

Pimpri Chinchwad Education Trust's  
**S. B. PATIL INSTITUTE OF MANAGEMENT**  
**GRIEVANCE REDRESSAL COMMITTEE**

**Aim:**

To ensure transparency and support for students admitted and with paramount Objective of preventing unfair practices and to provide a mechanism for fair redressal of grievance.

**Reference :**

Notification dated 25 May 2012 - F. No. 37-3/Legal12012, Clause 1 of Section 23 of the All India Council for Technical Education, Act, 1987 (52 of 1987).

**Objectives:**

- To develop an organizational framework to promptly address and resolve grievances of teaching, non teaching staff and students fairly and equitably.
- To ensure that, there is no laxity in terms of fair-deal with the teaching and non teaching Staff, Students.
- To ensure effective solution to the grievances of teaching and non teaching staff, students through an impartial and fair approach.
- To address the academic and administrative problems of the students.
- To provide satisfaction to the teaching and non teaching Staff.

**Tenure:** Two years

**Frequency of Meeting:**

1. Committee will meet twice a year.
2. In case of any complaint or emergency the meeting will be called within an hour's notice.

**Functions:**

- To consider all grievances submitted in writing by any member of the Students, Faculty members and other staff of the Institute.
- To access to all confidential files or otherwise documents relevant to the individual's grievance.
- To study the application and after looking into the relevant documents discuss with those concerned.
- To review the application and relevant documents discuss the matter with concerned parties.

- To submit its recommendations and report to the Director as expeditiously as possible
- To make final settlement of any grievance within a reasonable period (normally not exceeding one month)

The procedure for Grievance Redressal is attached in the annexure.

Composition:

Sr. No.	Name of the Member	Representation	Sign
1	Dr Daniel Penkar	Director	
2	Dr Hansraj Thorat	Research Head	
3	Dr Kirti Dharwadkar	Head, Academics	
4	Dr. Swapnali Kulkarni	Teaching Representative and Secretary	
5	Mr Prasannakumar Ohol	Non Teaching Representatives	
6	Mr Kisan Kale	Non Teaching Representatives	

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1	Dr Daniel Penkar	Director	
2	Dr Hansraj Thorat	Research Head	
3	Dr Kirti Dharwadkar	Head, Academics	
4	Dr. Swapnali Kulkarni	Teaching Representative and Secretary	
5	Mr Prasannakumar Ohol	Non Teaching Representative	
6	Mr Kisan Kale	Non Teaching Representative	
7	Mr. Chandrakant Adsure	Student Representative - Boys	
8	Ms. Athulya Nair	Student Representative - Girls	

Prepared by,

Dr. Swapnali Kulkarni  
Secretary

Checked by,

Dr Kirti Dharwadkar  
Head, Academics

Approved by,

Dr Daniel Penkar  
Director

**PIMPRI CHINCHWAD EDUCATION TRUST'S  
S. B. PATIL INSTITUTE OF MANAGEMENT  
INTERNAL COMPLAINTS COMMITTEE**

**Aim:**

To create and maintain an environment free from sexual harassment in the Institute. The Institute strongly disapproves of any conduct that constitutes sexual harassment.

**Reference:**

**Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.** As per the provisions of Section 11 of the Act, 2013 the Internal Complaints Committee shall inquire into the complaints. During pendency of inquiries, the Committee may give recommendations as may be considered necessary under the provision of Section 12 of the Act, 2013 and based on these recommendations; the Competent Authority shall take appropriate action.

**Objectives of the Committee:**

- To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of girls and women.
- To ensure the implementation of the policy in letter and spirit by undertaking all necessary and reasonable steps
- To constitute appropriate committees for purposes of gender sensitization
- To conduct enquiries into complaints of sexual harassment.
- To uphold the commitment of the institute to provide an environment free of discrimination and violence against women.

**Tenure:** 3 year


**Frequency of Meeting:**

1. Committee will meet twice a year.
2. In case of any complaint or emergency the meeting will be called within an hour's notice.

**Functions:**


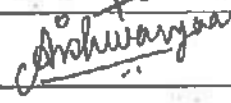
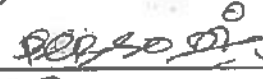
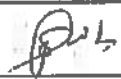
- Ensure a safe environment free from Sexual Harassment for women including prevention and deterrence of Sexual Harassment.



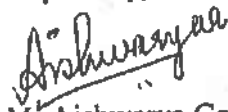
  
**Director**  
S. B. Patil Institute of Management  
Sector No. 26, Nigdi,  
Pradhikaran, Pune-411 044.

- Undertake workshops and training programmes at regular intervals for sensitizing the members.
- Prominently display notices in various places spreading awareness about the issue of "Sexual Harassment at the institute" and giving information for the Redressal mechanism that has been put in place and encouraging women to file their grievances.
- Facilitate initiation of proceedings under this policy through the institution of committee against sexual harassment for redressal of an act/s of sexual harassment.
- If found guilty, the culprits will have to face the action / trial as per the guidelines stated in the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" Government of India, Ministry of Women and Child Development, 2013.

**Composition :**

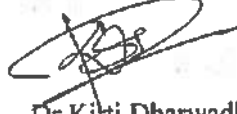
INTERNAL COMPLAINTS COMMITTEE			
Sr. No.	Name of the Member	Representation	Sign
1	Dr. Kirti Dharwadkar	Head – Academics	
2	Ms. Aishwarya Gopalkrishnan	Faculty Representative	
3	Dr. Padmalochan Bisoyi	Faculty Representative	
4	Ms. Swati Satpute	Non Teaching Staff Representative	
5	Ms. Sameera Sethi Chandok	NGO Representative	

Prepared by,



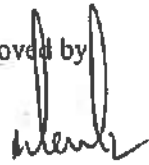
Ms Aishwarya Gopalkrishnan  
Secretary

Checked by,



Dr Kirti Dharwadkar  
Head, Academics

Approved by



Dr Daniel Penkar  
Director



  
Director  
S. B. Patil Institute of Management  
Sector No. 26, Nigdi,  
Pradhikaran, Pune-411 044.



PIMPRI CHINCHWAD EDUCATION TRUST'S

# S. B. PATIL INSTITUTE OF MANAGEMENT

(Approved by AICTE & Affiliated to Savitribai Phule Pune University)

Sect.No. 26, Near Akurdi Railway Station, Pradhikaran, Nigdi, Pune - 411044. Ph. : (020) 27656900 / 9562511041  
Tele Fax : 27653166 Website : www.sbpatilmba.com E-mail : sbpatilmba@gmail.com



Ref. No. :

Date : 12/8/2017

To,

In pursuance to UGC 6-3 (a) of Regulations on Curbing the Menace of Ragging in higher education institute have been notified vide No. F. 1-16/2009(CPP-II) dated 21.10.2009, the Director has been pleased to constitute the Anti- Ragging Committee for the S.B. Patil Institute of Management.

ANTI RAGGING COMMITTEE			
Sr. No.	Name of the Member	Role	Representation
1	Dr. Daniel Penkar	Chairman	Director
2	Ms. Kajal Maheshwari	Member - Secretary	Faculty Representative
3	Ms. Amarish Padma	Member	Faculty Representative
4	Mr. Shushil Kalbhor	Member	Non-Teaching Staff Representative
5	Mr. S. R. Kasar	Member	Boys Hostel Rector
6	Ms. Lata V. Raut	Member	Girls Hostel Rector
7	Ms. Lekha Raghuvanshi	Member	Seniors Student
8	Mr. Vijay Kumthekar	Member	Seniors Student
9	Ms. Effimol Shahji	Member	Fresher Student
10	Mr. Swapnil Totewar	Member	Fresher Student
11	Ms. Sameera Sethi Chandok	Member	NGO Representative
12	Mr. Tulshidas shinde	Member	Local Media Representative
13	Mr. Raju Misal	Member	Civil Administration Representative
14	Mr. Naresh Rajesth	Member	Parents' Representative
15	Mr. Sharad Surkule	Member	Police Administration Representative



  
Director  
S. B. Patil Institute of Management  
Sector No. 26, Nigdi,  
Pradhikaran, Pune-411 044.

<b>ANTI RAGGING SQUAD</b>			
<b>Sr. No.</b>	<b>Name of the Member</b>	<b>Role</b>	<b>Representation</b>
1	Ms. Anish N. Karia	Member Secretary	Faculty In-charge of Anti Ragging Squad
2	Dr. Iram Ansari	Member	Faculty Representative
3	Mr. Yogesh Patil	Member	Non-Teaching Staff Representative
4	Ms. Swati Satpute	Member	Non-Teaching Staff Representative

The cell will function as per the norm of UGC.


The tenure of this cell will be for one year.

  
**Dr. Daniel Penkar**  
**Director, SBPIM**

To,

Copy to: The All the Members of Anti Ragging Cell



  
**Director**  
**S. B. Patil Institute of Management**  
 Sector No. 26, Nigdi,  
 Pradhikaran, Pune-411 044.