



MAHATMA GANDHI MISSION
INSTITUTE OF MANAGEMENT

APPOINTMENT OF COMMITTEES (Session: Jul 19 to Jun 20)

In order to conduct various processes in the Institute, following committees have been organized.

1. Course Coordinators

| S. No. | Name | Course Coordinator for | Tasks |
|--------|-------------------------|--|---|
| 1 | Dr. (Col) Pardeep Kumar | Managerial Economics | 1. To review the curriculum. 2. Coord course plans of all faculties. 3. Coordinate teaching activity. 4. Review Question Papers Int Exams. 5. Recommend books/journals e-resources for procurement. 6. Review performance of students. 7. Recommended change in syllabus. |
| 2 | Dr. Pooja Deshmukh | All subjects of Marketing Management 3 rd Sem and MPOB | |
| 3 | Prof. Bhakti Banwaskar | All subjects of HRM 3 rd Sem | |
| 6 | Prof. Anil Palve | RM, Hospital Administration, Media Management, Yoga and remaining subjects | |
| 7 | Dr. Abhijeet Birari | All subjects of Finance Management 3 rd Sem, Accounting for Managers, C of India. | |
| 8 | Dr. Kunal Gaikwad | Community Service and EM | |
| 9 | Dr. A Thakur | SM and IT for Managers | |

2. Guardian Faculty Members (GFMs)

| S. No. | Name | GFM of the class | Tasks |
|--------|---|---------------------|--|
| 1 | Prof. Suchitra Mendke | MBA I A | 1. Interact with the students and know them. 2. Complete Progress Cards with correct information (Phone Nos. & Addresses) 3. Keep a record of fee/attendance etc. 4. Review student applications. 5. Counsel the students to do well, understand their problems and bring the notice of Director/Psychologist. 6. Interact with parents /guardians and play a constructive and helping role. 7. Handover the completed card to next GFM. |
| 2 | Prof. Asmita Joshi, Prof. Sononi Nitin | MBA I C | |
| 3 | Dr. Kunal Gaikwad | MBA I B | |
| 4 | Dr. Abhijeet Birari | MBA III Finance | |
| 5 | Dr. Pooja Deshmukh | MBA III MKT | |
| 6 | Prof. Bhakti Banwaskar | MBA III HRM | |
| 7 | Prof. Tanuja Dubey | MBA III POM, HA, MM | |
| 8 | Prof. Anil Palve | Backlog Students | |

3. Activities Committees

| Sr. No. | Committee | Incharge | Members | Task |
|---------|--|--|---|--|
| 1 | Co-curricular Activity | Dr. Abhijeet Birari | <ul style="list-style-type: none"> • Prof. Chanpreet Gulati • Prof. H Kakde • Nine students from each class of MBA | <ol style="list-style-type: none"> 1. Plan and conduct Co-curricular Activities like GD, Presentations etc. as per DP of ISO. 2. Keep record of performance. |
| 2 | Extra Curricular Activity | Prof Bhakti Banwaskar | <ul style="list-style-type: none"> • Prof. Chandrashekhar Tathe • Dr. Kunal Gaikwad • Nine students from each class of MBA | <ol style="list-style-type: none"> 1. Plan and conduct games, sports etc. 2. Determine the inter-house positions. 3. Field teams for competitions outside the institute like Tatva, debate etc. |
| 3 | Guest lecture | Dr. Asmita Joshi | <ul style="list-style-type: none"> • Prof. Arti Kulkarni • 10 students | <ol style="list-style-type: none"> 1. Shortlist, recommend and invite guests. 2. Conduct guest lectures as per procedure. |
| 4 | Clubs a) Sports b) Adventure c) Music | Dr. K Gaikwad Prof. C. Tathe Prof. B Banwaskar | 10 Students each club | Plan and conduct Music Club, Sports Club and Adventure Club Activities based on the Institute Houses. Conduct competitions of activities |
| 5 | Projects | Dr. Asmita Joshi | | To manage projects and internships. |

4. Committees Organizations

| Sr. No. | Committee | Incharge | Members | Task |
|---------|-------------------------------|-----------------------|--|---|
| 1 | Local Governing Council (LGC) | Prof. Tanuja Dubey | Dr. Jitender Jamadar | <ol style="list-style-type: none"> 1. Issue agenda and plan and organize LGC Meetings. 2. Compile information/minutes. 3. Convey decisions of LGC to all. |
| 2 | Alumni Association | Dr. Abhijeet Birari | Mr. V Khandagale 1 student per section | <ol style="list-style-type: none"> 1. Take actions as per DP of ISO. 2. Compile data base of alumni. 3. Maintain alumni portal. 4. Alumni elections. 5. Fund collection. 6. Keep the Alumni Association active. 7. Actions as per DP on Alumni |
| 3 | Parent Teacher Association | Prof. Suchitra Mendke | Prof. Hurishikesh Kakade 1 Student per section. | <ul style="list-style-type: none"> • Election of Parent Teacher Association. • Interact with the Association. • Organize Parent Teacher meeting. |
| 4 | Student Council | Dr. Abhijeet Thakur | <ul style="list-style-type: none"> • Nine students one from each class will be selected as per their academic performance. (President, Vice-President, Treasurer and Secretary will be elected amongst themselves.) | <ul style="list-style-type: none"> • Refer DP on Student Association. • Involve students in institute decision making. • Record minutes of the meetings. |

5. Discipline, Grievances and Welfare

| Sr. No. | Committee | Incharge | Members | Task |
|---------|----------------------|------------------|--|---|
| 1 | Grievances Redressal | Dr. Asmita Joshi | Dr. Jitender Jamadar Prof. Chanpreet Gulati | <ol style="list-style-type: none"> 1. Record grievances 2. Open suggestion boxes fortnightly and put up summary of grievances if any to the director 3. A Disposal of grievances. Keep record. |

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| 2 | Anti Ragging | Dr. Kunal Gaikwad | <ul style="list-style-type: none"> • Prof. Suchitra Mendke • Prof. Asmita Joshi • Prof. Arti Kulkarni | <ol style="list-style-type: none"> 1. Get online anti-ragging affidavit filled from all students. 2. Keep a watch in the institute and hostels. 3. Speak to students collectively about anti-ragging guidelines. 4. Ensure there is no case of ragging. 5. Report in-case any case is noticed |
| 3 | Anri Ragging Squad | Dr. Abhijeet Birari | <ul style="list-style-type: none"> • Prof. Arti Kulkarni | <ol style="list-style-type: none"> 1. Keep a watch that no case of ragging takes place. Reach the site of ragging if any. 2. Carry out immediate investigation if any case is noticed. |
| 4 | Students Welfare | Prof. Tanuja Dubey | <ul style="list-style-type: none"> • Prof. Arti Kulkarni | <ol style="list-style-type: none"> 1. Invite students' suggestions on welfare. 2. Keep a record of welfare activities. 3. Bring out suggestion/ recommendation to Director. |
| 5 | Counseling Cell | Dr. Aparna Kakkad | <ul style="list-style-type: none"> • Prof. Bhakti Banwaskar • Dr. Abhijeet Birari | <ol style="list-style-type: none"> 1. Keep a track of students who need counseling 2. Recommend action. 3. Keep a record and give information to the Director. |

6. Industry and Entrepreneurship

| Sr. No. | Committee | Incharge | Members | Task |
|---------|--|-----------------------|---|---|
| 1 | EDC | Prof. Suchitra Mendke | <ul style="list-style-type: none"> • Four students of MBA | <ol style="list-style-type: none"> 1. To set up EDC. 2. Plan guest lectures for guidance. 3. Help the potential entrepreneurs with documentation finance, marketing, general guidance etc. 4. Establish liaison with EDCs of sister institutes. |
| 2 | MOUs/Industry Liaisons/Collaboration & Consultancy & Incubation Cell | Prof. Suchitra Mendke | <ul style="list-style-type: none"> • Prof. Ranjeet Kakkad • Dr. Harshali Deshmukh (Consultancy and MoU) | <ol style="list-style-type: none"> 1. Identify industries which the institute can work with for research, project work, internships and consultancy. 2. Get MoU signed and operationalise the MoUs 3. Initiate incubation proposals for grants from DST/GoI etc. 4. Sign MoU with other incubation centres for assistance and guidance. |

7. Accreditation and Certification Committees

| Sr. No. | Accreditation Certification | Incharge | Members | Task |
|---------|-----------------------------|--------------------|---|---|
| 1 | NBA | Dr. Pooja Deshmukh | • Abhijeet Birari | 1. Prepare for NBA accreditation. 2. Advise actions to be taken by criteria incharge and the Director. |
| 2 | NAAC | Dr. Asmita Joshi | • Prof. Bhakti Banwaskar • Prof. A. Thakur | 1. Make preparation for NAAC Accreditation. 2. Prepare and submit documents in time. 3. Advise I/C Criteria. Track progress. |
| 3 | ISO and IQAC | Prof. Tanuja Dubey | • Mr. Ganesh Sagare | 1. Ensure DPs are followed. 2. Plan and get inspections/credits done. |
| 4 | NIRF | Prof. Tanuja Dubey | • | 1. Prepare data for NIRF 2. Advise the I/C and the Director for the actions to be taken. 3. Address weaknesses. Compare our scores with top institutes. |
| 5 | Data feeding of any survey | Prof. Tanuja Dubey | • Mr. Bhosale | 1. Provide data for any survey being conducted by various magazines etc. |

8. Publication Committee

| Sr. No. | Publications | Incharge | Remarks |
|---------|--------------------------|--------------------------|---|
| 1 | Yearly Report of the IOM | Dr. Abhijeet Thakur | For submission to the Trust Office on the format available. |
| 2 | Renaissance | Prof. Suchitra Mendke | 9 students (1 from each section). Publish by 30 April every year |
| 3 | IOM Glimpses and Gawaksh | Prof. Suchitra Mendke | 9 students (1 from each section) Publish by 10 th of the next quarter |
| 4 | Placement Brochure | Dr. Jitendrasinh Jamadar | By 31 st Dec every year |
| 5 | Prospectus | Prof. Bhakti Banwaskar | By 15 Jul 2019 printing to be complete |

9. Research Report

| Sr. No. | Publications | Incharge | Members | Task |
|---------|---------------------------|--------------------|---------------------|---|
| 1 | Research Centre (Manthan) | Dr. Pooja Deshmukh | | <ol style="list-style-type: none"> 1. Initiate/invite research projects for grants through UGC, AICTE, ICSSR, RUSA etc. 2. To plan research related activities at the Institute 3. To keep the research centre in fully functional condition with e-resources, books/journals etc. 4. Keep a record of all research activities of the institute e.g. paper presentations, publications. |
| 2 | Assimilation | Dr. Pooja Deshmukh | | <ol style="list-style-type: none"> 1. Publish by 31 Aug every year. |
| 3 | Avishkar | Dr. Pooja Deshmukh | Dr. Abhijeet Birari | <ol style="list-style-type: none"> 1. Motivate students/faculties to take part in 'Avishkar'. 2. Allot mentors to students through Director to guide Students. 3. Field selected team. 4. Keep a record of projects for further development. 5. File patents when required. |
| 4 | Research Report | Dr. Pooja Deshmukh | Dr. Abhijeet Birari | <ol style="list-style-type: none"> 1. Prepare research report by 31st July each year on the format being followed. 2. Recording all research activities taking place in the institute. |
| 5 | IPR Cell | Dr. Pooja Deshmukh | Prof. Tanuja Dubey | <ol style="list-style-type: none"> 1. To conduct IPR related workshop or training. 2. To conduct classes about research funding. |

10. Infrastructure and House Keeping

| Sr. No. | Committee | Incharge | Members | Task |
|---------|--|---------------------|---|--|
| 1 | Infrastructure, Economy and Green Measures | Dr. Abhijeet Thakur | <ul style="list-style-type: none"> • Dr. Kunal Gaikwad • Mr. Suhas Takalkar • Mrs. Anusaya Dhang • Mr. Nandu Ukarande | <ol style="list-style-type: none"> 1. To recommend addition in infrastructure. 2. Prepare note sheet for procurements and put up to Director for processing. 3. Recommend economy measures. 4. Plan and implement activities for green campus. |
| 2 | Housekeeping | Mr. Ganesh | <ul style="list-style-type: none"> • Mr. Vijay Bhosale | Inspect the institute premise for cleanliness / maintenance. |

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|--|--|--------|-----------------|--|
| | | Sagare | • Mrs. A Dhange | |
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10. Task Committees

11.

| Sr. No. | Committee | Incharge | Members | Task |
|---------|-------------------------------|---------------------|--|--|
| 1 | NSS | Dr. Kunal Gaikwad | <ul style="list-style-type: none"> • Mr. H Kakde • Prof Bhakti Banwaskar • 6 Students | <ul style="list-style-type: none"> • Conduct NSS activities as per the SOP |
| 2 | Internal Complaints Committee | Dr. Pooja Deshmukh | <ul style="list-style-type: none"> • Mr. G Sagre • Advocate A Mane • Mrs Archana Gondelekar (NGO) • Ms. Kalyani Mane | <ul style="list-style-type: none"> • Action as per the Govt legislation 2013. |
| 3 | SC/ST Committee | Dr. Abhijeet Thakur | <ul style="list-style-type: none"> • Dr. Abhijeet Birari • Prof.A Palve | |
| 4 | Internal Exam Committee | Dr. Kunal Gaikwad | <ul style="list-style-type: none"> • Mr. Khandagale • Mr. V Bhosle | |
| 5 | Green Campus Club | Dr. Pooja Deshmukh | <ul style="list-style-type: none"> • Mr. G B Pawar • Mr. Khandagale • 9 students | <ul style="list-style-type: none"> • Take action on green campus policy. • Propose green initiatives and implement after approval • Waste disposal and recycling methods • Energy conservation measures • Campus Beautification |

11. Library Committee : The committee will work as per relevant DP of ISO of library. It will be composed as under:

Prof Anil Palve (IC) (Fin Mgt, Marketing Management, GK books), Mr. Ganesh Sagre, Dr. Asmita Joshi (POM, SM and RM books), Prof. Tanuja Dubey (books of all other subjects), Prof. Suchitra Mendke (HRM and MPOB Books), Mr. Suhas Takalkar and One Student of MBA II Yr

12. IT and Social Media Cell (Including Photography, Website and ERP) : The cell will be responsible for social media management (i.e Facebook / Whatsapp account of the institute) and maintenance of website and operating the ERP. The cell will keep the ERP updated and post the most appropriate clips / photographs on own website and the websites of AISHE, UGC and Dr. BAM University websites. The committee will constitute of following members:

a) Dr. Abhijeet Thakur (IC), Prof. Chanpreet Gulati and Mr. Amol Gaikwad

13. Academic Committee : This committee will review the syllabus, suggest changes which will be intimated to the university. The committee will monitor the progress of teaching in the institute and suggest / recommend changes. The committee will suggest any additional course to be included as institute level course and/or online courses. Dr. (Col) Pardeep Kumar, Prof. Ashish Gadekar, Dr. Pooja Deshmukh, Dr. Abhijeet Thakur, Prof Anil Palve, Dr. Asmita Joshi, Dr. Harshali Deshmukh, Dr. Jitendrasinh Jamadar, Student President (Student Council) will compose this committee.

14. Disaster Management Cell : The committee will select and train the students in disaster relief work. The committee will recommend the stores /equipment to be procured. Committee will be composed of the following:

a) Dr. Kunal Gaikwad

d) Thirty five students of MBA to be identified.

15. Hostel Coordinator . To keep record of the students living in the hostels. Visit the students to see their living condition. Recommend applications for leave from the hostel. Prof. Bhakti Banwaskar will be the incharge. One student per hostel will be appointed as student incharge to assist the Hostel Coordinator.

16. Digital Education, MOOCS, Online Courses Committee – The committee will recommend digital education / MOOCS / Online courses to be undertaken. It will be composed of Prof. Anil Palve (IC) and Dr. Jitendrasinh Jamadar

17. E-Governance Committee : The committee will promote use of e governance tools and monitor the progress. It will be composed as under:
Dr. Abhijeet Thakur, Mr. Suhas Takalkar and Mr. Amol Gaikwad

18. Ethical Committee : It will promote ethical conduct of students and staff. The committee will constitute of Prof. Tanuja Dubey and Prof. Arti Kulkarni

19. Incharge Faculties

- a) Second Shift – Dr. Pooja Deshmukh will be the incharge of second shift.
- b) Administration – Dr. Abhijeet Thakur will perform the duties of all administrative work of the institute.

Note:

1. Students will be selected on volunteer basis in the beginning of the semester . Notice will be put up by respective incharges asking the name of volunteers for each committee. Students will be nominated for each committee jointly by the incharge and the Director. Students will be encouraged to take part in the committees and they will be given appreciation certificates.
2. All In-charge will maintain a register of their committees. All tasks/meetings/agenda/progress etc. will be noted in the register and appropriate record of the committee will be maintained.
3. The register will be checked by the Director once a month. The register will be handed/taken over when the in-charge is charged.

Sd/-----

**Dr. (Col) Pardeep Kumar
Director**

Date: 10 Jun 2019

Organogram of MGM Institute of Management and Research

