



6.1.1

Roles _ Responsibilities of Various Committees



ROLES, RESPONSIBILITIES AND KEY FUNCTIONARIES OF VARIOUS COMMITTEES

INTERNAL QUALITY ASSURANCE CELL (IQAC)



Anjuman Khairul Islam
POONA INSTITUTE OF MANAGEMENT SCIENCES AND ENTREPRENEURSHIP

(Affiliated to Savitribai Phule Pune University, Approved by AICTE, New Delhi & DTE, Maharashtra)
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M.Com., MBA, M.Phil., PHD.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2023-24

ROLES, RESPONSIBILITIES AND KEY FUNCTIONARIES OF VARIOUS COMMITTEES

APPROVED BY

DR. PORINITA BANERJEE

DIRECTOR (INCHARGE)

PREPARED BY

MRS. LUBNA SHAIKH

INTERNAL QUALITY ASSURANCE CELL

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Objective

- To develop a comprehensive framework for initiating purposeful and sustained efforts aimed at enhancing both academic and administrative functions of the Institution.
- To encourage and support innovative practices that augment the quality and efficacy of learning experiences for students and staff.
- To uphold the Institution's commitment to quality enhancement by organizing diverse activities and programs.

Frequency of Committee Meetings: Four times in an Academic year

IQAC reporting member: Mrs. Lubna Shaikh (Coordinator)

Responsibilities and Functions:

- Establishing and implementing quality benchmarks across academic and administrative functions within the institution
- Spearheading quality assurance endeavors encompassing planning, execution, and assessment to elevate education, research, and administrative excellence.
- Systematically collecting, organizing, and managing data pertinent to quality assurance efforts and aiding in the creation of reports mandated by external accrediting bodies.
- Contributing to the formulation and enhancement of policies governing academic and administrative domains in harmony with the pursuit of quality advancement
- Collaborating with faculty to review and refine the curriculum, ensuring it remains current and aligned with industry best practices

- Fostering Faculty development through supporting initiatives such as training, workshops, and seminars aimed at enriching Teaching methodologies and Professional growth.
- Cultivating a research-oriented environment by fostering and backing research endeavors among Faculty and Students, nurturing innovation and intellectual advancement.
- Identifying and sharing exemplary methodologies in teaching, learning, and administration to propagate a culture of continual enhancement..
- Participating in resource allocation discussions to ensure the availability of adequate resources that bolster quality education and research.
- Overseeing the execution of action plans devised to fulfill the Institution's quality enhancement objectives.
- Engaging with a spectrum of Stakeholders—Students, Parents, Alumni, Employers, and Community members—to gather diverse perspectives on institutional performance.
- Contributing to the formulation of sustainable strategies that uphold and progressively improve the Institution's quality assurance initiatives..
- Supporting and preparing for accreditation or assessment visits by external quality assurance bodies..
- Contributing to the holistic development and advancement of the institution through strategic planning and collaborative efforts.

Composition of Internal Quality Assurance Cell (IQAC)

Chairperson : Head of the Institution	
Dr. Porinita Banerjee (<i>Director - Incharge, PIMSE</i>)	Chairperson : Head of the Institution
One Member of the Management	
Hon. Mr. Hani Ahmed Farid (<i>Gen. Secretary, AKI Trust</i>)	Management Representative
Teachers to represent all levels (Three to eight)	
Dr. Zarina Shaikh (<i>Associate Professor</i>)	Member

Dr. Sheena Abraham (<i>Assistant Professor</i>)	Member
Dr. Vasimraja Sayed (<i>Assistant Professor</i>)	Member
Mr. Mohd. Talha Ahmed (<i>Assistant Professor</i>)	Member
Mr. Zafar Ahmed Khan (<i>Assistant Professor</i>)	Member
Mr. Akbar Khan (<i>Assistant Professor</i>)	Member
Senior Administrative Officers	
Mr. Abdul Rehman Kalyani (<i>Junior Clerk</i>)	Member
One nominee from Trust, Students, Alumni	
Dr. Hanif Lakdawala (<i>Trustee, AKI Trust</i>)	Member
Ms. Afifa Hadadi (<i>Alumni</i>)	Member
Mr. Dipankar Hemantkumar Chandewar (<i>Student</i>)	Member
One nominee from Employers/Industrialists/Stakeholders	
Mr. Abraham Varghese (<i>Founder, ASCK Consultant</i>)	Member
One of the senior teachers as Coordinator of IQAC	
Mrs. Lubna Shaikh (<i>Assistant Professor</i>)	IQAC Coordinator


Mrs. Lubna Shaikh
 Coordinator, IQAC




Dr. Porinita Banerjee
 Director (Incharge)



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Key functionaries of 21 Committees for the efficient management of Academic and Administrative system for the academic year 2023-2024.

Chairperson for all committees: Dr. Porinita Banerjee Director (Incharge)			
Sr. no.	Name of the Committee	Convener/Coordinator	IQAC Incharge
1	Academic Advisory and Monitoring Committee	Dr. Payal Samdariya	Mrs. Lubna Shaikh
2	Student Counseling and Mentoring Cell	Dr. Vasimraja Sayed	Dr. Vasimraja Sayed
3	Examination Committee	Dr. Zarina Shaikh	Dr. Zarina Shaikh
4	Staff and Student feedback committee	Mrs. Misba Kadri	Mr. Akbar Khan
5	Start Up & Innovation Cell	Dr. Vasimraja Sayed	Dr. Vasimraja Sayed
6	Institution Industry Cell (Training & Placement Cell)	Mr. Mohd Talha Ahmad	Mr. Mohd Talha Ahmad
7	Research & Development Committee	Dr. Anjum Sayyad	Mr. Zafar Ahmed Khan
8	Social Cell (सेवा)	Dr. Anjum Sayyad	Mr. Mohd Talha Ahmad
9	Library Advisory Committee	Dr. Mubarak Tamboli	Mrs. Lubna Shaikh

10	Grievance Redressal Committee	Dr. Porinita Banerjee	Dr. Sheena Abraham
11	Anti Ragging Committee	Dr. Porinita Banerjee	Mr. Zafar Ahmed Khan
12	Women Grievance Redressal Committee	Dr. Sheena Abraham	Mr. Mohd Talha Ahmad
13	Internal Complaints Committee (ICC)/ Anti Sexual Harassment Committee	Dr. Payal Samdariya	Mr. Akbar Khan
14	Sports & Cultural Committee	Mrs. Lubna Shaikh	Mr. Zafar Ahmed Khan
15	Alumni Association	Dr. Zarina Shaikh	Mrs. Lubna Shaikh
16	Staff Development Committee	Dr. Porinita Banerjee	Dr. Sheena Abraham
17	Student Development Committee	Mr. Zafar Ahmed Khan	Mr. Zafar Ahmed Khan
18	Green Committee	Mr. Mohd. Talha Ahmad	Mr. Mohd Talha Ahmad
19	Minority Cell	Mrs. Lubna Shaikh	Mrs. Lubna Shaikh
20	Divyang Cell	Mr. Akbar Khan	Mr. Akbar Khan
21	Saman Sandhi Kendra	Dr. Payal Samdariya	Mr. Abdul Raheman Kalyani
22	OBC Cell	Dr. Payal Samdariya	Mr. Abdul Raheman Kalyani

Roles and Responsibilities of Committees.

Committee Establishment: The Institute constitutes various committees to ensure efficient and organized administration of activities.

Facilitation of Operations: These committees play a crucial role in fostering the smooth functioning of the Institute, supporting faculty members to develop extracurricular talents, and refining administrative skills.

Formation Process: The Director, in collaboration with the IQAC, establishes these committees for the entire academic year of 2023-24.

Transition Protocol: Outgoing Conveners/In-charges are responsible for transferring all relevant documents and files to their successors. This handover occurs in the presence of the Director / HOD or their designated representative, with all three parties signing off on the transfer to validate it.

Role of Committee Coordinator

1. **Policy Formulation and Execution:** Responsible for formulating, overseeing, strategizing, and executing policies relevant to the committee's scope.
2. **Seamless Management:** Ensuring consistent and seamless management of academic and administrative activities across the entire institute.
3. **Meeting Agenda and Minutes:** Drafting meeting agendas post approval from the IQAC Coordinator and relevant IQAC members. Additionally, preparing comprehensive meeting minutes.
4. **Record-Keeping:** Maintaining meticulous records and compiling essential files/folders in both digital and physical formats.
5. **Data Collection Templates:** Creating and developing templates for collecting data/documents from various committees/departments.
6. **Communication and Collaboration Platforms:** Establishing communication platforms like a committee-specific WhatsApp group,

including relevant stakeholders such as committee members, department heads/students (if necessary), IQAC Coordinator, HOD, and the Director.

7. **Digital Documentation Management:** Creating a committee-specific Gmail account and organizing all pertinent documents within a dedicated folder on Google Drive. Additionally, sharing access to this Google Drive folder with the respective IQAC member and IQAC coordinator.
8. **Encouraging Digital Solutions:** Encouraging and facilitating the adoption of digital solutions like WhatsApp, and other ICT tools among committee members for communication, document sharing, file management, data storage, and other committee-related activities.
9. **Action Plans and Improvement Measures:** Preparation of action plans and offering suggestions for continual improvement within the committee's domain.



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1. Academic Advisory and Monitoring Committee

Objective:

- It is a centralized (Institute level) committee responsible for regulating and implementing different academic activities.
- To take care of all the academic affairs of the institute, encompassing students, academic staff, academic planning, instructional & delivery issues, co-curricular activities, discipline etc.

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Mrs. Lubna Shaikh

Roles and responsibilities:

- **Compliance with University Recommendations:** Ensure consideration and implementation of recommendations from the affiliating University Savitribai Phule Pune University concerning course content, syllabi, examinations and project modifications.
- **Academic Calendar Preparation:** Collaborate with convenors of various committees and Heads of Departments (HODs) to compile information for creating the Institutional academic calendar for upcoming semesters, under the guidance of the Director.
- **Adherence to Academic Calendar:** Manage and ensure that all departments adhere to the scheduled dates outlined in the academic calendar for conducting various activities.
- **Display of Academic Calendar:** display the academic calendar for students and staff members' awareness.
- **Program Assessment Oversight:** Monitor the Institute's assessment of the effectiveness of academic programs at both departmental and program levels.
- **Guidance on Skill Enhancement:** Provide guidance to all departments regarding the organization of skill enhancement certificate courses.

- **Ensuring effective classroom management** : involves closely monitoring the roles of faculty members and diligently tracking syllabus coverage in each class for comprehensive educational oversight.
- **Innovative Pedagogies**: Design new lesson plans incorporating innovative teaching methodologies and promote the use of ICT in the teaching-learning process.
- **Quality Check in Teaching**: Conduct surprise class visits to ensure quality in teaching methods.
- **Academic Performance Reporting**: Prepare reports on a student's academic performance for presentation before the CDC, encouraging academic awards and recognizing achievements.
- **Faculty Development Monitoring**: Encourage staff participation in professional development programs like workshops, seminars, conferences, and monitor faculty performance.
- **Academic and Administrative Audits**: Conduct periodic academic and administrative audits at the start and end of each semester, involving internal and external experts.
- **Action Plans and Enhancement Strategies**: Formulate action plans and propose strategies for the enhancement of academic processes and standards.

Committee Members

S. No	Name	Designation in Committee
1	Dr. Payal Samdariya	Coordinator
2	Dr. Zarina Shaikh	Member
3	Dr. Vasimraja Sayed	Member
4	Dr. Anjum Sayyad	Member
5	Dr. Sheena Abraham	Member

6	Mr. Mohd. Talha Ahmad	Member
7	Mrs. Lubna Shaikh	Member


Mrs. Lubna Shaikh
Coordinator, IQAC




Dr. Porinita Banerjee
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2. Student Counseling and Mentoring Cell

Objective:

- To provide the counseling, and necessary support to assist with self-assessment, obtaining occupational information, exploring opportunities, presenting effectively as candidates to face the issues in societies.

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Dr. Vasimraja Sayed

Roles and responsibilities:

- The counselor must deal with specific problems like depression, anxiety or bereavement, or on a decision, crisis or conflict.
- Counselors should keep the counseling information as confidential
- To provide discipline-specific academic counseling and current information regarding the most efficient route for completing a degree
- To prepare a mentor-mentee list by allotting students to concerned teachers.
- The detailed data of each allotted student should be collected in the format and maintained record
- Help to cope up with the challenges in the professional course opted for, and improve their academic skills.
- Cater to key issues like Time management, regular check on academic performance, attendance, special achievements, shortcomings as well as career guidance.
- A compiled action-taken report should be submitted at the end of the academic year to the IQAC in the given format

- Any difficulties or problems faced by the allotted student should be noted and taken to the concerned committee (ICC/ Anti ragging/grievance committee) for relevant action

Committee Members

S. No	Name	Designation in Committee
1	Dr. Vasimraja Sayed	Coordinator
2	Mr. Mohd. Talha Ahmed	Member
3	Mrs. Lubna shaikh	Member



Mrs. Lubna Shaikh
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3. Examination Committee

Objective:

- Objective: To help and ensure smooth and orderly conduct of examinations in the Institute as per guidelines issued by the SPPU from time to time

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Dr. Zarina Shaikh


Roles and responsibilities:

- To educate and update all the stakeholders about the examination rules, regulations, grace mark policy, revaluation rules and ordinances by the examination committee.
- To carry out examinations, publish results and award certificates (provided by the University and Institute) to the students who pass the final examinations.
- To maintain the sanctity in the process of evaluating the performance of the students in the examination. • To define and frame faculty wise criteria for continuous internal evaluation (CIE)
- To enable the learners covered under the PWD (Persons with Disability) category, aware of the benefits given to them at the time of examination
- To keep record of credits earned by students in extra credit courses at UG and PG level.
- To inform students to complete courses/activities to earn extra credits in a timely manner.

- To collect result analysis from all departments and consolidate overall result analysis at college level for analyzing performance of students.
- To keep record of each and every issue/grievance related to the examinations and organizing workshops and seminars for the improvement of the examination system.

Committee Members

S. No	Name	Designation in Committee
1	Dr. Zarina Shaikh	CEO
2	Mrs. Lubna Shaikh	Assistant -CEO
3	Mr. Rahebar Ali	Admin Incharge


Mrs. Lubna Shaikh
 Coordinator, IQAC




Dr. Porinita Banerjee
 Director (Incharge)



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4. Staff and Student feedback committee

Objective:

- To collect the feedback of faculty and students under different areas.
- To analyze the feedback and submit action taken report to IQAC

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.


IQAC reporting member: Mr. Akbar Khan

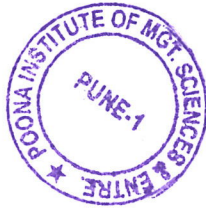
Roles and responsibilities:


- Create structured formats for gathering student feedback and conducting surveys.
- Gather curriculum feedback, student satisfaction surveys, and assessments of program/course outcomes.
- Analyze the collected data to derive insights and trends.
- Develop tools for assessing Course Outcomes (COs) and Program Outcomes (POs).
- Evaluate the achievement levels regarding COs and POs.
- Initiate actions to improve the Institution's quality based on the feedback and survey results.
- Utilize feedback data to identify and address faculty requirements or improvements.
- Compile an action-taken report in the designated format.
- Submit the comprehensive report to the Internal Quality Assurance Cell (IQAC) by the end of each academic year.

Committee Members

S. No	Name	Designation in Committee
1	Mrs. Misba Kadri	Coordinator
2	Dr. Payal Samdariya	Member
3	Mr. Amir Hamza	Member
4	Mr. Akbar Khan	Member


Mrs. Lubna Shaikh
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5. Start Up & Innovation Cell

Objective:

- To assist all the aspirants with mentoring, planning and execution of their start up ideas into real business.

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Dr. Vasimraja Sayed

Roles and responsibilities:

- Encourage and support Students, Faculty, and Alumni in developing Entrepreneurial ventures.
- Provide guidance on ideation, business model development, and market analysis.
- Create and manage incubation programs to nurture early-stage startups.
- Develop acceleration programs to fast-track growth for promising ventures.
- Establish connections with industry leaders, investors, and mentors to facilitate collaboration and support for startups.
- Forge partnerships with external organizations to provide resources and expertise.
- Conduct Workshops, Seminars, and Training sessions on Entrepreneurship, Innovation, and Business skills
- Offer mentorship and coaching to budding entrepreneurs
- Manage Physical and Technological resources essential for startup development, such as co-working spaces, labs, and funding opportunities.

- Organize events, competitions, and pitching sessions to showcase innovative ideas and attract investment.
- Market the cell's initiatives to encourage participation and engagement from the campus community
- Track the progress of supported startups and evaluate the impact of programs and initiatives.
- Adjust strategies based on feedback and performance metrics to enhance effectiveness.
- Advocate for policies that foster Entrepreneurship and Innovation within the Institution.
- Provide support in navigating legal and regulatory requirements for startups.

Committee Members

S. No	Name	Designation in Committee
1	Dr. Vasimraja Sayed	Coordinator
2	Mr. Mohd. Talha Ahmed	Faculty - Member
3	Mr. Abdul Moiz	Student - Member
4	Ms. Erum	Student - Member



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6. Institution Industry Cell (Training & Placement Cell)

Objective:

- The primary objective is to assist students in securing appropriate placements or internships in reputed organizations.
- To enhance the employability of students, the cell conducts various skill development programs, workshops, and training sessions.
- The cell works on fostering strong ties and collaborations between the academic institution and industry stakeholders.
- Conducting one-on-one sessions, aptitude tests, resume building workshops, mock interviews, and guidance on higher studies, helping students make informed decisions about their career paths.

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Mr. Mohd. Talha Ahmad

Roles and responsibilities:

- Liaisoning with potential employers to organize on and off campus recruitment drives.
- Facilitating the entire placement process, including scheduling interviews, written tests, and group discussions.
- Maintaining a database of students profiles, including their skills, qualifications, and career interests.
- Organizing workshops, seminars, and training sessions on soft skills, technical skills, resume writing, and interview preparation.
- Establishing and nurturing relationships with industry partners, including companies, organizations, and alumni networks.
- Providing individualized career counseling to students based on their interests, aptitudes, and career aspirations.
- Managing administrative tasks related to placements, including documentation, correspondence with companies, and maintaining records of placements and student data.

Committee Members

S. No	Name	Designation in Committee
1	Mr. Mohd. Talha Ahmad	Coordinator
2	Dr. Anjum Sayyad	Faculty - Member
3	Mr. Lionel D'Mello	Faculty - Member
4	Ms. Saba Kauser	Student - Member
5	Ms. Tahreem	Student - Member
6	Mr. Saurabh	Student - Member



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7. Research & Development Committee

Objective:

- To foster and enhance the research culture, innovation, and intellectual growth within the entity.
- To encourage Faculty, Researchers, and Students to engage in research projects, publish papers, and contribute to the body of knowledge in their respective fields.
- Ensuring the quality and ethical standards of research conducted within the organization.
- Facilitating collaborations and partnerships with other institutions, industries, and research organizations.
- Supporting the transfer of research outcomes into practical applications or products.
- Organizing Workshops, Seminars, and Training programs to enhance the research capabilities of Faculty, Researchers, and Students

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Mr. Zafar Ahmed Khan

Roles and responsibilities:

- Developing and implementing policies, procedures, and ethical guidelines for conducting research.
- Assessing and allocating resources such as funding, infrastructure, and facilities required to support research activities.
- Encouraging and facilitating collaborations with external partners, including other research Institutions, Industries, Government bodies, and funding agencies.
- Assisting in managing Intellectual Property resulting from research activities.
- Facilitating the dissemination of research outcomes through publications, conferences, seminars, and other forums.

Committee Members

S. No	Name	Designation in Committee
1	Dr. Anjum Sayyad	Coordinator
2	Mr. Zafar Ahmed Khan	Faculty - Member
3	Ms. Amina	Student - Member
4	Ms. Nayesha	Student - Member



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8. Social Cell (سہوا)

Objective:

- The objectives of a Social Cell سہوا are often rooted in providing selfless services to the community and addressing various social issues.
- To engage in activities and initiatives that directly benefit the community and contribute to its welfare.
- Encouraging students to actively participate in volunteer work and service-oriented activities.
- Identifying and assisting the communities in need by providing resources, aid, or support during times of crisis, such as natural disasters, health emergencies, or financial hardships.
- Educating and creating awareness among communities about social issues, human rights, environmental concerns, and other pertinent topics.
- To contribute to society's betterment by addressing various social concerns, fostering a spirit of service, and making a positive impact on the lives of individuals and communities in need

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Mr. Mohd. Talha Ahmed

Roles and responsibilities:

- Developing plans and strategies for social service activities in alignment with the institutes and societal objectives.
- Identifying and securing resources required for social service initiatives.
- Building relationships and fostering trust with local communities is essential for the successful implementation of social service projects
- Promoting awareness about social issues and advocating for social causes
- Collaborating with other organizations, NGOs, government bodies, and stakeholders to leverage resources, expertise, and networks

- Upholding ethical standards and promoting values such as empathy, compassion, and social responsibility among student volunteers involved in social service activities.

Committee Members

S. No	Name	Designation Committee
1	Dr. Anjum Sayyad	Coordinator
2	Mr. Mohd. Talha Ahmed	Faculty - Member
3	Mr. Depankar	Student - Member
4	Mr. Fahim	Student - Member



Mrs. Lubna Shaikh
Coordinator, IQAC




Dr. Porinita Banerjee
Director (Incharge)



Anjuman Khairul Islam
POONA INSTITUTE OF MANAGEMENT SCIENCES AND ENTREPRENEURSHIP

(Affiliated to Savitribai Phule Pune University, Approved by AICTE, New Delhi & DTE, Maharashtra)
(A Religious and Linguistic Minority Educational Institution)

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Dr. Porinita Banerjee

Director (Incharge)

M.Com., MBA, M.Phil., PHD.

9. Library Advisory Committee

Objective:

- To advise, develop and monitor policies for the overall development of the library in terms of collection development, processing, storage and retrieval of information.

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Mrs. Lubna Shaikh

Roles and responsibilities:

- To guide the librarian in developing general library policies and regulations governing library operations.
- Work towards the modernization and enhancement of library and documentation services through technology and best practices.
- Review department-wise library readership and implement measures to boost readership among students and faculty.
- Recommend fees and other charges for library use to the authorities based on the committee's assessment.
- Recommend, justify, and approve the withdrawal or weeding out of outdated materials, forwarding final decisions to competent authorities.
- Conduct library Orientation and Information literacy programs for both Students and Faculty members
- Pursue memberships in professional organizations and associations related to libraries and explore collaborations with Institutions and Industry partners.

Roles and responsibilities:

- Monitor and advise on reports detailing the percentage of daily usage of the library by both teachers and students (tracking footfall and online login data).
- Review the annual expenditure for the purchase of books, e-books, journals, and e-journals.
- Prepare and submit an annual report detailing the functioning of the library, encompassing its activities, achievements, challenges, and future recommendations.

Committee Members

S. No	Name	Designation Committee
1	Dr. Mubarak Tamboli	Coordinator
2	Mrs. Lubna Shaikh	Member
3	Mr. Rahebar Ali	Member



Mrs. Lubna Shaikh
Coordinator, IQAC



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12. Women Grievance Redressal Committee

Objective:

- The primary objective of a Women's Grievance Committee is to create a safe, respectful, and inclusive environment for women within an organization or institution.
- This committee aims to address and resolve grievances related to gender-based issues, discrimination, harassment, and any form of misconduct against women.

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Mr. Mohd Talha Ahmad

Roles and responsibilities:

- Responsibly handling complaints related to gender-based discrimination, harassment, or any form of misconduct against women.
- Conducting thorough and impartial investigations into reported grievances, ensuring a fair resolution process, and providing appropriate redressal.
- Upholding confidentiality while offering support, guidance, and counseling to women involved in the grievance procedure, prioritizing their well-being.
- Organize awareness campaigns, workshops, and training sessions to educate Employees and Students on gender sensitization, women's rights, and prevention of harassment.
- Maintaining records of complaints, investigations, and actions taken, and providing regular reports to management or relevant authorities.

- Maintain comprehensive documentation department-wise and semester-wise, recording information about the parties involved in the grievances.
- Continuously monitor the progress of resolved grievances to ensure that implemented solutions are effective and satisfactory for all parties involved.
- Uphold confidentiality in handling grievances while maintaining accurate records for future reference and analysis.

Committee Members

S. No	Name	Designation in Committee
1	Dr. Porinita Banerjee	Head
2	Dr. Sheena Abraham	Faculty - Member
3	Mr. Mohd. Talha Ahmad	Faculty - Member
4	Mr. Akbar Khan	Faculty - Member
5	Mr. Abhiraj Sable	Student - Member


Mrs. Lubna Shaikh
 Coordinator, IQAC




Dr. Porinita Banerjee
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11. Anti Ragging Committee

Objective:

- To sensitize students, to adopt measures that will prevent ragging.
- To provide punishment to those indulging in ragging as per the regulations and the appropriate law in force.

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Mr. Zafar Ahmed Khan

Roles and responsibilities:

- Ensure widespread dissemination of information regarding anti-ragging laws, policies, and the repercussions for individuals engaged in ragging activities across the Institute community.
- Actively contribute to maintaining discipline within the institute by collaborating with college authorities, Heads of Departments (HoDs), and the Director, offering suggestions and assistance where necessary.
- Collect affidavits from both parents/guardians and students, affirming their commitment against ragging during the admission process.
- Conduct counseling sessions specifically targeting incoming students during admission and Induction periods, emphasizing a zero-tolerance policy towards ragging.
- Organize workshops focused on combating the menace of ragging, educating students on its consequences, and orienting them towards fostering a healthy and respectful campus environment.
- Implement and oversee necessary preventive measures within the campus premises to deter and prevent instances of ragging

- Promptly respond to any reported incidents of ragging, following established protocols and taking appropriate actions as per the Institute's anti-ragging policies and legal guidelines.
- Maintain continuous vigilance across the campus to identify and address potential instances of ragging, ensuring a proactive stance against such activities.
- Collaborate with external agencies, law enforcement, and relevant stakeholders to support anti-ragging initiatives and enforce a safe and respectful learning environment.

Committee Members

S. No	Name	Designation in Committee
1	Dr. Porinita Banerjee	Head
2	Dr. Zarina Shaikh	Faculty Representatives
3	Mr. Mohammad Ali	
4	Dr. Anjum Sayyad	
5	Mr. Zafar Ahmed Khan	
6	Mr. Sagar Pawar	Representative of Police Administration - PSI
7	Mr. Nadeem Inamdar	Representative of Local Media
8	Mrs. Shabana Shaikh	Representative of Non-Government Organization
9	Mr. Abdul Rehemani Kalyani	Representative of Non-Teaching

10	Mr. Hazel Faria	Representative of Parent
11	Ms. Sanobar	Student Representative
12	Mr. Abhiraj Sable	Student Representative



Mrs. Lubna Shaikh
Coordinator, IQAC



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12. Women Grievance Committee

Objective:

- The primary objective of a Women's Grievance Committee is to create a safe, respectful, and inclusive environment for women within an organization or institution.
- This committee aims to address and resolve grievances related to gender-based issues, discrimination, harassment, and any form of misconduct against women.

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Mr. Mohd Talha Ahmad

Roles and responsibilities:

- Responsibly handling complaints related to gender-based discrimination, harassment, or any form of misconduct against women.
- Conducting thorough and impartial investigations into reported grievances, ensuring a fair resolution process, and providing appropriate redressal.
- Upholding confidentiality while offering support, guidance, and counseling to women involved in the grievance procedure, prioritizing their well-being.
- Organize awareness campaigns, workshops, and training sessions to educate Employees and Students on gender sensitization, women's rights, and prevention of harassment.
- Maintaining records of complaints, investigations, and actions taken, and providing regular reports to management or relevant authorities.

Committee Members

S. No	Name	Designation in Committee
1	Dr. Payal Samdariya	Coordinator
2	Dr. Anjum Sayyad	Member
3	Mr. Mohd Talha Ahmad	Member
4	Mr. Akbar Raza Khan	Member



Mrs. Lubna Shaikh
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13. Internal Complaint Committee (ICC) / Anti Sexual Harassment Committee

Objective:

- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To consistently maintain and enforce an inclusive environment within the Institute, ensuring zero tolerance towards any form of gender-based discrimination.

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Mr. Akbar Raza Khan

Roles and responsibilities:


- Implement and enforce policies related to preventing and addressing issues of harassment, discrimination, or any form of misconduct within the institute.
- Receive, review, and address complaints related to harassment, discrimination, or any misconduct filed by students, faculty, or staff members.
- Maintain utmost confidentiality and sensitivity while handling complaints, ensuring the privacy and protection of all parties involved.
- Conduct regular awareness programs, workshops, and training sessions to educate Students, Faculty, and non teaching staff about the prevention and reporting of harassment or discrimination
- Ensure compliance with legal and Institutional guidelines pertaining to harassment and discrimination

- Prepare and submit periodic reports to higher authorities regarding the activities, complaints received, and actions taken by the committee.
- Conduct fair and impartial investigations into complaints, ensuring due process and providing a platform for both the complainant and the accused to present their perspectives.
- Take appropriate actions based on investigation findings to resolve the complaints and prevent future occurrences.
- Provide support and guidance to individuals filing complaints, offering counseling services or appropriate resources to assist them through the process.
- Develop strategies and proactive measures to create a respectful and safe environment within the Institute, preventing incidents of harassment or discrimination.
- Continuously review and assess the effectiveness of policies and measures in place, making necessary adjustments to enhance the effectiveness of the ICC's role.
- Engage with the college community through discussions, forums, and feedback mechanisms to encourage reporting and ensure a culture of mutual respect and inclusion.

Committee Members

S. No	Name	Designation in Committee
1	Dr. Payal Samdariya	Coordinator
2	Dr. Sheena Abraham	Teaching - Member
3	Mr. Akbar Raza Khan	Teaching - Member
4	Mrs. Shabana Shaikh	Representative of Non-Government Organization

5	Mr. Abdul Raheman Kalyani	Non Teaching - Member
6	Mr. Abdul Amir Hamja Shaikh	Non Teaching - Member
7	Mr. Nouman Shaikh	Student - Member
8	Mr. Rehan	Student - Member


Mrs. Lubna Shaikh
Coordinator, IQAC




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14. Sports & Cultural Committee

Objective:

- The Sports & Cultural Committee endeavors to foster a dynamic cultural milieu and promote physical well-being through sports.
- Its objectives encompass organizing diverse cultural events, nurturing artistic talents, fostering intercultural understanding, and instilling teamwork through sports activities.
- Additionally, the committee aims to encourage active participation, create opportunities for skill development, and cultivate a sense of community engagement.
- By organizing competitions, workshops, and events, it aims to celebrate diversity, promote healthy competition, and create a platform for individuals to showcase their cultural talents while emphasizing the importance of physical fitness and camaraderie among participants.

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Mr. Zafar Ahmed Khan

Roles and responsibilities:

- The Sports & Cultural Committee holds responsibilities such as organizing sports tournaments, cultural events, and workshops.
- It coordinates intra and inter-institutional competitions, manages sports facilities, and fosters artistic talent development.
- Additionally, the committee cultivates a cultural exchange platform, promotes diversity through events, manages budgets, and ensures compliance with safety regulations during sports activities.

- It also liaise with external entities for collaborations, manages equipment, coordinates cultural showcases, and fosters an inclusive environment where students can participate, excel, and showcase their skills, contributing to the holistic development and vibrant cultural fabric of the institution.

Committee Members

S. No	Name	Designation in Committee
1	Mrs. Lubna Shaikh	Coordinator
2	Mr. Zafar Ahmed Khan	Faculty - Member
3	Ms. Sanobar	Student - Member
4	Mr. Altamash	Student - Member



Mrs. Lubna Shaikh
Coordinator, IQAC




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15. Alumni Association

Objective:

- Inculcate exchange of ideas among alumni and between alumni and students.

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Mrs. Lubna Shaikh

Roles and responsibilities:

- Highlight and showcase the successes and achievements of alumni to enhance the Institute's credibility and reputation.
- Plan and promote platforms, such as networking events or online forums, to facilitate interaction and engagement among alumni, current students, faculty, and other stakeholders.
- Extend invitations to alumni and honor their achievements by inviting them to conferences, workshops, seminars, or special events conducted by the college.
- Encourage alumni to support the college through various means such as volunteering their time, expertise, mentorship, or financial contributions.
- Organize an annual alumni meet at the college premises to foster connections, share experiences, and promote a sense of belonging among alumni.
- Maintain comprehensive records of alumni association activities and financial reports to ensure transparency and accountability. Conduct periodic audits of the association's activities.
- Establish and maintain a healthy and robust relationship with the alumni body, ensuring regular communication and engagement.

Committee Members

S. No	Name	Designation in Committee
1	Dr. Zarina Shaikh	Secretary
2	Dr. Anjum Sayyad	Teaching Representative
3	Mrs. Lubna Shaikh	Teaching Representative
4	Mr. Mohammed Faizan Sayyed	Treasurer
5	Mr. Shoaib Sayyed	President
6	Mr. Mohammadgoush Shaikh	Vice-President
7	Ms. Sharmin Saifan	Member
8	Ms. Sayed Zarin Haroon Kadri	Member
9	Mr. Zulfikar Shaikh	Member
10	Mr. Maqsood Mahamood Ali	Member
11	Mr. Asiruddin Shaikh	Member
12	Mr. Tejpal Singh Batra	Member
13	Mrs. Nandini Kaunds	Member



Mrs. Lubna Shaikh
Coordinator, IQAC



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16. Staff Development Committee

Objective:

- To enhance the personality of staff in a comprehensive way by undertaking Training programs, Workshops etc. which will ensure their growth and development in a wholesome manner.
- To pursue continuous up gradation in staff's technical knowledge and skills which is useful for imparting latest knowledge to the students.

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Dr. Sheena Abraham

Roles and responsibilities:


- Organize workshops, seminars, and training sessions to upgrade the teaching methodologies, Technical skills, and subject knowledge of faculty and staff members.
- Facilitate opportunities for continuous learning, encouraging staff to attend conferences, webinars, and pursue higher education to stay updated with the latest trends and developments in their respective fields.
- Provide mentorship programs or coaching sessions to assist faculty in improving their teaching techniques, research skills, and overall professional effectiveness.
- Develop systems for evaluating the performance of faculty and staff, providing constructive feedback and guidance for improvement.
- Collaborate with faculty members to update and innovate the curriculum, incorporating industry-relevant content and modern teaching methodologies to enhance the learning experience.

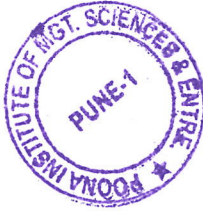
- Maintain a resource center or library with educational materials, journals, and resources that aid in the professional development of staff.
- Offer support and guidance for research projects undertaken by faculty members, including assistance in grant applications, research methodology, and publication opportunities.
- Provide training and support in utilizing educational technologies and software tools to improve teaching efficiency and effectiveness.
- Facilitate interactions between faculty/staff and industry experts through Guest lectures, Industry visits, or collaborative projects, ensuring alignment between Academia and Industry needs.
- Implement quality improvement initiatives based on feedback from students, Industry, and Academic experts to enhance the overall quality of education and administrative processes.
- Establish partnerships with other Educational Institutions, Research Organizations, and professional bodies to foster collaborations that will benefit staff development.
- Maintain records of staff training, development activities, and their impact on professional growth. Prepare reports and presentations highlighting the outcomes and benefits of these initiatives.

Committee Members

S. No	Name	Designation in Committee
1	Dr. Porinita Banerjee	Coordinator
2	Dr. Payal Samdariya	Member
3	Dr. Sheena Abraham	Member

4	Dr. Anjum Sayyad	Member
5	Dr. Vasimraja Sayed	Member


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17. Student Development Committee
<p>Objective:</p> <ul style="list-style-type: none"> ● To bring out the best of the students by building their confidence and developing their leadership qualities through various Programmes and Workshops.
<p>Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.</p>
<p>IQAC reporting member: Mr. Zafar Ahmed Khan</p>
<p>Roles and responsibilities:</p> <ul style="list-style-type: none"> ● Organize workshops, seminars, and training sessions aimed at enhancing personal skills of students such as communication, leadership, time management, and stress management. ● Offer career counseling services, conduct mock interviews, resume building workshops, and provide guidance for internships, placements, and further studies. ● Facilitate mentorship programs where senior students or alumni guide and support junior students in academics, career choices, and personal growth. ● Provide resources, guidance, and networking opportunities for students interested in Entrepreneurship, including workshops on business planning, funding, and startup strategies. ● Organize cultural events, clubs, and extracurricular activities to encourage students' participation in sports, arts, debates, and other non-academic pursuits to promote a well-rounded development. ● Arrange sessions on Health awareness, Mental health, Yoga, Meditation, or stress-relief activities to ensure students' overall well-being. ● Encourage students to participate in community service, volunteer work, or social impact projects to develop a sense of social responsibility

- Address student grievances, mediate conflicts, and provide a platform for students to voice their concerns in a fair and impartial manner.
- Develop and manage mechanisms for collecting feedback from students regarding various aspects of college life, academics, facilities, etc. and work on implementing improvements based on this feedback.
- Establish connections with industry professionals and alumni to provide students with exposure to real-world scenarios, networking opportunities, and mentorship from experienced professionals.
- Organize workshops or training programs focused on specific skills relevant to the corporate world, such as data analysis, financial modeling, or digital marketing.

Committee Members

S. No	Name	Designation in Committee
1	Mr. Zafar Ahmed Khan	Coordinator
2	Mrs. Lubna Shaikh	Faculty Representative
3	Mr. Abdul Amir Hamja Shaikh	Non Teaching Staff -Member


Mrs. Lubna Shaikh
 Coordinator, IQAC




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18. Green Committee

Objective:

- To motivate the students to keep the environment and campus clean. to protect and conserve ecological systems and resources within the campus.
- To make the campus plastic free.

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Mr. Mohd. Talha Ahmad

Roles and responsibilities:

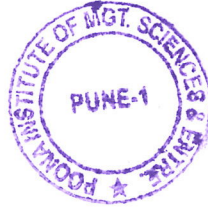
- The role and responsibilities of a Green Committee typically revolve around promoting environmental sustainability, implementing eco-friendly practices, and fostering a culture of environmental consciousness within an organization or community.
- Raising awareness about environmental issues, climate change, and sustainable living practices among members of the organization or community.
- Developing and implementing policies and guidelines that promote sustainability, reduce carbon footprint, and minimize environmental impact within the organization.
- Identifying and executing environmentally friendly projects or initiatives such as tree planting drives, waste reduction campaigns, or renewable energy adoption.
- Regularly monitoring environmental metrics and reporting on progress towards sustainability goals.
- Collaborating with external stakeholders, environmental organizations, and local authorities to advocate for environmental causes and participate in community-based sustainability efforts.
- To encourage members to adopt eco-friendly habits and behaviors both at the workplace or within the community.

Committee Members

S. No	Name	Designation in Committee
1	Mr. Mohd. Talha Ahmad	Coordinator
2	Mr. Akbar Khan	Teaching Staff -Member
3	Mr. Abdul Amir Hhamja Shaikh	Non Teaching Staff -Member



Mrs. Lubna Shaikh
Coordinator, IQAC



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19. Minority Cell

Objective:

- To ensure an environment where minority students feel safe and secure. To give awareness to the minority students regarding various scholarships programs of the state and central Government.

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Mrs. Lubna Shaikh

Roles and responsibilities:

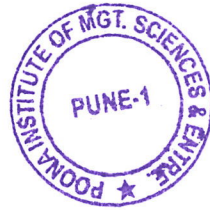
- Assist minority students in accessing scholarships, financial aid, or other resources available for them to pursue education without financial constraints.
- Encourage participation in community service activities and outreach programs that benefit minority communities and foster a sense of social responsibility among students.
- Keep track of policies related to minority welfare, ensuring that they are effectively implemented within the college campus and suggesting improvements if needed.
- Collaborate with other cells or committees within the institution, such as the Equal Opportunity Cell or Cultural Committee, to organize joint initiatives promoting diversity and inclusivity.

Committee Members

S. No	Name	Designation in Committee
1	Mrs. Lubna Shaikh	Coordinator
2	Dr. Payal Samdariya	Teaching Staff -Member
3	Mr. Lionel D' Mello	Teaching Staff -Member



Mrs. Lubna Shaikh
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20. Divyang Cell

Objective:

- The purpose of a Divyang cell in the institute is to ensure equal opportunities and accessibility for students with disabilities.
- It also helps in creating a conducive environment for their overall development and encourages their active participation in various academic and extracurricular activities.

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Mr. Akbar Khan

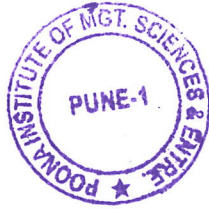
Roles and responsibilities:

- To create Inclusive Culture to avoid discrimination, exploitation and exclusion of Disabled Students and Staff from all spheres of work and education.
- To create a suitable regulatory mechanism for effective delivery of services to Disable Students and Staff of the institute.
- To ensure implementation of all legislations with respect to persons with disabilities.
- To provide accessible and inclusive education at the institute.
- To ensure full participation of persons with disabilities and to provide them equal opportunities for development.
- To provide necessary budget allocation to achieve above objectives.

Committee Members

S. No	Name	Designation in Committee
1	Mr. Akbar Khan	Coordinator
2	Dr. Mubarak Tamboli	Member
3	Mr. Mainuddin Shaikh	Member


Mrs. Lubna Shaikh
Coordinator, IQAC




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21. Samaan Sandhi Kendra

Objective:

- To provide information to Backward Class students about Scholarships, Freeships and Other Government Schemes

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Mr. Abdul Raheman Kalyani

Roles and responsibilities:

- Ensure the effective implementation of policies related to Samaan Sandhi Kendra, non-discrimination, and inclusivity within the institute premises.
- Conduct Workshops, Seminars, and Training sessions to raise awareness among Students, Faculty, and staff about diversity, inclusivity, and the importance of equal opportunities
- Provide support and guidance to students who face discrimination, bias, or barriers to access due to their gender, disability, socio-economic status, or any other characteristic.
- Ensure the college infrastructure, facilities, and educational materials are accessible and accommodate the needs of students with disabilities.
- Work on developing and updating policies that promote equal opportunities and inclusivity, taking into account feedback from students and faculty
- Establish a structured mechanism for addressing complaints related to discrimination or unfair treatment and ensure timely resolution of such issues
- Collaborate with external organizations, experts, or authorities working in the field of equal opportunities to enhance support mechanisms and exchange best practices

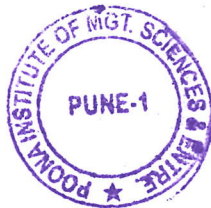
- Collect data related to the representation of various groups within the Institution and analyze it to identify areas needing improvement in terms of equal opportunities
- Develop and implement programs aimed at empowering underrepresented groups, providing them with mentorship, networking opportunities, and skill-building workshops.
- Regularly review the effectiveness of the Samaan Sandhi Kendra's initiatives, prepare reports, and present recommendations to the college administration for further improvements.

Committee Members

S. No	Name	Designation in Committee
1	Dr. Payal Samdariya	Coordinator
2	Mr. Akbar Khan	Teaching - Member
3	Dr. Mubarak Tamboli	Teaching - Member
4	Mr. Abdul Raheman Kalyani	Non Teaching - Member
5	Mr. Depanar Hemantkumar Chandewar	Student - Member
6	Ms. Dhanashree Katke	Student - Member



Mrs. Lubna Shaikh
Coordinator, IQAC




Dr. Porinita Banerjee
Director (Incharge)



Anjuman Khairul Islam
POONA INSTITUTE OF MANAGEMENT SCIENCES AND ENTREPRENEURSHIP

(Affiliated to Savitribai Phule Pune University, Approved by AICTE, New Delhi & DTE, Maharashtra)
(A Religious and Linguistic Minority Educational Institution)

Office: K. B. Hidayatullah Road, Camp, Pune - 411001.
Tel.: 020-26448781.

Website: <http://pimse.edu.in> Email: director.pimse@gmail.com

Dr. Porinita Banerjee
Director (Incharge)

M.Com., MBA, M.Phil., PHD.

22. OBC Cell

Objective:

- To provide information to Other Backward Class students about Scholarships, Freeships and Other Government Schemes
- To raise awareness about the rights, opportunities, and challenges faced by OBC students within the institute and provide information about various governmental schemes and scholarships available to them.

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.


IQAC reporting member: Mr. Abdul Raheman Kalyani

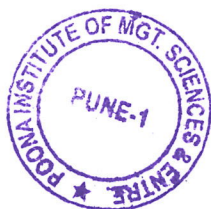
Roles and responsibilities:

- Provide information about government schemes, scholarships, and opportunities available specifically for OBC students
- Conduct Workshops, Seminars, and Training sessions to raise awareness among Students, Faculty, and staff about diversity, inclusivity, and the importance of equal opportunities
- Collaborate with external organizations, experts, or authorities working in the field of equal opportunities to enhance support mechanisms and exchange best practices
- Offer counseling and guidance services to OBC students on academic, personal, and career-related matters
- Collaborate with the institute's administration, academic faculties, and other student bodies to ensure fair representation and support for OBC students.
- Regularly assess the effectiveness of initiatives and programs undertaken by the OBC cell

Committee Members

S. No	Name	Designation in Committee
1	Dr. Payal Samdariya	Coordinator
2	Mr. Akbar Khan	Teaching - Member
3	Dr. Mubarak Tamboli	Teaching - Member
4	Mr. Abdul Raheman Kalyani	Non Teaching - Member
5	Mr. Sagar Raju Karekar	Student - Member
6	Ms. Bagwan Hamiza Ejazahmed	Student - Member


Mrs. Lubna Shaikh
Coordinator, IQAC




Dr. Porinita Banerjee
Director (Incharge)



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Dr. Porinita Banerjee
Director (Incharge)
M.Com., MBA, M.Phil., PHD.

23. IPR Cell

Objective:

To facilitate Intellectual Property education, protection, innovation, and commercialization, fostering a culture of creativity and entrepreneurship within the institute.

Frequency of Committee Meetings: The committee shall meet as and when required and at least once in a semester.

IQAC reporting member: Mr. Zafar Ahmed Khan

Roles and responsibilities:

Convener:-

- **Leadership:** Oversee the functioning of the IPR cell, ensuring alignment with the institution's goals and objectives.
- **Coordination:** Coordinate activities among cell members, faculty, students, and external stakeholders.
- **Policy Development:** Develop policies for IP management, protection, and commercialization within the institution.
- **Representation:** Act as a liaison between the IPR cell and other departments, authorities, or external bodies.
- **Reporting:** Provide periodic reports and updates on the cell's activities to the higher management or relevant authorities.

Members:-

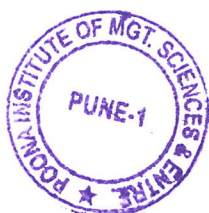
- To Educate and create awareness among students, faculty, and staff about intellectual property rights.
- To provide guidance and assistance to individuals or teams seeking protection for their innovations or creations.
- Assisting in implementing and enforcing institutional policies related to IP rights.
- Offering support for patent filings, copyright registrations, trademark applications, and other legal procedures.
- Facilitating collaborations with industry partners, research institutions, and government bodies for technology transfer and joint ventures.
- Maintaining records, documentation, and databases related to IP filings, licenses, agreements, and patents.
- To organize workshops, seminars, or training sessions on IP rights, IP management, and related topics for the benefit of stakeholders.

Committee Members

S. No	Name	Designation in Committee
1	Dr. Porinita Banerjee	Convener
2	Dr. Anjum Sayyad	Member
3	Mr. Zafar Ahmed Khan	Member



Mrs. Lubna Shaikh
Coordinator, IQAC



Dr. Porinita Banerjee
Director (Incharge)