## Decentralization in working and grievance redressal mechanism



Various committees have been framed in our polytechnic in order to redress the problems and grievances of the students. For every committee, a senior faculty member was designated as member and convener. Every committed has defined roles and responsibilities as mentioned below of the composition of the each committee. It is the responsibility of the convener/president to convene the meeting as frequently as possible among the members to discuss the issues related to the responsibilities assigned to the concerned committee. Based on the nature of the problems arose, the convener/president will take necessary remedial actions. If the remedial action requires attention of the Principal and Management, then it will be immediately brought to the notice of them for necessary action. This kind of work culture will resolve the problems as when arose and make the remedial system effective and speedy.

Name of the Committee	Members	Role / Responsibilities of the committee
Discipline Committee	Dr. Raman R.Bane(Principal)	To oversee and monitor the overall

	(Chairman)  Mr.Gajanan A.Bhosale (Vice Principal ) (Vice Chairman)  Mr.Harshal A. Pawar (member) (HOD/EE)  Mr. Prasad P. Sawant (member) (HOD/CE)  Mr. Abhishek J.Rane (member) (HOD/ME)  Mr. Prashant D. Kate (member) (HOD/CO)  Mr. Amar G.Prabhu (member) (F (F.Y. Coordinator )  Mr. Sunil S. Patil. (member) (Rector Boys Hostel)  Ms.Savita N. Salave (member) (Rector Girls Hostel)  Minimum Frequency of Meeting Required: 2 Per semester	discipline of students in the college and review it periodically.  To take decisions and actions related to indiscipline activities of the students in the college as and when required.
Industry-Institution Interaction(III) Cell	Dr. Raman R.Bane(Principal) (Chairman)  Mr. Gajanan A.Bhosale (Vice Chairmen) Vice Principal  Mr. Milind R. Desai (IIIC Head)  Mr. Mahesh T. Patil (member) Department Coordinator(Mechanical)  Ms. Shruti N. Hewalkar Department Coordinator ( Electrical )  Mr. Keshav R. Manerikar Department Coordinator ( Civil )  Ms.Teja V. Gawandi. Department Coordinator ( Computer )	To give industrial exposure to Faculty members and students, thus enabling them to tune their knowledge to cope with the industrial culture  • To assist the departments in organizing workshops, conferences with joint participation of the industries  • Encouraging Engineers from industries to visit institution to

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	Mr.Swapneel D. Rawool Department Coordinator ( Degree)	deliver lectures
	Mr. Manoj S. Khadilkar Department Coordinator (CSC)	• To organize industrial visits for faculty members and students
	Mr. Sudheer Tatode. Industry Expert Member Process Manager,Dana India Mr. Rajesh Bokade Industry Expert Member (SR Steel Industries)	racuity members and students
	Minimum Frequency of Meeting Required : 4 Per Year	
Placement and Training Cell	Dr. Raman R.Bane(Principal) (Chairman)	To organize campus placement drives.
	Mr. Gajanan A.Bhosale (Vice Chairmen) Vice Principal	To organize offline – online campus interviews for students.
	Mr. Milind R. Desai (Placement Head)	To organize and monitor placement oriented training programmes.
	Mr. Mahesh T. Patil (member) Department Coordinator(Mechanical)	To collaborate with HODs for organizing placement oriented
	Ms. Shruti N. Hewalkar Department Coordinator ( Electrical )	programmes twice in month.
	Mr. Keshav R. Manerikar Department Coordinator ( Civil )	
	Ms.Ravi R. Dhandekar. Department Coordinator ( Computer )	
	Ms.Teja V. Gawandi. Department Coordinator ( Computer )	
	Mr.Swapneel D. Rawool Department Coordinator ( Degree)	
	Mr. Manoj S. Khadilkar Department Coordinator ( CSC)	
	Ms. Nehal N. Sandye Communication skill Expert	

	Minimum Frequency of Meeting Required : 4 Per Year	
NBA Committee	Dr. Raman R.Bane(Principal (Chairman)	To apply for NBA certification within short period of time.
	Mr.Gajanan A.Bhosale (Vice Principal ) (Vice Chairman)  Mr. Harshal A. Pawar(member) (HOD/EE)  Mr. Prasad P. Sawant(member) (HOD/CE)  Mr. Abhishek J.Rane (member) (HOD/ME)  Mr. Prashant D. Kate (member) (HOD/CO)  Mrs.Teja R. Shanai (member) (EEDept.Coordinator )  Mr.Keshav R. Manerikar (member) (CE Dept.Coordinator)  Mr.Pushkar K. Parab (member) (ME Dept.Coordinator)	To conduct periodical review meetings to monitor the progress of NBA certification work.  To attend the seminars/ conference related to NBA certification.  To organize training programmes for staff members by external resource persons to create awareness about NBA certification.  Periodically reviewing the updation of NBA related activities in the college.
	Ms.Shridhar M. Mayekar CO Dept.Coordinator)  Mr. Amar G.Prabhu (member) ( FY Coordinator )  Minimum Frequency of Meeting Required: 4 Per Year	
College Website Committee.	Dr. Raman R.Bane(Principal (Chairman)  Mr.Gajanan A.Bhosale (Vice Principal ) (Vice Chairman)  Mr. Prashant D. Kate (coordinator) (HOD/CO)  Mr. Shridhar M. Mayekar (Convener)	To maintain and update the contents in the college website periodically.  To promote news events related to college in the website regularly.  To Maintain the continuous connection of Internet and Intranet.
	Mr. Shridhar M. Mayekar (Convener) (Lect/CO)	To conduct online examinations to

	Mr. Abhishek J.Rane (member) (HOD/ME)	the outside world in collaboration with external agencies like NSEIT, TCS ION etc.
	Mr.Harshal A. Pawar (member) ( HOD/EE)	
	Mr Hawabi S. Shaikh (member) ( Lect/CE)	
	Mr.Nitin V.Sandye (member) ( PRO)	
	Minimum Frequency of Meeting Required : 4 Per Year	
Library Committee	Dr. Raman R.Bane (Principal) (Chairman)	To purchase the books and magazines periodically to fulfill the requirements of MSBTE and
	Mr.Gajanan A.Bhosale (Vice Principal ) (Vice Chairman)	AICTE.
	Mrs. Manasi M. Kudtarkar (Secretary) (Librarian)	To meet regularly to discuss about further developments in the library.
	Mr.Harshal A. Pawar (Convener) (Lect/EE)	To solve the issues and problems raised by the students and staff members.
	Mr. Sachin S. Lanjekar (member) (Lect/ME)	To conduct stock verification once in a year.
	Mr. Snehal N. Sandye (member) (Lect.)	To prepare library related documents with regard to MSBTE and NBA Accreditation committee
	Ms Hawabi S. Shaikh (member) ( Lect/CE)	visits.
	Ms.Teja R. Shanai (member ) (Lect/CO)	
	Mr.Swapnil D. Rawool(member) (Lect ME)	
	Mr.Prajod .P. dalavi (member ) (student/CE)	
	Ms. Shivani V. Desai (member ) (student/ME)	
	Mr. Atharva A. Parab (member )	

	(student/EE)	
	Ms. Puja P. Sarmalkar (member ) (student/CO)	
	Minimum Frequency of Meeting Required 2 Per semester	
Internal Examination Committee as well as MSBTE Examination committee	Dr. Raman R.Bane(Principal) (Chairman)  Mr.Gajanan A.Bhosale (Vice Principal)	To conduct the two class tests per semester as per the MSBTE academic calendar with proper stationary arrangements.
	(Vice Chairman)	To conduct the MSBTE
	Mr.Harshal A. Pawar (member) ( HOD/EE)	Examinations as per the time table with proper furniture and stationary arrangements.
	Mr. Prasad P. Sawant (member) (HOD/CE)	To Maintain Result Analysis of Each MSBTE Examinations.
	Mr. Abhishek J.Rane (member) (HOD/ME)	To Maintain Final year topper List
	Mr. Prashant D. Kate (member) (HOD/CO)	Submission of Result Analysis of MSBTE Examinations to Examination Cell and Principal
	Mr. Amar G.Prabhu (member) ( FY Coordinator )	( Soft Copy and Hard Copy )
	Mr.Sharad L.Ghare (member) ( Library Assistant)	Display MSBTE TH/PR as well as class test examination time table on college notice board as well as on college website portal.
	Minimum Frequency of Meeting Required : 6 Per Year	Allocation of Invigilation duties to the faculty members for every semester examinations.
<b>Boys Hostel Committee</b>	Dr. Raman R.Bane(Principal) (Chairman)	To make frequent visits to monitor the regular activities of the boys hostel.
	Mr.Gajanan A.Bhosale (Vice Principal ) (Vice Chairman)	To conduct periodical meetings with student representatives to
	Mr.Harshal A. Pawar (member) ( HOD/EE)	redress their grievances.
	Mr. Prasad P. Sawant(member) ( HOD/CE)	
	Mr. Abhishek J.Rane (member) ( HOD/ME)	

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	Mr. Prashant D. Kate (member) ( HOD/CO)  Mr.Samir Nirmalkar (member) ( Lect/EE)	
	Mr.Pushkar K. Parab (member) ( Lect/ME)	
	Mr Sunil B.Patil (member) (Rector Boys Hostel)	
8	& Hostel Staff Members	
	Minimum Frequency of Meeting Required : 4 Per Year	
	Dr. Raman R.Bane(Principal) (Chairman)	To make frequent visits to monitor the regular activities of the boys hostel.
	Mr.Gajanan A.Bhosale (Vice Principal ) (Vice Chairman)	To conduct periodical meetings with student representatives to
	Mr.Nehal N. Sandye (member) (Lect/Humanity)	redress their grievances.
	Mr.Hawabi S.Shaikh (member) ( Lect/CE)	
	Mr.Kavita D.Samant (Lect/Maths)	
	Mr. Prashant D. Kate (member) (HOD/CO)	
	Mr.Taja R. Shanai (member) ( Lect/EE)	
	MrPushkar K. Parab.(member) ( Lect/ME)	
	Mr.Savita N.Salave (member) (Rector Girls Hostel)	
8	& Hostel Staff Members	
	Minimum Frequency of Meeting Required : 4 Per Year	

Purchase Committee	Dr. Raman R.Bane(Principal) (Chairman)  Mr.Gajanan A.Bhosale (Vice Principal) (Vice Chairman)  Mr.Harshal A. Pawar (member) (HOD/EE)  Mr. Prasad P. Sawant (member) (HOD/CE)  Mr. Abhishek J.Rane (member) (HOD/ME)  Mr. Prashant D. Kate (member) (HOD/CO)  Mr. Amar G.Prabhu (member) (FY Coordinator)  Mr.Shivram A. Thakur.(member) (Establishment Dept)	To make arrangements for purchase of the equipments/items/devices required by any department in the college as per the guidelines.  After receiving the item /device/equipment in good quality make arrangements for payment.  It is the responsibility of the purchase committee to make arrangements for servicing /repairing of faulty items/devices/equipment.
	Minimum Frequency of Meeting Required : 4 Per Year	
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Time Table Committee	Dr. Raman R.Bane(Principal) (Chairman)  Mr.Gajanan A.Bhosale (Vice Principal) (Vice Chairman)  Mr.Harshal A. Pawar (member) (HOD/EE)  Mr. Prasad P. Sawant (member) (HOD/CE)  Mr. Abhishek J.Rane (member) (HOD/ME)  Mr. Prashant D. Kate (member) (HOD/CO)	To coordinate the time table preparation for each department by respective HODs in every semester.  To prepare master time table of the college during every semester.

Academic Calendar and College News letter/ Magazine Committee	Mr. Amar G.Prabhu (member) (F.Y. Coordinator)  Minimum Frequency of Meeting Required: 2 Per Year  Dr. Raman R.Bane(Principal) (Chairman)  Mr.Gajanan A.Bhosale (Vice Principal) (Vice Chairman)  Mrs. Nehal N.Sandye (Coordinator)	To prepare and publish the academic calendar at the beginning of every semester.  To prepare and publish College Annual Magazine or News Letter at the end of every academic year.
	Mr. Harshal A. Pawar (member) (HOD/EE)  Mr. Prasad P. Sawant (member) (HOD/CE)  Mr. Abhishek J.Rane (member) (HOD/ME)  Mr. Prashant D. Kate (member) (HOD/CO)  Mr. Amar G.Prabhu (member) (F.Y. Coordinator)  Minimum Frequency of Meeting  Required: 2 Per Year	and on every academic year.
Women Harassment Redressal Committee	Miss. Hawabi S. Shaikh (Chairman) (Lect/CE)  Mrs. Nehal N. Sandye (Secretary) (Lect. Humanity Dept)  Mrs. Manasi M. Kudtarkar (member) (Librarian)  Mrs. Nandita Y. Yadav (member) (Lect/CE)  Mrs Vanessa C. Dsouza (member) (Lect/Eng.)  Mrs. Teja R.Shanai (member) (Lect/EE)	To redress the problems of aggrieved girl students as and when necessary.  To make frequent visits to monitor the regular activities of the girls hostel.  To conduct periodical meetings with student representatives to redress their grievances.

ISTE Committee	Mrs. Prajakta R. Rane (member) (Lect.Maths)  Mrs.Shrukhala S. Naik (member) (Lect/EE)  Mrs. Murnalini N. Kashalikar (NGO)  Ms.Katale Rupali R. Students Representative  Ms.Malvankar Shravani B. Students Representative  Ms. Nail Divyata D. Students Representative  Ms. Bhise Taniya A Students Representative  Minimum Frequency of Meeting Required: 4 Per Year  Dr. Raman R.Bane(Principal) (Chairman)  Mr.Gajanan A.Bhosale (Vice Principal) (Vice Chairman)  Mr. Deepak D. Patil (member) (HOD/EE)  Mr. Prasad P. Sawant (member) (HOD/CE)  Mr. Abhishek J.Rane (member) (HOD/CE)  Mr. Prashant D. Kate (member) (HOD/CO)  Mr. Amar G.Prabhu (member) (F.Y. Coordinator  Minimum Frequency of Meeting Required: 2 Per Year	To promote ISTE membership among students in the college.  To conduct mini project competition for all third year students during even semester in every year.
PT/Feedback Committee	Required: 2 Per Year  Dr. Raman R.Bane(Principal) (Chairman)	To conduct one PT (Parent-Teacher) meeting for every class in each sem and collect feedback from

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	Mr.Gajanan A.Bhosale (Vice Principal ) (Vice Chairman)	parents or guardians.  At the end of each meeting
	Mr. Prasad P. Sawant (member) (HOD/CE)	consolidate the feedback obtained from parents/Guardians and submit it to the Principal and
	Mr. Abhishek J.Rane (member) (HOD/ME)	Correspondent for necessary action.
	Mr. Prashant D. Kate (member) (HOD/CO)	The corrective actions taken for the feedback given by the parents should be sent to the parents for
	Mr. Harshal A. Pawar. (Member) (Lect/EE)	their knowledge and perusal.
	Mr. Amar G.Prabhu (member) (F.Y. Coordinator)	
	Minimum Frequency of Meeting Required : 2 Per Year	
NSS Unit Committee	Mr. Mahesh T Patil (Coordinator) ( Lect/ME)	To conduct NSS related activities in the college.
	Mr. Parth D. Nail (member) (Lect./CE)	To promote and conduct YRC & Blood Donors Club related activities in the college
	Ms.Shruti Hewalkar (member) ( Lect/EE)	activities in the conege
	Mr. Samit N. Nirmailkar (member) (HOD/CO)	
	Minimum Frequency of Meeting Required : 2 Per Year	
Entrepreneur Development Cell Committee	Dr. Raman R.Bane(Principal) (Chairman)	To promote and conduct EDC related activities in the college
	Mr.Gajanan A.Bhosale (Vice Principal ) (Vice Chairman)	
	Mr. Milind R. Desai (EDC Head)	
	Mr. Mahesh T. Patil (member) Department coordinator (Mech.)	
	Ms. Shruti N. Hewalkar Department Coordinator ( Electrical )	

Sports Committee	Mr. Keshav R. Manerikar Department Coordinator ( Civil)  Ms.Teja V. Gawandi. Department Coordinator ( Computer )  Mr. Keshav R. Manerikar Department Coordinator ( Civil)  Mr.Swapneel D. Rawool Department Coordinator ( Degree)  Mr. Manoj S. Khadilkar Department Coordinator ( CSC)  Minimum Frequency of Meeting Required: 2 Per Year  Dr. Raman R.Bane(Principal) (Chairman)  Mr.Gajanan A.Bhosale (Vice Principal ) (Vice Chairman)  Mr. Harshal A.Pawar (member) ( HOD/EE)  Mr. Prasad P. Sawant (member) ( HOD/CE)  Mr. Abhishek J.Rane (member) ( HOD/ME)	To promote and develop sports activities in the college among students and staff members.  To organize intra college and inter college sports events in the college.  To accompany with students for sports events to be organized in other colleges.
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	Mr. Prashant D. Kate (member) (HOD/CO)	
	Mr. Shridhar M. Mayekar (member) (Lect/CO)	
	Mr.Siddhesh Gadhigaonkar (member) ( Lect/EE)	
	Mr.Keshav R. Manerikar (member) (Lect/CE)	
	MrPushkar K. Parab (member) (Lect/ME)	
	Ms.Swapnali R.Teli (member) ( Lect/CO)	

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	Mrs. Nandita Y. Yadav (member) (Lect/CE)	
	Miss. Kavita D. Samant (member) (Lect/math's)	
	Mrs. Teja R.Shanai (member) (Lect/EE)	
	Minimum Frequency of Meeting Required : 2 Per Year	
Anti – Ragging Committee	Adv.Asmita A.Sawantbhonsale (Chairman)	To look into various aspects of ragging means and methods to prevent it possible action that can be taken against those who involve in it and action against offenders in
	Mr. Sanjeev I. Desai (Secretary)	
	Dr. Raman R. Bane(Principal) (Chairman)	the event of ragging
	Mr.Gajanan A.Bhosale (Vice Principal ) (Vice Chairman)	
	Mr. Deepak D. Patil (member) ( HOD/EE)	
	Mr. Prasad P. Sawant(member) (HOD/CE)	
	Mr. Abhishek J.Rane (member) (HOD/ME) (Anti-ragging squad-Male)	
	Mr. Prashant D. Kate(member) (HOD/CO)	
	Mr. Amar G. Prabhu. (F.Y. Coordinator) (Anti-ragging squad-Male)	
	Mr. Swapneel D. Rawool (Lect/ME)	
	Mr. Gajanan R. Naik ( Media representative)	
	Shri .Shridhar Patil (Tahashildar)(Civil Representative)	
	Shri. Amol R. Chavan	

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	P.I. Sawantwadi police station	
	Mr.Lalit N. Parab (Student Representative- TYCE)	
	Mr. Soham M. Gawas. (Student Representative- TYME)	
	Ms. Shravani V. Desai. (Student Representative- TYCE)	
	Ms. Sayali H. Giri (Student Representative- TYEE)	
	Mr.Sanmesh N. Rane. (Student Representative- TYCO)	
	Ms. Divyata D. Naik (Student Representative- FYCSC)	
	Ms. Taniya A. Bhise. (Student Representative- SYCSC)	
	Minimum Frequency of Meeting Required : 2 Per Year	
Internal Academic Monitoring Committee(IAMC)	Dr. Raman R.Bane(Principal) (Chairman)	The committee has the responsibility to undertake and
	Mr.Gajanan A.Bhosale (Vice Principal ) (Vice Chairman)	execute various activities related to academic and administration.
	Mr.Harshal A. Pawar (member) ( HOD/EE)	
	Mr. Prasad P. Sawant(member) ( HOD/CE)	
	Mr. Abhishek J.Rane (member) (HOD/ME)	
	Mr. Prashant D. Kate (member) (HOD/CO)	
	Minimum Frequency of Meeting Required : 2 Per semester.	
Admission Cell	Dr. Raman R.Bane(Principal) (Chairman)	To do works related to admission process.
	Mr.Gajanan A.Bhosale (Vice Principal )	

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	(Vice Chairman)	
	Mr. Prasad P.Sawant (Admission Incharge) ( HOD/CE)	
	Mr.Harshal A. Pawar (member) ( HOD/EE)	
	Mr. Abhishek J.Rane (member) (HOD/ME)	
	Mr. Prashant D. Kate(member) (HOD/CO)	
	Mr.Siddesh Gadhigaonkar (member) (Lect/EE)	
	Mr.Keshav R. Manerikar (member) (Lect/CE)	
	Mr. Amar G.Prabhu (member) (F.Y. Coordinator)	
	Mr.Amey A. Madgaonkar (member) (FC Incharge )	
	Minimum Frequency of Meeting Required : 4 Per Year	
IQAC (Internal Quality Audit Cell )	Dr. Raman R.Bane(Principal) (Chairman)	To maintain modify and assure the quality management system for the institution.
	Mr.Gajanan A.Bhosale (Vice Principal ) (Vice Chairman)	institution.
	Smt. Saroj I. Desai (Management Representative)	
	Mr.Harshal A. Pawar (member) (HOD/EE)	
	Mr. Prasad P. Sawant (member) (HOD/CE)	
	Mr. Abhishek J.Rane (member) (HOD/ME)	
	Mr. Prashant D. Kate(member) ( HOD/CO)	

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	Mrs. Nehal N. Sandye (member) (Lect/English)	
	Mr. Milind R. Desai (member) (Lect/ME)	
	Mr. Swapneel D. Rawool (member) (Lect/ ME)	
	Mr.Manoj S. Khadilkar (member) (Lect/CO)	
	Mr. Siddharth Sawant (member) ( Sr. Clark)	
	Mr. Mayuresh P. Gawali. (Student Representative)	
	Mr. Jay M. Khot. (Student Representative)	
	Ms. Apurva P. Sawant (Student Representative)	
	Ms.Jyoti V. Natlekar (Student Representative	
	Mr. Maheshwar S.Panshikar (Alumni Representative)	
	Ms. Manasi S.Salkar (Alumni Representative)	
	Mr.Sanjeev Karpe. (Industrialist)	
	Minimum Frequency of Meeting Required : 4 Per Year	
SC-ST Committee.	Dr. Raman R.Bane(Principal) (Chairman)	To introduce the students about different scholarship and regarding to create and maintain safe, healthy
	Mr.Gajanan A.Bhosale (Vice Principal ) (Vice Chairman)	and supportive environments for SC/ST staff and students in the
	MrDeepak Patil (member) ( HOD/EE)	campus.
	Mr. Prasad P. Sawant (member)	

(HOD/CE) Mr. Abhishek J.Rane (member) (HOD/ME) Mr. Prashant D. Kate(member) (HOD/CO) Mr.Harshal A. Pawar (member) (Lect/EE) Ms.Srushti D. Jadhav (Student Representative-Female) Ms Sejal S. Jadhav (Student Representative-Female) Mr.Sujit P. Kamble (Student Representative-Male) Mr.Subhod R. Kalsekar (Student Representative-Male) Mr.Om M. Retharekar (Student Representative-Male) Mr.Apurva S. Jadhav (Student Representative-Male) **Minimum Frequency of Meeting** Required: 2 Per Year