpur,isan innovative technologist, an acclaimed academician, an eminent researcher, a visionary institution builder and an able administrator, whose contributions are acknowledged not only in India but also in many other countries.	Chairman
2.	Dr. Sunil Karad	Dr. Sunil Karad is the Executive Director of MIT Group of Institutions. He is an educationist, scholar and a visionary leader.	Member
3	Prof. AnantChakradeo	Prof. AnantChakradeo is the Dean of MIT Institute of Design and Director, International Relations for the MIT Group of Institutions.	Member
4	Dr. Mahesh D. Goudar	Dr. Mahesh D. Goudar is the Director of MIT Academy of Engineering (MITAOE), Pune and is a World Skill International Expert in the skill of Mobile Robotics	Member Secretary
5	Dr. B.B Ahuja	Dr. B.B. Ahuja is the Director of the renowned College of Engineering, Pune (COEP)	Member
6	Prof. H. K. Abhyankar	Prof. H.K. Abhyankar is an eminent academician who has worked as the Director of the Vishwakarma Institute of Technology (VIT), Pune.	Member
7	Dr. N. S. Umrani	Dr. N. S. Umrani, Pro-Vice Chancellor SavitribaiPhule Pune University (SPPU), Pune.	Member
8	Dr. Mrs. Manju Singh	Dr. Mrs. Manju Singh is the Secretary of the University Grants Commission (UGC), Government of India	UGC Nominee

9	Dr. Aditya Abhyankar	Dr. Aditya Abhyankar is the Professor & Dean of the Department of Technology, Savitribai Phule Pune University (SPPU)	Government of Maharashtra Nominee
10	Dr. Prashant Kumar	Dr. Prashant Kumar Indian Institute of Technology, Kanpur	Member
11	Mr. Prakash Jagtap	Mr. Prakash Jagtap is the Chairman and Managing Director of SAJ TEST PLANT PVT. LTD.	Member
12	Dr. B. P. Sable	Dr. B. P. Sabale is the Ex. Vice Chancellor, YCMOU, Maharashtra	Member
13	Dr. Dipti Sakhare	Dr. Dipti Sakhare is Associate Professor in School of Electrical Engineering	Member Faculty Representative
14	Mr. Amar More	Mr. Amar More is Assistant Professor in School of Computer Engineering & Technology and Deputy Controller of Examination.	Member Faculty Representative

Member Secretary Sign with Date

- **Members of Academic Advisory Body**

SR. NO.	NAME OF MEMBERS	PROFILE	DESIGNATION
1.	Dr.Mahesh D. Goudar	Director& Professor, MIT Academy of Engineering	Chairman
2.	Dr. Aditya Abhyankar	Professor & Dean of the Department of Technology, SavitribaiPhule Pune University (SPPU), Pune	University Nominees
3.	Dr. D. S. Bormane	AISSMS's College of Engineering, Kennedy Road, Pune	
4.	Dr. Suresh Gosavi	Department of Physics, SavitribaiPhule Pune University (SPPU), Pune	
5.	Dr. S.L.Patil	Professor, College of Engineering, Pune	External Experts Industry/ Academics
6.	Mr. Deepak Patil	Associate Director, Cognizant Technology Solutions	
7.	Dr..Dev Gupta	Principal Scientist, Thermax Limited, Pune	
8.	Mr.DattaParle	Principal Consultant, Infosys Ltd, Pune	
9.	Dr. B. B. Waphare	Principal, MAEER's MIT Arts, Commerce and Science College, Pune	
10.	Dr.Sunita S. Barve	Dean Academics, MIT Academy of Engineering	Member Secretary
11.	Mr.Senthil Kumar	Dean School of Chemical Engineering	
12.	Mrs.RanjanaBadre	Dean School of Computer Engineering & Technology	
13.	Dr.DebashishAdhikari	Dean School of Electrical Engineering	

14.	Mr.PrafullaHatte	Dean School of Mechanical and Civil Engineering	All School Deans
15.	Mrs.PrabhaKasliwal	Dean School of Humanities and Engineering Science	
16.	Dr.Nachiket Thakur	Dean School of Design	
17.	Mr. S.M. Bhagat	Dean Quality Assurance	Faculty members
18.	Dr.NitinRane	Professor, School of Chemical Engineering	
19.	Dr.ArikaKotha	Controller of Examinations	
20.	Dr.AbhijitMalge	Dean Research and Development	
21.	Dr.Yogesh J. Bhalerao	Professor, SMCE	
22.	Mrs.PrachiRajapolu	Assistant Professor, School of Electrical Engineering	
23.	Mr. Amar More	Assistant Professor, School of Computer Engineering & Technology	

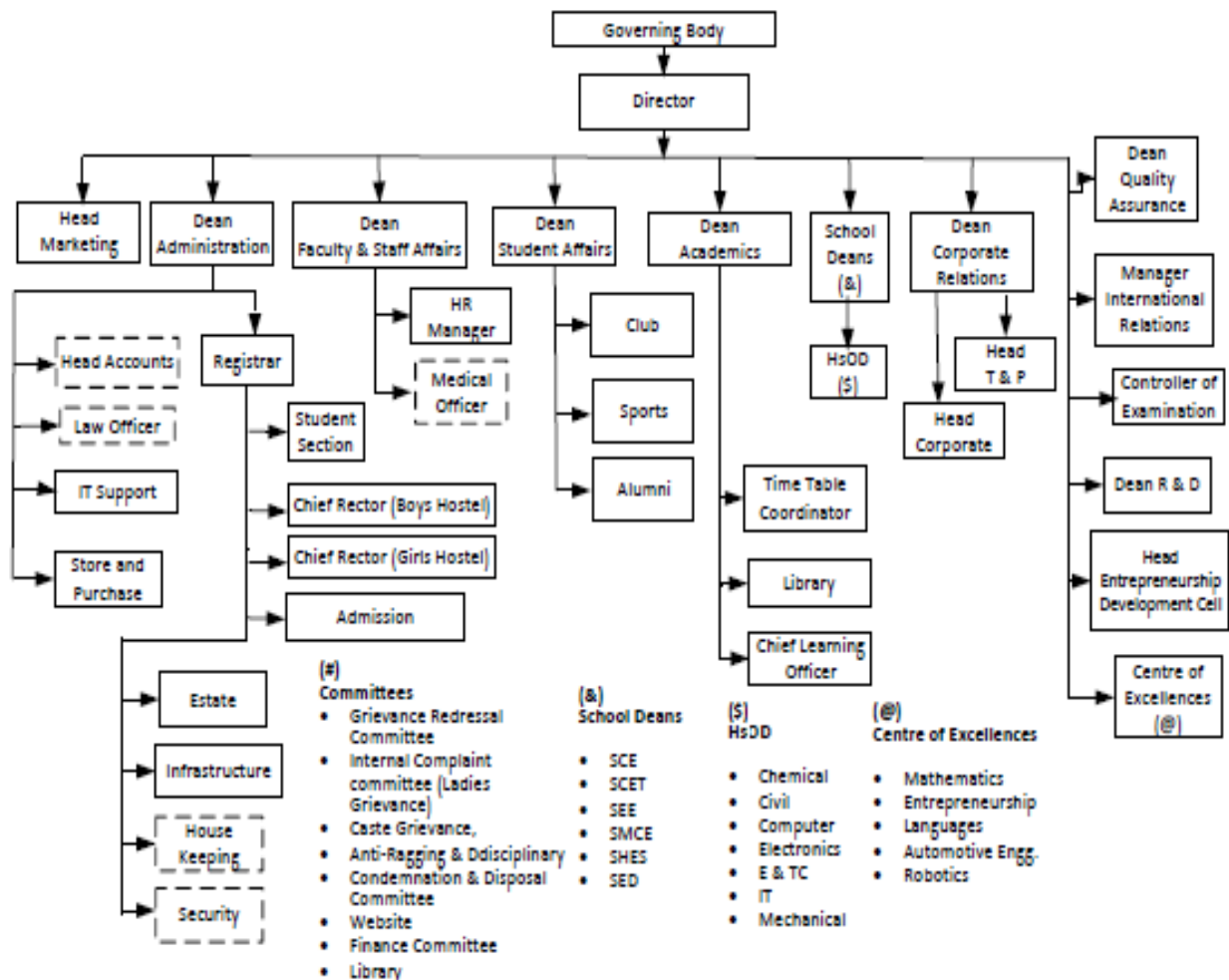
Member Secretary Sign with Date

Chairman Sign with Date

Copy To: All members of Academic Council

- Board meeting:** Meetings of the governing body shall be held at least twice a year.
- Academic Advisory body meeting:** Academic council can meet at least twice a year.

- ### MIT Academy of Engineering Organization Structure



SCE: School of Chemical Engg., SED: School of Engg. Design
SCET: School of Computer and Engineering Technology (Computer & IT)
SEE: School of Electrical Engineering (E&TC and Electronics)
SMCE: School of Mechanical and Civil Engg.,

Prepared By:
Dean QA

Recommended By:
Director

Approved By
Executive Director

Rev7.0 – 1/08/2020

- **Nature and Extent of involvement of Faculty and students in academic affairs/improvements**

Institute Development Council

Sr. No.	Name of the Member	Profile
1.	Dr. Mahesh D. Goudar	Director
2.	Prof. Ranjana Badre	School of Computer Science & Technology
3.	Dr. Debashis Adhikari	School of Electrical Engg
4.	Prof. Prafulla Hatte	School of Mechanical & Civil Engg.
5.	Prof. M. Senthilkumar	School of Chemical Engg. & Chemistry
6.	Prof. Prabha Kasliwal	School of Humanities & Engg. Sciences
7.	Dr. Abhijit Malge	School of Engg Design & Dean R&D
8.	Prof. Usha Verma	Dean - Faculty & Staff Affairs
9.	Prof. Sunilkumar. M. Bhagat	Dean - Quality Assurance
10.	Prof. Vaishali Wangikar	Dean - Student Affairs
11.	Dr. Sunita Barve	Dean – Academics
12.	Dr. Shitalkumar. A. Jain	Dean - Corporate Relations
13.	Dr. Arika Kotha	Controller of Examination
14.	Prof. Amar More	Deputy Controller of Examination
15.	Prof. Atif Shaikh	HoD Civil
16.	Prof. Tukaram Sonawane	CEO, Entrepreneurship Development Foundation

INSTITUTE DEVELOPMENT COUNCIL (IDC)

Minutes of Meeting (17)

Date: 27th November 2019

Venue: Old Conference Hall

Time: 2.30 p.m.

Prof. M. Senthil Kumar (Dean, SCE)
Prof. Prafulla Hatte (Dean, SMCE)
Dr. Abhijit Malge (Dean, SED)
Prof. Prabha Kasliwal (Dean, SHES)
Prof. Sunilkumar Bhagat (Dean, QA)
Prof. Usha Verma (Dean FSA)
Mrs. Vaishali Wangikar (Dean SA)
Dr. Mrs. R. M. Goudar (Mandatory
Dis. Incharge and representative for
Dean SCET)

Prof. S. A Khandekar (SEE)
Dr. S. A. Jain (Dean Corp Rel.)
Dr. Sunita Barve (Dean, Acad)
Mrs. Vandana Khandelwal (Lib)
Prof. Atif Shaikh (Civil)
Prof. Amar More (Exam)
Mr. Shailesh Bhokare (ED Cell)

Leave of absence was granted to Dr. Arika Kotha (COE), Dr. Shitalkumar Jain (Dean CR), Mr. Roy Mathew (Dir, T&P) and Mr. Manoj N. Bade (Registrar).

The discussion and decisions made during the meeting are as follows:

1. The Minutes of the previous meeting were read and confirmed.
2. Dean, SEE to give the details of the paper published link to Dean, R&D. Dean R&D to present summary data.

Responsibility : Dean SEE, Dean R&D

3. Last date for submission of proposal to SERB-SUPRA is 30th November 2019. As per previous discussion all schools are required to submit atleast one proposal.

Schools who are submitting proposals to conduct their RRC immediately. SEE will be submitting two proposals to SERB and SCE will be submitting one proposal to BRNS.

Responsibility : Dean R&D, Dean SCE, Dean SEE

4. Dean SA to coordinate with schools regarding the school Alumni Meet. Review of the same will be taken in the next meeting.

Responsibility : Dean SA

5. Final bound print of the UG syllabus of all schools to be ready before next IDC meeting. The bound print of SCE is completed. 4 copies to be printed. One copy will be kept in library, one will be retained in the school, one will be with Dean Academics / Director and one will be in COE.

Responsibility : Dean Academics, School Deans

6. All School Deans to nominate and forward the name of one faculty to Dean Academics for ERP.

Responsibility : School Deans, Dean QA

7. School Deans to finalize load distribution for next sem by 29.11.19.

Responsibility : School Deans, Dean Academics

8. a. It was decided that schools can have one extra division if the strength of students is more than 90.

b. The number of practical batches can be more if the strength of the class is more.

c. It was also suggested that each division will have one project coordinator for better management of projects.

9. Marks of regular students should be uploaded by faculty on the link provided by exam section. Mark entry for backlog students will be uploaded by exam section.

Responsibility : Faculty , Exam section

10. It was decided that for the continual updation of data for Mandatory Disclosure, Mr. Fulchand to be trained for faculty related data, Mr. Sandeep Nikam to be trained for student related data and Mr. T. D. Phunde to be trained for Academics related data. Registrar to provide all the data related to hostel, ATM, Xerox etc. required for Mandatory

Responsibility : Incharge Mandatory Disclosure, Registrar, HR, Dean Academics

11. Dean SA to coordinate with Bapat madam and arrange a sensitization programme for faculty. 3 dates may be finalized. Faculty to attend the programme on any one of the convenient dates.

Responsibility : Dean SA

12. Strict discipline to be maintained in the campus. Deans are requested to warn the erring faculty / staff politely through mail with a copy to HR. After repeated warnings if the indiscipline still continues, strict action should be taken against such faculty / staff by HR / Registrar.

Responsibility : All School Deans, HR, Registrar

13. Mid-term appraisal to be taken with the existing updated API forms.

Responsibility : All School Deans

14. It is necessary to standardize staff at all levels. Excess staff to be utilized for centralized work.

Responsibility : Dean FSA, School Deans

15. Mr. Ajinkya Jadhav will be assisting Dean QA in all QA related activities. He should not be assigned any load from the school.

Responsibility : Dean QA, Dean SCET

16. Head Student Section to verify from SPPU regarding permanent affiliation as to whether re-application is required for SMCE.

Responsibility : Head Student Section, Registrar

17. Schools to take End Course feedback from students on priority.

Responsibility : Faculty, School Deans, Dean Academics

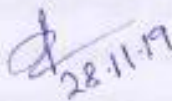
18. Students of MITAOE TY B.Tech had registered for SWAYAM-NPTEL online course titled "Project Management for Managers". A total of 452 students successfully completed this online course, out of which 3 students secured top 1% and received the honor of elite + gold certificate, 3 and 16 students secured top 2 % and 5 % respectively and received the honor of elite + silver certificate. In addition to this 262 students secured first class and received the honor of elite certificate, as well as 105 students successfully obtained completion certificate. Director sir congratulated all the students who have successfully completed this online course and suggested that more and more students should be encouraged to enroll for this course.

19. Dean SHES to prepare the guidelines for re-exam of Project Management and next year registration.

Responsibility : Dean SHES

20. End Course Exam will begin from 6th Dec 2019. School Deans to submit the names of lab assistants / technical assistants for supervision duties.

Responsibility : School Dean, COE.



Kavita Menon

Executive Assistant



Mahesh D. Goudar

Director

- **Mechanism/ Norms and Procedure for democratic/ good Governance**

MITAOE believes in decentralized democratic functioning of the working culture in order to improve the day-to-day management system. In this regard, the institute has appointed various deans at the central level and various coordinators to look after the concerned activities of administration. In addition to this, the institute has number of committees such as sexual harassment committee, anti-ragging committee, grievances committee, canteen management committee, etc. to sort out the issues with minimum span of time. As per the UGC guidelines for autonomous colleges, the institute has Governing body, academic council, and board of studies at each department to set the academic benchmark.

The ERP plays vital role in not only academics but also conducting the surveys from different stakeholders like students, parents, alumni, employer, faculty, staff, etc. to minimize the complexity in daily constraints.

The roles and responsibilities of the Director, Deans and the coordinators to satisfy the stakeholders, mainly students are as follows:

1. The Director: To control and manage the entire educational system.
2. The Deans: To handle the various activities like academics, student and faculty and staff affairs, quality and assurance, etc.
3. The Coordinators: To ensure the tasks related to alumni, placements, industrial tie-up and outside world with the guidelines from the Deans and Director.

In order to support the procedures or good governors, the quality system is well placed through ISO 9001:2015.

- **Student Feedback on Institutional Governance/ Faculty performance**

Valid critical feedback from students, when properly given, can make a sea difference. We consider it blessed to receive feedback from all and especially from our students, as they are the driving force of our institution. Student feedback and evaluation of provision is an essential part of the quality assurance process. It is a crucial factor in ensuring and / or maintaining student satisfaction, who are our end customers in the process.

The management has through its governance made student centric policies. An apt testimony to this are the facts like, trained and helpful administrative staff members and the college office working hours which begins from 8.30 a.m. and ends at 4.50 p.m. In this way we try to be accessible to them and extend professional advice as and when required.

We treat the student's feedback not just as a mere exercise but a tool for monitoring and evaluating the policy effectiveness. The feedback is taken twice in the academic year and these are on aspects like faculty and services.

It is ensured that students get the opportunity to express themselves freely and hence the forms are filled incognito. The feedback once received is analyzed and the areas of improvement are identified. This helps to give credibility to the process without making the feedback a tool for personal vendetta.

The growing trends of 'customer sovereignty' and increased education on student rights and entitlements means that any faculty needs to know what their 'customers' want and need. Although the University approves a majority of the faculty members, it is imperative that the actual approval of a faculty lies with the students. Students grade their teachers on aspects like subject knowledge, teaching skills, inter-personal and communication skills, dedication, knowledge of emerging trends etc. The objective of the faculty feedback is not aimed at criticism but to help them to develop and be more active in their engagements. The faculty feedback is based on the collective summary and once the faculty ratings are ascertained, management ensures that proper trainings and developments are carried out for them.

For further ease of students, suggestion boxes, registers are kept at various locations like library, student's section, Internet center and the various departments. These sources of feedback are also part of the ISO 9001-2015 QMS of the institution. The Dean of Academics of the institute collects student's feedback on a standard feedback online form. This exercise enables and encourages a student centric approach of management and education.

Student Feedback Mechanism

Student Academic feedback is the practice of giving opinion about the performance of their instructor against a known standard. The information comes from a variety of sources including peers, teachers and examiners. It is important for instructors to know how well they are doing as they teach. This is because the knowledge that they are transforming gives students a sense of achievement which motivates them to learn more.

Feedback is collected for all courses. The following parameters are specified while taking the feedback.

- a) The instructor's knowledge and his performance
- b) The course contents and its delivery
- c) Activity based learning
- d) Use of ICT

The mentioned parameters help the authorities to take necessary actions and corrective measures. The feedback system is modified and it is now flexible, open minded and giving accurate information on all the defined parameters.

Activity based learning: Activity-based learning or ABL describes a range of pedagogical approaches to teaching. Its core premises include the requirement that learning should be based on doing some hands-on experiments and activities. The instructors deliver their sessions using many ABL methods like flipped classroom, Think-Pair-Share and so on.

Use of ICT: Information and Communications Technology (ICT) is an extended term for information technology (IT) which stresses the role of unified communications. They are defined, for the purposes of this primer, as a "diverse set of technological tools and resources used to communicate, and to create, disseminate, store, and manage information." We are using many ICTs like Moodle, Canvas, Edmodo to enhance teaching learning pedagogy.

Out Class Engagement: In education, out class engagement refers to the degree of attention, curiosity, interest, optimism, and passion that students show when they are learning or being taught, which extends to the level of motivation they have to learn and progress in their education. The instructors ensure that students learn many new things using this activity.

MIT Academy of Engineering
Student Feedback data collection and analysis process

1. Student Feedback Collection Process

Student feedback data is collected from all the school by means of online software anonymously. The process of feedback data collection is as follows:

1. Load distribution data collected from all the schools.
2. URL of online feedback system is provided to student which shows the link and form as shown below figure.

School of



Enter Your Feedback Token

Enter the feedback token sent on your email address.

Please check **spam** folder also in your email if it is not in the inbox.

If you have registered for **Feedback** then **Feedback Token** was sent to your email otherwise click the below link to register for feedback.

[Get Feedback Token](#)

3. After student click on the URL Get Feedback Token the below shown figure will appear where student select his/her Class and block in the form.

Feedback Registration Form

Use latest version of chrome or firefox browser to give the feedback

The form contains the following fields:

- Email id: @mitaoe.ac.in
- Name: Your Name
- Roll in block: Block Roll Number
- Class: First Year
- Block: Select Block (dropdown menu showing A, B, C, D, E, F, G, H)
- Batch: (dropdown menu)

Annotations:

- Enter Correct email address token will be sent on it. (points to Email id)
- All field are required (points to the form fields)
- Select division & batch from the drop down list. (points to Block and Batch dropdowns)

4. After selection class and block the list of subjects will appear based on the selection of class and block

Email id

Name

Roll in block

Class

Block Batch

After selecting division and batch select all the subject from the below list

BLOCK Subject for Feedback:

<input checked="" type="checkbox"/>	Engg. Physics	B	Theory	Dr. Puja Verma
<input checked="" type="checkbox"/>	Logic Development C Programming	B	Theory	Mr. Jayant H. Devare
<input checked="" type="checkbox"/>	Electrical And Electronics Engg	B	Theory	Mr. Mandar Bhalekar
<input checked="" type="checkbox"/>	Eng. Graphics	B	Theory	D. B. Panchal
<input checked="" type="checkbox"/>	Calculus & Differential Equations	B	Theory	Mrs. Sini Ronson
<input checked="" type="checkbox"/>	Electrical & Electronics Engg.	B	B1	Mr. Mandar Bhalekar
<input checked="" type="checkbox"/>	Engg. Physics	B	B1	Dr. Puja Verma
<input checked="" type="checkbox"/>	Logic Development C Programming	B	B1	Mrs. S. P. Kale
<input checked="" type="checkbox"/>	Engg. Graphics CAD	B	B1	Mr. A. J. Asalekar
<input checked="" type="checkbox"/>	Exp. Tools & Techniques	B	B1	Mr. Murtuza Dholkawala
<input checked="" type="checkbox"/>	Calculus & Differential Equations	B	B1	Mrs. Sini Ronson
<input checked="" type="checkbox"/>	Eng. Graphics DH	B	B1	Ms. R. K. Shastri

- After selecting the enrolled subject and submitting the form student will receive the feedback token within 5 to 10 minutes which can be used to submit the feedback.

Feedback Token AY 19-20 Sem- I



Feedback System <tfb@mitaoe.ac.in>

to [redacted]

Hello [redacted]

You have Registered for the Feedback of SY.

Your Feedback Token is: **ndqce**

Feedback URL: [43.227.20.37:8080/fb/\[redacted\]/student](http://43.227.20.37:8080/fb/[redacted]/student)

6. After entering the token as shown in first step a feedback form will appear for the student. The feedback form is attached here with which contain the following questions.

Q1: Teacher's punctuality and regularity in the class or laboratory

a: Always b: Usually c: Rarely d: Never

Q2: Teacher is able to explain the concepts clearly and solve doubts

a: Always b: Usually c: Rarely d: Never

Q3: Teacher's Planning/Preparation for Teaching and enabling effective learning in class or laboratory

a: Excellent b: Good c: Average d: Not prepared

Q4: The teachers illustrate the concepts through examples and applications

a: Always b: Usually c: Rarely d: Never

Q5: Completes syllabus as per Course Plan with required depth and details

a: Excellent b: Good c: Average d: Poor

Q6: Continuous and timely internal assessment and evaluation by the teachers

a: Always b: Usually c: Rarely d: Never

Q7: Refers to the latest development and career opportunities in the subject

a: Always b: Usually c: Rarely d: Never

Q8: Teacher's encouragement and involvement for effective student engagement/participation

a: Excellent b: Good c: Average d: Poor

Q9: Interactivity and Communication skill of the teacher

a: Always effective b: Sometimes effective c: Just satisfactorily d: Very poor

Q10: Teachers inform you about Topic and Course Outcomes and Expected Competence

a: Excellent b: Good c: Average d: Poor

2. Feedback analysis process:

1. Feedback data collected from the student is analyzed as follows:

The feedback form consisted of 10 question and every question has 4 options. For every question 1 mark is allotted and calculated as follows

Let we have option a, b, c, and d for each questions

Score of q^k = (No. of option 'a' selected * 1 + No. of option 'b' selected * 0.75 + No. of option 'c' selected * 0.5 + No. of option 'd' selected * 0.25) / (Total Number of student given feedback)

Similarly, for all the question score is calculated and final score is calculated as:

$$Final\ Score = \sum_{k=0}^n q^k$$

2. Teaching & learning remark based on the final score obtained:

Excellent	≥ 9
Good	≥ 8 and ≤ 8.9
Satisfactory	≥ 7 and ≤ 7.9
Average	≥ 6 and ≤ 6.9
Poor	≤ 5.9

3. Feedback reports are downloaded individually in the school and further corrective action if any is taken by the school dean.

MIT Academy of Engineering

SCE: Student Feedback Form

Q01: Teacher's punctuality and regularity in the class or laboratory

Process Optimization (Theory) Dr.M.P.Patil	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Process Optimization (Lab) Dr.M.P.Patil	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Process Dynamics Control And Instru. (Theory) Mrs.S.S.Shende	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Process Dynamics Control And Instru. (Lab) Mr.VD.Pakhale	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Skill Lab 2 Dr.S.P.Shewale	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Energy Engineering (Theory) Mr.S.S.Gandhi	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Engineering Economics (Theory) Ms.Anushi Dubey	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never

Q02: Teacher is able to explain the concepts clearly and solve doubts

Process Optimization (Theory) Dr.M.P.Patil	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
--------------------------------------------------	------------------------------	-------------------------------	------------------------------	-----------------------------

Process Optimization (Lab) Dr.M.P.Patil	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Process Dynamics Control And Instru. (Theory) Mrs.S.S.Shende	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Process Dynamics Control And Instru. (Lab) Mr.V.D.Pakhale	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Skill Lab 2 Dr.S.P.Shewale	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Energy Engineering (Theory) Mr.S.S.Gandhi	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Engineering Economics (Theory) Ms.Anushi Dubey	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never

Q03: Teacher's Planning/Preparation for Teaching and enabling effective learning in class or laboratory

Process Optimization (Theory) Dr.M.P.Patil	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Not prepared
Process Optimization (Lab) Dr.M.P.Patil	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Not prepared
Process Dynamics Control And Instru. (Theory) Mrs.S.S.Shende	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Not prepared
Process Dynamics Control And Instru. (Lab) Mr.V.D.Pakhale	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Not prepared
Skill Lab 2 Dr.S.P.Shewale	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Not prepared

Energy Engineering (Theory) Mr.S.S.Gandhi	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Not prepared
Engineering Economics (Theory) Ms.Anushi Dubey	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Not prepared

Q04: The teachers illustrate the concepts through examples and applications

Process Optimization (Theory) Dr.M.P.Patil	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Process Optimization (Lab) Dr.M.P.Patil	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Process Dynamics Control And Instru. (Theory) Mrs.S.S.Shende	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Process Dynamics Control And Instru. (Lab) Mr.V.D.Pakhale	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Skill Lab 2 Dr.S.P.Shewale	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Energy Engineering (Theory) Mr.S.S.Gandhi	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Engineering Economics (Theory) Ms.Anushi Dubey	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never

Q05: Completes syllabus as per Course Plan with required depth and details

Process Optimization (Theory) Dr.M.P.Patil	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
--------------------------------------------------	---------------------------------	----------------------------	-------------------------------	----------------------------

Process Optimization (Lab) Dr.M.P.Patil	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
Process Dynamics Control And Instru. (Theory) Mrs.S.S.Shende	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
Process Dynamics Control And Instru. (Lab) Mr.V.D.Pakhale	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
Skill Lab 2 Dr.S.P.Shewale	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
Energy Engineering (Theory) Mr.S.S.Gandhi	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
Engineering Economics (Theory) Ms.Anushi Dubey	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor

Q06: Continuous and timely internal assessment and evaluation by the teachers

Process Optimization (Theory) Dr.M.P.Patil	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Process Optimization (Lab) Dr.M.P.Patil	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Process Dynamics Control And Instru. (Theory) Mrs.S.S.Shende	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Process Dynamics Control And Instru. (Lab) Mr.V.D.Pakhale	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
Skill Lab 2 Dr.S.P.Shewale	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never

Energy Engineering (Theory) Mr.S.S.Gandhi	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
-------------------------------------------------	------------------------------	-------------------------------	------------------------------	-----------------------------

Engineering Economics (Theory) Ms.Anushi Dubey	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
------------------------------------------------------	------------------------------	-------------------------------	------------------------------	-----------------------------

Q07: Refers to the latest development and career opportunities in the subject

Process Optimization (Theory) Dr.M.P.Patil	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
--------------------------------------------------	------------------------------	-------------------------------	------------------------------	-----------------------------

Process Optimization (Lab) Dr.M.P.Patil	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
-----------------------------------------------	------------------------------	-------------------------------	------------------------------	-----------------------------

Process Dynamics Control And Instru. (Theory) Mrs.S.S.Shende	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
-----------------------------------------------------------------------	------------------------------	-------------------------------	------------------------------	-----------------------------

Process Dynamics Control And Instru. (Lab) Mr.VD.Pakhale	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
-------------------------------------------------------------------	------------------------------	-------------------------------	------------------------------	-----------------------------

Skill Lab 2 Dr.S.P.Shewale	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
-------------------------------	------------------------------	-------------------------------	------------------------------	-----------------------------

Energy Engineering (Theory) Mr.S.S.Gandhi	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
-------------------------------------------------	------------------------------	-------------------------------	------------------------------	-----------------------------

Engineering Economics (Theory) Ms.Anushi Dubey	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Rarely	<input type="radio"/> Never
------------------------------------------------------	------------------------------	-------------------------------	------------------------------	-----------------------------

Q08: Teacher's encouragement and involvement for effective student engagement/participation

Process Optimization (Theory) Dr.M.P.Patil	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
--------------------------------------------------	---------------------------------	----------------------------	-------------------------------	----------------------------

Process Optimization (Lab) Dr.M.P.Patil	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
Process Dynamics Control And Instru. (Theory) Mrs.S.S.Shende	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
Process Dynamics Control And Instru. (Lab) Mr.V.D.Pakhale	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
Skill Lab 2 Dr.S.P.Shewale	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
Energy Engineering (Theory) Mr.S.S.Gandhi	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
Engineering Economics (Theory) Ms.Anushi Dubey	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor

Q09: Interactivity and Communication skill of the teacher

Process Optimization (Theory) Dr.M.P.Patil	<input type="radio"/> Always effective	<input type="radio"/> Sometimes effective	<input type="radio"/> Just satisfactorily	<input type="radio"/> Very poor
Process Optimization (Lab) Dr.M.P.Patil	<input type="radio"/> Always effective	<input type="radio"/> Sometimes effective	<input type="radio"/> Just satisfactorily	<input type="radio"/> Very poor
Process Dynamics Control And Instru. (Theory) Mrs.S.S.Shende	<input type="radio"/> Always effective	<input type="radio"/> Sometimes effective	<input type="radio"/> Just satisfactorily	<input type="radio"/> Very poor
Process Dynamics Control And Instru. (Lab) Mr.V.D.Pakhale	<input type="radio"/> Always effective	<input type="radio"/> Sometimes effective	<input type="radio"/> Just satisfactorily	<input type="radio"/> Very poor
Skill Lab 2 Dr.S.P.Shewale	<input type="radio"/> Always effective	<input type="radio"/> Sometimes effective	<input type="radio"/> Just satisfactorily	<input type="radio"/> Very poor

Energy Engineering (Theory) Mr.S.S.Gandhi	<input type="radio"/> Always effective	<input type="radio"/> Sometimes effective	<input type="radio"/> Just satisfactorily	<input type="radio"/> Very poor
-------------------------------------------------	-------------------------------------------	----------------------------------------------	----------------------------------------------	------------------------------------

Engineering Economics (Theory) Ms.Anushi Dubey	<input type="radio"/> Always effective	<input type="radio"/> Sometimes effective	<input type="radio"/> Just satisfactorily	<input type="radio"/> Very poor
------------------------------------------------------	-------------------------------------------	----------------------------------------------	----------------------------------------------	------------------------------------

Q10: Teachers inform you about Topic and Course Outcomes and Expected Competence

Process Optimization (Theory) Dr.M.P.Patil	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
--------------------------------------------------	---------------------------------	----------------------------	-------------------------------	----------------------------

Process Optimization (Lab) Dr.M.P.Patil	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
-----------------------------------------------	---------------------------------	----------------------------	-------------------------------	----------------------------

Process Dynamics Control And Instru. (Theory) Mrs.S.S.Shende	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
-----------------------------------------------------------------------	---------------------------------	----------------------------	-------------------------------	----------------------------

Process Dynamics Control And Instru. (Lab) Mr.V.D.Pakhale	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
--------------------------------------------------------------------	---------------------------------	----------------------------	-------------------------------	----------------------------

Skill Lab 2 Dr.S.P.Shewale	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
-------------------------------	---------------------------------	----------------------------	-------------------------------	----------------------------

Energy Engineering (Theory) Mr.S.S.Gandhi	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
-------------------------------------------------	---------------------------------	----------------------------	-------------------------------	----------------------------

Engineering Economics (Theory) Ms.Anushi Dubey	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
------------------------------------------------------	---------------------------------	----------------------------	-------------------------------	----------------------------

Save Feedback

MIT Academy of Engineering

School of [REDACTED]

Academic Year: Academic Year: 2019-2020 Sem-I

Class: SY

Block: SA

Faculty Name: [REDACTED]

Subject Name: APPLIED MATHEMATICS

1	Teacher's punctuality and regularity in the class or laboratory	0.95
2	Teacher is able to explain the concepts clearly and solve doubts	0.71
3	Teacher's Planning/Preparation for Teaching and enabling effective learning in class or laboratory	0.7
4	The teachers illustrate the concepts through examples and applications	0.75
5	Completes syllabus as per Course Plan with required depth and details	0.75
6	Continuous and timely internal assessment and evaluation by the teachers	0.85
7	Refers to the latest development and career opportunities in the subject	0.68
8	Teacher's encouragement and involvement for effective student engagement/participation	0.77
9	Interactivity and Communication skill of the teacher	0.82
10	Teachers inform you about Topic and Course Outcomes and Expected Competence	0.79

Remark: **Satisfactory**

Total Score: 7.8

Excellent >= 9
Good >= 8 and <= 8.9
Satisfactory >= 7 and <= 7.9
Average >= 6 and <= 6.9
Poor <= 5.9



Director MITAOE

- **Grievance Redressal mechanism for Faculty, staff and students**

Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or unit, a few require special attention.

Feedback and grievance are like two faces of the same coin. A grievance is a formal statement of complaint, generally against an authority figure. It is resentment strong enough to justify retaliation, “holding a grudge”, or “settling a score”.

It is imperative that in an institute like MIT Academy of Engineering or for that matter any other, grievances will be there. All students and employees are encouraged to raise their grievance without fear of reprimand as we strongly believe such expressions gives us an opportunity to better our processes and make it more strong student centered and staff friendly. The various committees formed within the institute are Grievance Redressal committee, Grievance committee for women, Anti ragging committee and Disciplinary committee. At MIT Academy of Engineering, we follow a documented procedure for grievance redressal. The head of the institute and the head of the departments are all easily accessible at office hours and otherwise to ensure speedy redressal of grievance. The grievant has the right to go to the next individual in hierarchy in case the solution offered is not satisfying. We call this our 4 steps grievance redressal mechanism.

A proper hearing and enquiry without any pre-disposed bias and favor is assured to all complainants. All grievances must be in writing.

GRIEVANCE DEFINITION

Any complaint by an employee / student concerning any aspect of the faculty / services /employment unless such expectations include an allegation of prohibited discrimination or other illegality is a grievance.

APPEAL PROCEDURE

First Level – The employee attempts to remedy the problem through consultation with his / her immediate supervisor. If however the problem pertains to that with the immediate supervisor then in such cases one may proceed directly to the second level.

Second Level – The second level includes the Dean /HOD of school. If however the problem pertains to the Dean/ HOD then in such cases one may proceed directly to the third level.

Third Level – If the grievance cannot be resolved satisfactorily, the employee may present his / her grievance to the / Student section Head (SSH) or Human Resource Executive (HRE) as the case may be.

Fourth Level – If the grievance cannot be resolved at the third level the HRE / SSH arranges for an impartial review by the coordinator or members appointed by him. The coordinator appoints members within ten working days after written request. This evidentiary hearing is informal in nature and the employee selects an advisor to assist and advise the grievant.

The recommendations of the members are forwarded to the coordinator for final decision. If the matter is not resolved to the satisfaction of the employee, she / he may file an application for review, in writing, to the

coordinator through the SSH/HRE within 20 calendar days following the written decision of the coordinator. This appeal states the decision complained of and redress desired. Currently Following committees are functioning in the institute.

ANTI RAGGING & DISCIPLINARY COMMITTEE

A. COMPOSITION OF ANTI RAGGING & DISCIPLINARY COMMITTEE:

Every institution University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and **headed by the Head of the Institution**, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.

(Ref: **F.No.37-3/Legal/AICTE/2009** – In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, hereby makes the following Regulations)

Sl.NO.	Name of the members	Designation
1	Dr Mahesh D Gouder Director, MIT Academy of Engg.	Chairman
2	Col. (Retd.) AnandBapat	Representative of Civil, (abbapat@gmail.com)
3	Mr.Kurewad	Representative of Police PSI Local Police station.
4	Mr. Vilas Kate	Representative of Local Media, (Sakalreporter,Alandi)
5	Dr. SwateeBapat	Non-Government Organizations (Youth activities) (swateebapat@gmail.com)
6	Mr. Mahajan 96237123612	Representative of Parents
7	1. Dr.S.S.Barve(Dean Academics.) 2. Prof Senthil Kumar (Chemical Engineering) 3. Dr.Debashish Adhikari (Dean School of Electrical Engineering) 4. Prof.S.M.Bhagat (Dean QA) 5. Prof.P.Hatte (Dean School of	Representatives of faculty members

	mechanical and Civil Engineering) 6. Dr.A.M.Kotha (COE) 7. Prof.P.Kasliwal (Dean School of Humanities and sciences) 8. Prof Ranjana Badre(Dean School of computer Engineering and Technology) 9. Prof. Vaishali Wangikar(Dean student affairs)	
8	Mr.Manoj Bade (Registrar) member secretary Dr. Ruby Barsaiya Mr.U.R.Dhakane	Non-teaching staff
9	Sl.-Div -Roll No -Name of Student- Mobile no 1. A - Gaurav ShivajiAundkar 7743843017 2. B- Ayush Choudhary 9119108584 3. C – Kiran Fartade 7350423485 4. D –Swapnil Krushna Gore 7709946050 5. E- Aditya Birangad9890082434 6. F- Prasad Hule 7666088705 7. G-Pankaj Chaudhari 9766414829 8. H-Shreyas Thorat 7020758620	Representatives of students belonging to the fresher's
10	Mr. SidheshwarParshetty Ms. ApoorvaSalunke	Student council member

B. Anti-Ragging Squad

Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

Sl. No.	Name of the Anti-Ragging Squad members	Designation	Mobile Number
1	1. Mr. Senthil Kumar 2. Mr. Sandeep Shirvale: <u>scshiravale@it.maepune.ac.in</u> 3. Mahesh C. Vibhute – 9881149490 4. Mr. BhaskarWabhitkar 5. NileshTotala <u>nbtotla@mech.maepune.ac.in</u> 6. Mr. P D Ganjewar 7. Mr. D M Deore 8. Mrs. VinayaTapkir 9. Mrs. Amravati Gode <u>atamrakar@chem.maepune.ac.in</u> 10. MrsJayshriPatil : <u>japtil@it.maepune.ac.in</u> 11. Mrs. Prachi R. Rajarapollu – 9881211256 12. Ms. VithikaSidhabhatti 13. Mrs. Ranjana A Badre	Representatives of faculty members	
2	1. Mr.Manoj Bade 2. Mrs.VandanaKhandelwal 3. Mr.U.R.Dhakane	Non-teaching staff	<u>registrar.mae@gmail.com</u> <u>vbkhanelwal@lib.maepune.ac.in</u> <u>dhakaneuttam@gmail.com</u>

C. Mentoring Cell

Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.

Sl. No.	Name of the Mentors	Designation	Mobile Number
1	Mr. SidheshwarParshetty	Student council member	8788621996
2	Ms. ApoorvaSalunke	Member student council	9673197594

- **Establishment of online grievance Redressal mechanism**

1. The committee list is displayed on the website of institute at the following link:

<http://mitaoe.ac.in/mitaoe-disciplinary-and-grievance-redressal-committee.php>

2. OMBUDSMAN of SPPU is uploaded on institute website at the following link:

<http://mitaoe.ac.in/assets/images/pdf/Grievance-Redressal-committee.pdf>

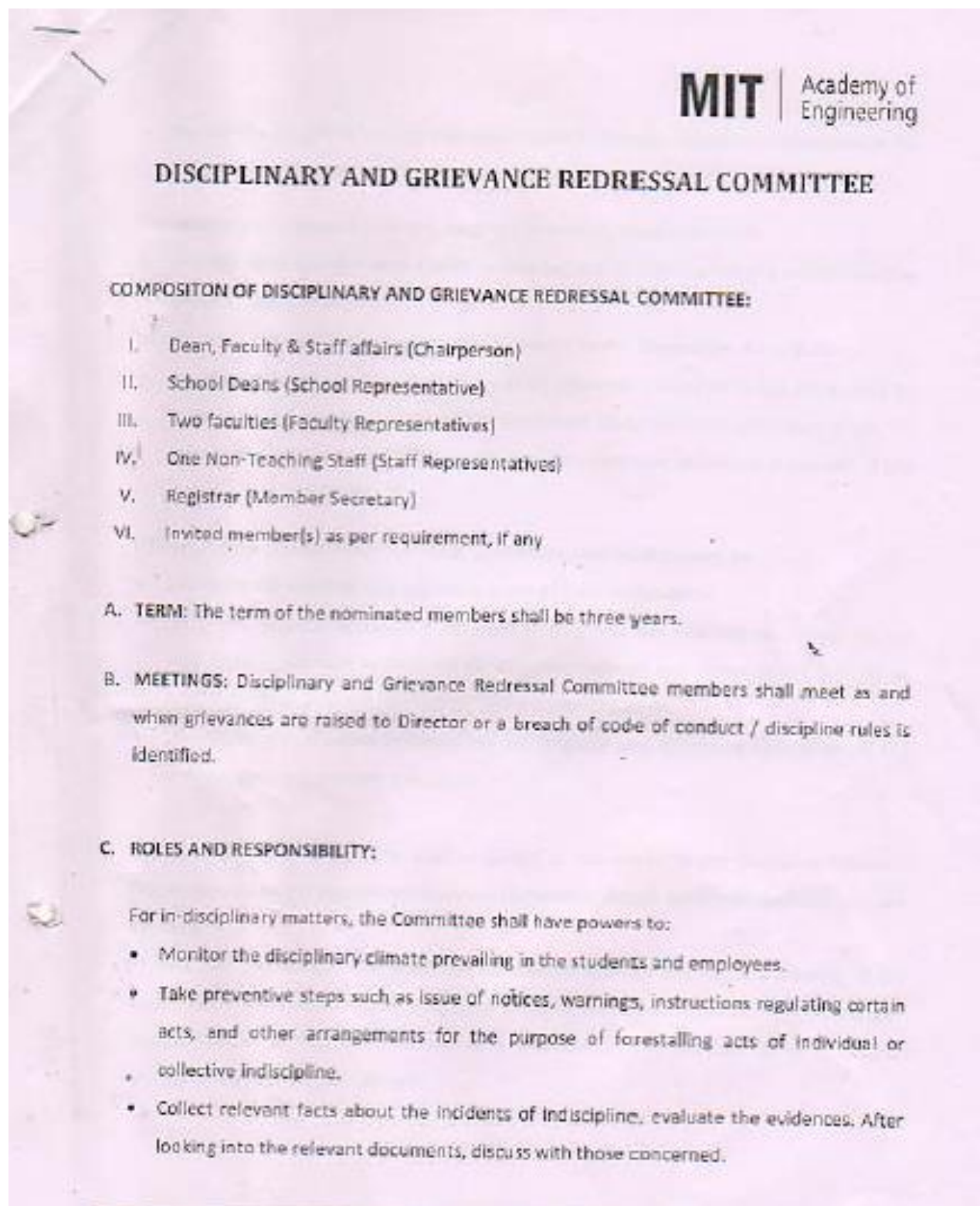
3. Grievance can be filed by any student / employee online through institute's website from the following link:

<http://mitaoe.ac.in/aicte-grievance-redressal-system.php>

4. If someone is filing grievance online, mail goes to email id of Member Secretary (Registrar) at registrar@mitaoe.ac.in

5. Grievance is put forward to Chairman and Director by Member secretary for further processing.

- Establishment of Grievance Redressal committee in the institution and Appointment of OMBUDSMAN by the university



- Submit the complete investigation report with evidences and recommendations to the Director and further to the Governing body.

For redressal of grievance from any student / employee, the procedure is:

- The aggrieved member shall submit his/her petition to the Director in a sealed envelope marked "confidential".
- On receipt of a petition, Director shall forward it to the Committee, if it is genuine.
- Any grievance of general applicability or of collective nature of raised collectively by more than one employee shall not be considered. Only individual grievances of specific nature of employee raised individually by the concerned aggrieved employee of the institute shall be considered.

After receiving grievance from Director, Committee shall have powers to:

- Decide on the merit of case regarding scope of further discussion.
- Study the petition/ application and after looking into the relevant documents discuss with those concerned and submit its recommendations and report to the Director as expeditiously as possible and further to the Governing body.
- Committee may mediate between the complainant and defendant against whom the complaint has been made, if required.

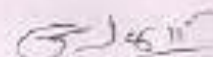
The Director, as far as possible, shall be guided by the advice of the Grievance Redressal Committee unless the recommendations of Committee violate basic rules and norms of the Centre.

At least five members of the Grievance Committee shall be present in a meeting. If the aggrieved person happens to be a member of the Grievance Committee, then he/she shall not participate in the deliberations as a member of the Committee when his/her representation is being considered.

Date: 01/01/2019

CONSTITUTION OF DISCIPLINARY AND GRIEVANCE REDRESSAL COMMITTEE


Sr. No.	Name of the Member	Profile	Designation
1	Mrs. Usha Verma	Dean, FSA	Chairperson
2	Mr. Manoj Bade	Registrar	Member Secretary
3	Dr. Nitin Rane	Dean – SCE	School representatives
4	Prof. Ranjana Badre	Dean – SCET	
5	Dr. Debashis Adhikari	Dean – SEE	
6	Dr. Abhijeet Malge	Dean – SED	
7	Prof. Prabha S. Kasliwal	Dean – SHES	
8	Prof. Profulla Hatto	Dean – SMCE	
9	Dr. Shitalkumar A. Jain	Professor – SCET	Faculty Representatives
10	Mr. M. Senthilkumar	Sr. Assistant Prof. – SCE	
11	Mrs. Carmel Pillay	Head, Student Section	Non-Teaching Representative
12	Invited member(s) as per requirements, if any		


Member Secretary


Chairman

As per discussion in the Governing Council Meeting dated 28th January 2019 and the approval thereof, following are the statutory and non statutory committees formed alongwith the concerned Chairperson for a period of 3 years from 1st January 2019 to 31st December 2021.


Sl. No.	Name of the Committee	Name of the Chairperson
1	Governing Body	Dr. Sanjay Dhande
2	Academic Council	Dr. Yogesh Bhalerao
3	Board of Studies	Respective School Dean
4	Planning and Evaluation Committee/College Development Committee	Dr. Sanjay Dhande
5	Institute Development Committee	Dr. Yogesh Bhalerao
6	Finance Committee	Dr. Yogesh Bhalerao
7	Internal Complaint Committee (Committee against Sexual Harassment)	Dr. Arika Kotha
8	Examination Committee	Dr. Yogesh Bhalerao
9	Anti-Ragging & Disciplinary Committee	Dr. Yogesh Bhalerao
10	Research and Development Committee	Dr. Suyogkumar Taralkar
11	Student Welfare Committee	Prof. Vaishali Wangikar
12	Student Extracurricular Committee	Prof. Vaishali Wangikar
13	Internal Quality Assurance Cell	Dr. Yogesh Bhalerao
14	Academic And Administrative Audit Committee	Dr. Yogesh Bhalerao
15	Library Committee	Dr. Yogesh Bhalerao
16	Disciplinary and Grievance Redressal Committee	Prof. Usha Verma
17	Caste Grievance Committee	Prof. Maya M. Charde
18	Admission Committee	Prof. Prabha Kasiwal
19	Food and Accommodation Committee	Mr. Manoj N Bade
20	Purchase Committee	Director/Dean Administration/School Dean


 Dr. Yogesh Bhalerao
 Director

• Grievance Redresal Committee (SavitribaiPhule Pune University)

पुणे विद्यापीठ

सूचना क्रमांक :
०२०-२५६९१२३३
२५६०१२५७
२५६०१२५८
२५६०१२५९



शैक्षणिक विभाग
मुख्यालय, पुणे-४११००७.
रेसिडाफ : 'पुणेपुणे'
फॅक्स : ०२०-२५६९१२३३
वेबसाइट : www.sppu.ac.in
ई-मेल : dyrector@spu.ac.in
दिनांक : २३/१२/२०१२

संदर्भ क्र. : २३१/४७८५

प्रति,
श्री. प्रमुख/संचालक,
पुणे विद्यापीठाची संलग्नित सर्व व्यवस्थापनशाखा,
अभियांत्रिकी, वास्तुशास्त्र आणि औद्योगिकशास्त्र
प्रशास्त्रालय/परिसर.

विषय : एकाग्रसीटिंग्ज रेग्युलेशन २०१२ च्या नोटिफिकेशन क्र. F.No.३७-३/Legal/२०१२, दिनांक २५ मे, २०१२ अन्वये छात्र निवारण समिती (Grievance Redressal Committee) निवृत्त करण्याबाबत.

संदर्भ/संदर्भदा.

एकाग्रसीटिंग्ज रेग्युलेशन २०१२ च्या नोटिफिकेशन क्र. F.No.३७-३/Legal/२०१२, दिनांक २५ मे, २०१२ मधील कलम ३(२) नुसार मा.कुलपति यांच्या पुणे विद्यापीठाची संलग्नित तांत्रिक महाविद्यालयांसाठी खात्रीलायकते विरहाविनाश पाच सदस्यीय तांत्रिक निवारण समितीची नियुक्ती केल्या जाईल.

अ. क्र.	पुणे जिल्हा	नगर जिल्हा	नाशिक जिल्हा
१.	डॉ. सी.बी. शिरापुरी मोबाईल नं. ९२७००५८०७३ सी.बी. शिरापुरी, सर्वे रोड, आयुर्वेद रसायनशास्त्र, पुणे ४११ ००४.	डॉ. अशोक पाटील-अध्यक्ष मोबाईल नं. ९८२२०२४१००७ साईबाबा, रामनेमण, सावेडी रोड, अहमदनगर	डॉ. गणेश बारी-अध्यक्ष मोबाईल नं. ९४२२२५३०८८ बंगला नं. २८, सिद्धीविनायक सोसायटी, इंदिरानगर, नाशिक ४२२००९
२.	डॉ. प्रमोद शिंदेकर मोबाईल नं. ९८८००७५८०७३ संशोधन एम्प्लोय्मेंट सी.बी. शिरापुरी ऑलेज ऑफ फार्मसी, रोड नं. २१, मधुनागर, निगडी, पुणे ४४.	डॉ. जी.बी. शिंदे मोबाईल नं. ९८२२२२१६३९९ अनुसंधान ऑलेज ऑफ इंजिनिअरींग, संगमनेर, अहमदनगर.	डॉ. जी.के. घनशेठ मोबाईल नं. ९६००७८८२८० १४२०३२६३८० महोबा शिक्षण संस्थेचे, मातोश्री इंजि. ऑलेज ऑफ रिमोट सेंटर, श्रीरामनाथ रोड, ओडगावाजकर, नाशिक ४२२१०५
३.	डॉ. डी.बी. लोकरकर मोबाईल नं. ९८२२२२२१००० डॉ. डी.बाबा पाटील स्कूल ऑफ मॅनेजमेंट, सोहगाव, पुणे	डॉ. एम.बी. मोहता मोबाईल नं. ९८२२००४६७५ बीबीएच सोसायटीचे, इन्स्टिट्यूट ऑफ मॅनेजमेंट स्टाडीज, आयएमएस कॉम्प्लेक्स, स्टेशन रोड, अहमदनगर ४२२००९	डॉ. एम.बी. बाबू मोबाईल नं. ९८२२२४०८२०० एम.बी.बी. समाजचे, ऑलेज ऑफ फार्मसी, गंगापूर रोड, नाशिक

१

अ. क्र.	पुणे जिल्हा	नगर जिल्हा	नाशिक जिल्हा
४.	डॉ. मिलिंद जलज संलग्न मोबाईल नं. ९८२२४४९५८८ सिंहगड टेम्प्लव्हा एअर. सी. डी. सिंहगड कॉलेज ऑफ आर्किटेक्चर, वरुगाव बु. सिंहगड रोड, ता. इंदोरी, जि. पुणे.	डॉ. एस. पी. कलसुर्कर मोबाईल नं. ९८२२१५५०९८ संजीवनी कलान एज्युकेशन सोलापूरची, संजीवनी कॉलेज ऑफ आर्किटेक्चर, सिंगनापूर, कोल्हापूर, जळनगर.	डॉ. बी. जी. जलज संलग्न मोबाईल नं. ९८२२१०३८९० गोखले एज्युकेशन सोसायटीचे जे. डी. विटकी इन्स्टिट्यूट ऑफ मॅनेजमेंट स्टडीज जेष्ठ विसय, प्रिन्सिपल टी. ए. कुलकर्णी, विद्यानगर, कोलेज रोड, नाशिक
५.	डॉ. वसंतराव कलज संलग्न मोबाईल नं. ९८५०२८२२८४ राजनि. शाहू महाविद्यालय, सावळवे, पुणे.	डॉ. एम. एम. कुठळकर मोबाईल नं. ८५५४९९०२९० पद्मश्री डॉ. विठ्ठलराव विठ्ठे फटील कॉलेज ऑफ इन्जिनिअरींग, विजयवाड, एम. डी. पी. रोड ऑफिस, अहमदनगर ४३१५५५	बी. जी. जलज संलग्न मोबाईल नं. ९८२२४४४०३८ एम. डी. पी. समाजाचे, कॉलेज ऑफ आर्किटेक्चर, गंगाधर रोड, नाशिक

कृपया नोंद घ्यावी, ही विनंती.

आपला,

आपला विभाग

उपकुलसचिव,
(शैक्षणिक विभाग)

21/12/2012



1. POWERS AND FUNCTIONS OF OMBUDSMAN:

- (1) The Ombudsman shall exercise its powers to hear any grievance-
 - (i) of any student against the university or institution affiliated to it or an institute, as the case may be, after the student has availed of remedies available in such institution for redressal of grievance; and
 - (ii) of any applicant for admission as student to such institution.
- (2) No application for revaluation or remarking of answer sheets shall be entertained by the ombudsman unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- (3) The Ombudsman shall have power to seek the assistance of any person belonging to the Scheduled Caste, Scheduled Tribe, Socially and economically backward classes (SEBC) minority or disabled category, as for hearing complaints of alleged discrimination.

2. PROCEDURE IN REDRESSAL OF GRIEVANCES:

- (1) Each Technical institution shall establish a registry, headed by an employee of the institute of appropriate rank as the ombudsman may decide, where an aggrieved student or person may make an applicant seeking redressal of grievance.
- (2) The address of the registry so established shall be published widely including on the notice board and prospectus placed on the website of the institution.
- (3) On receipt of an application by the registry, the employee-in-charge shall inform the ombudsman and shall immediately provide a copy to the institution for furnishing its reply within seven days.
- (4) The Ombudsman shall fix a date for hearing the complaint which shall be communicated to the institute and the aggrieved person either in writing or electronically, as may be feasible.
- (5) An aggrieved person may appear either in person or represented by such person as may be authorized to present his case.
- (6) The ombudsman shall be guided by principles of natural justice while hearing the grievance.
- (7) The ombudsman shall ensure disposal of every application within one month of receipt for speedy redress of grievance.
- (8) The technical institution shall be expected to co-operate with the ombudsman in redress of grievances and failure to do so may be reported by the ombudsman to AICTE.

- (9) On the conclusion of proceedings, the ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue.
- (10) Every order under clause (9), under the signature of the ombudsman, shall be provided to the aggrieved person and the institution and shall be placed on the website of the technical institution.
- (11) The technical institution shall comply with the order of the ombudsman.
- (12) Any order of the ombudsman not complied with by the institution shall be reported to the AICTE for appropriate action as deemed fit by the council.
- (13) A complaint shall be filed by the aggrieved student, his/her parent or with a special permission from the ombudsman, by any other person.
- (14) In case of any false/frivolous complaint, the ombudsman may order appropriate action against the complaint.
- (15) The principles and procedures outline above shall apply to the working of the grievance redressal committee in the Technical institute except
 - a. In case of lack of unanimity, the grievance committee shall take decisions by majority;
 - b. The grievance committee shall communicate its decisions within ten days of receipt of complaint.

3. The university and the technical institution concerned shall provide detailed information regarding provisions of grievance redressal mechanism, ombudsman and the duties and rights of students in their prospectus prominently.

4. CONSEQUENCES OF NON-COMPLIANCE:

The council shall in respect of any technical institution that willfully contravenes or repeatedly fails to comply with orders of the ombudsman, may proceed to take one or more of the following actions, namely;

- a) Withdraw the approval granted to the technical institution or any other action or penalty as provided under the all India Council for Technical Education (grant of Approvals for technical institutions) regulation, 2010 as modified or amended by the council from time to time;
- b) Withdrawal of declaration of fitness or entitlement to receive grants or financial assistance from the council;

- c) Withholding any grant allocated to the technical institution;
- d) Declaring the technical institution ineligible for consideration for any assistance under any of the general or special assistance programs of the council;
- e) Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website/ web portal of the council, declaring that the technical institution does not possess the minimum standards for redressal of grievances;
- f) Recommend to the affiliating university for withdrawal of affiliation;
- g) Recommend to the appropriate state government for withdrawal of status as university in case of technical university established or incorporated under a state act;
- h) Taking such other action within its powers as the council may deem fit and impose such other penalties as may be provided in the act for such duration of time as the technical institution complies with the provisions of these regulations ;
- i) Provided that no action shall be taken by AICTE under this clause unless the technical institution has been asked to explain its position and opportunity of being heard has been provided to it.

5. These regulations shall stand impliedly repealed on coming into force of the prohibition of unfair practices in technical, medical educational institutions and universities act.

- Internal Complaints Committee**

S. No.	Committee Members	Designation	Department
1	Dr. ArikaKotha	Controller of Examination	Presiding Officer
2.	Dr. M.D. Goudar	Professor, School of Electrical Engineering	Member
3	Mrs. PrabhaKasliwal	Dean , School of Engineering Sciences and Humanity	Member
4	Mrs. VaishaliWangikar	Dean , Students Affairs	Member
5	Mr. PrafullaHatte	Dean , School of Mechanical and Civil Engineering	Member
6	Dr. SwateeBapat	Students / Faculty - Counselor	External Member

- Cast Grievance Committee (For faculty, staff & students)**

Sr. No.	Committee Member	Profile	Designation
1.	Prof. Maya M. Charde	Assistant Professor School of Mech. and Civil Engineering.	Chairman
2.	Mr. Manoj N. Bade	Registrar MIT Academy of engineering.	Secretary
3.	Dr. Abhijeet M. Malge	Dean School of Engineering Design	Faculty Representatives
4.	Prof. Mamta D. Sardare	Assistant Professor School of Chemical Engineering.	
5.	Dr. Shrikant V. Salve	Assistant Professor School of Computer Engg.and Technology.	
6.	Mr. AtulWaghmare	Director Physical Education and Sports	
7.	Prof. Usha Y. Verma Prof. VaishaliWangikar	Dean Faculty and Staff Affairs Dean Student Affairs	Director Representative
8.	Mr. Namdeo S. Rashinkar	Technical Assistant School of Mech.and Civil Engineering.	Staff Representatives
9.	Mrs. Nandini S. Phulpagar	Sr. Assistant School of Engg.Science and Humanities.	

- Internal Quality Assurance Cell (IQAC)

Internal Quality Assurance Cell (IQAC)

Introduction:

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective:

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies:

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions:

Some of the functions expected of the IQAC are

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- e) Dissemination of information on various quality parameters to all stakeholders;
- f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- g) Documentation of the various programmes / activities leading to quality improvement;
- h) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- i) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- j) Periodical conduct of Academic and Administrative Audit and its follow-up
- k) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits:

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- c) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- d) Provide a sound basis for decision-making to improve institutional functioning;
- e) Act as a dynamic system for quality changes in HEIs;
- f) Build an organised methodology of documentation and internal communication.

Composition of the IQAC:

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers / Industrialists / Stakeholders
7. One of the senior teachers as the coordinator / Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years.

The IQAC should meet at least once in every quarter.

The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ❖ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ❖ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- ❖ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ❖ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic/administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for

devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Council/Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

Information Source: NAAC Website
http://naac.gov.in/index.php/info-for-institutions#iqac
Date of updating the document: 01/01/2019