

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



**Ignited Minds society's**

**Mulshi Group of Institute**

Gat No.241-243, At Post- Sambhave, Tal-

Mulshi, Pune- 412108.

**MGI**

## Role and Responsibility of Important Committees

### a. Board of Governor

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

## Role and Responsibility of Important Committees

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

### Board of Governor - Responsibilities

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

### Board of Governor - Functions

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

## Role and Responsibility of Important Committees

### b. Board of Studies

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

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

### **Board of Studies – Responsibilities**

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

### **Board of Studies – Functions**

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

## Role and Responsibility of Important Committees

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

Sr. No	Name	Company	Designation
1	Dr. Saroja Asthana	Head of Institute- Director	Chairperson
2	Dr. Pramod Kumar	Management Representative- Chairman IMS	Member
3	Dr. Nitin Deshmane	Teacher Representative- Professor	Member
4	Dr. Mahendra Ramdasi	Industry Nominee- Director, Agile cockpit, Pune	Member
5	Mr. Sourabh Limje	Alumni Nominee	Member
6	Mr. Harish Patil	Society Nominee	Member
7	Mr. Navnath Lendave	Teacher Representative - Assistant Professor	Member
8	Mr. Dilip Wagh	Administrative Officer- Office Superintendent	Member
9	Dr. Vilas Pharande	Senior Teacher as Coordinator- Professor	Member- Coordinator

### **IQAC – Responsibilities**

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

## Role and Responsibility of Important Committees

### IQAC – Functions

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

#### d. Grievance Redressal Cell

Sr. No	Name	Company	Designation
1.	Dr. Saroja Asthana	Director	Chairperson
2.	Dr. Vilas Pharande	Professor	Member
3.	Dr. Nitin Deshmane	Asso. Professor	Member
4.	Mr. Sunil Chavan	Computer Lab In-charge	Member
5.	Mr. Dilip Wagh	Office Superintendent	Member-Coordinator

#### Grievance Redressal – Responsibilities

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

## Role and Responsibility of Important Committees

### Grievance Redressal - Functions

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

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

Sr. No	Name	Company	Designation
1.	Dr. Saroja Asthana	Director	Chairperson
2.	Mrs. Varsha Pharande	Asst. Professor	Member
3.	Mr. Pankaj Girase	Non- Teaching	Member
4.	Ms. Hiteshi Jiotode	Student	Member
5.	Ms. Aditi Sharma	Student	Member
6.	Mr. Sachidanand Sharama	Student Parents	Member
7.	Mr. Sunil Chavan	Compute Lab In-charge	Member- Coordinator

#### Anti-Ragging Committee - Responsibilities

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



## Role and Responsibility of Important Committees

### Anti-Ragging Committee - Functions

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

### b. Complaint Committee for Women Sexual Harassment at Work (CC- WSHW)

Sr. No	Name	Company	Designation
1.	Dr. Saroja Asthana	Director/ Principal	Chairperson
2.	Dr. Nitin Deshmane	Asso. Professor	Member
3.	Mr. Sunil Chavan	Non-Teaching	Member
4.	Ms. Kajari Mitra	Social Worker	Member
5.	Mr. Ojas Deolankar	Advocate	Member
6.	Ms. Ayushi Shrivastava	Student	Member
7.	Mrs. Varsha Pharande	Asst. Professor	Member-Coordinator

### Complaint Committee - Responsibilities

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

## Role and Responsibility of Important Committees

### Complaint Committee - Functions

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

