



Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil Institute of Management Studies and Research,
Varye, Satara.

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Sr. No.	Particulars	Page No.
1	Preface	1-3
2	Strategic plan of the institute	4-5
3	Administrative structure and Management	6-7
4	Recruitment Procedure	8
5	Organogram of the institute	9
6	Roles and Policies of Functional Committees	10-19
7	Service Book	20-25
8	Perspective Plan	26





Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil Institute of Management Studies & Research, Varye, Satara

6.2.1: The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

The prominent feature of the Sanstha is its democratic administrative set-up. The Rayat Shikshan Sanstha is an educational institution belonging to the people, working for the people and being administered by the people. It is significant to note that all the important policy decisions of the Sanstha are arrived in the true spirit of democratic principles.

Service Rules, Procedures, Recruitment and Promotional Policies

- Service rules, procedures, recruitment, promotional policies are as per Maharashtra Universities Act. 1994 and 2016, Rules and Regulation of Government of Maharashtra and the affiliating university. They are stated on Institute website as well as the Institute documents (G R file).
- Parent Institute shoulders entire responsibility of recruitment procedure.
- Institute communicates vacant posts to head office which is scrutinized by Sanstha and by taking permission of State Govt.; advertisement is given.
- Recruitment process has executed in confirmation with rules and regulations of UGC, AICTE Government
- Promotional policy of institute is transparent and in accordance with rules and regulations.
- Performance of teaching and non teaching faculties is evaluated through Annual Self-Appraisal Report mechanism

Institutional bodies

The administration of the institute is supported by the number of committees formed by the Director in the beginning of every academic year. Major among them are Admission Committee, Library Committee, Research Committee, Career Counseling and Placement Cell, Purchase Committee, Discipline Committee, Examination Committee, etc. for smooth working of the institute.

College Development Committee

CDC is an apex body in institute comprises renowned persons from society, industry and staff, under its framework institute is functioning, CDC lead by Chairman of parent institute playing a vital role in policy decision making.



IQAC:

IQAC of the institute constituted as per the guideline of NAAC comprising member from society, industry, teaching and non teaching fraternity and student. IQAC is significantly contributing to improve overall quality.

Staff Academy, Staff Welfare

Staff welfare committee looks after welfare measures for teaching and non-teaching staff. Employees are felicitated for their outstanding achievements. Staff academy arranges lectures of imminent personality on various academic issues, physical and mental health, etc.

Grievance Redressal Cell

Institute has Grievance redressal cell headed by Director of the institute looking promptly into the grievance of the institute stakeholder. Institute defined its grievance policy as well, student, teaching and non teaching faculty can give their grievance in writing or make a use of grievance format available on website.


Library Advisory Committee

The role of library advisory committee is pivotal to enrich essential collection of book in library.

Prospective Plans:

- Institute has prepared Perspective/Strategic plan ----- for Academic, Infrastructure and Extension activities setting benchmarks for future achievements.
- Develop the institute as a research and development center in association with the industry
- To expand institute vertically and horizontally by introducing multidisciplinary courses
- To strengthen industry institute interaction
- Build a culture of engagement and innovation among faculty, staff and students using a platform of theory to practice focused on experimental learning.




Director
Karmaveer Bhaurao Patil Institute of
Management Studies & Research, Solara



Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil Institute of Management Studies and Research, Varye, Satara

Index

6.2.1 Strategy Development and Deployment

6.2.1. The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Sr. No	Description	Page No.
1	Strategic Plan	1
2	Administrative Structure of Management	2-3
3	Recruitment Procedure	4
4	Organogram of the Institution	5
5	Institute Development Committee	6-14
6	Service Book	15-17
7	Institutional Perspective Plan	18



Rayat Shikshan Sanstha's

Karmaveer Bhaurao Patil Institute of Management Studies and Research, Satara

6.2.1 Perspective/Strategic plan and deployment documents are available in the institution

Management has always played a supportive role in the expansion of the institute & improvement of students concerning the vision and mission of the institution. Management has shown keen interest in governing the institute by encouraging to accelerate participation of faculty members to make overall growth of students. Committees of the teachers have been formed to identify required facilities as per the courses and monitor effective utilization & maintenance of resources.

6.2.1 Strategic Plan

- To ensure equal opportunities and representations for women in achieving academic excellence
- Developing the institute as a research and development center in association with the industry.
- Perspective planning for teaching and learning process.
- Build a culture of engagement and innovation with faculty, staff and students using a platform of theory to practice focused on experimental learning.
- Increase career options for all the students by broadening career path by improving association with alumni and industry interaction.
- Crafting the institute for building on internal core competence, leadership, innovation, and data driven mindset.

Strategy policy has been deployed:

Teaching and learning Process:

- Encourage faculty for creation and use of digital content. Implementation of experimental learning activities.
- Encouraging students for self-learning activity using modern audio visual aids and e-resources.
- Remedial sessions for slow learner.

Industry Interaction:

- To invite industry experts for Curriculum development for making it more industry relevant.
- Organized Industrial visit for subject practices
- Organized seminar, workshop and expert lecture.
- Interaction between industry, expert and students



Community Engagement:

- A) Blood donation camp are conducted.
- B) Conducted social activities such as Swachatta Abhiyaan, sweets distribution, visit to orphanage and old age homes.
- C) Organized self-awareness programmes like health and hygiene, awareness to Girl child, H B Checkup camp.
- D) Environment protection camp like Say No plastic, Tree Plantation, Traffic safety camp.

Human Resource and development:

1. To organize need based workshop for Non-teaching.
2. Encouraging interaction between industry and faculty.
3. Recruiting and selecting experienced and qualified staff as per Shivaji University rules & regulations
4. Encourage women through recruiting and academic excellence.
5. To depute faculty and staff for development programme
6. Making provision for basic infrastructural facilities for promoting welfare of students and safety measures
7. Give the incentives and motivate faculty for research work.

For deployment of this activity following steps are adopted-

- Local Managing Committee (New name as College Development committee as per Maharashtra Public University Act 2016) meeting held on 20/8/2016, item No. 2, discussed need of CCTV installation for student and campus security and safety. It is resolved to prepare a plan for installation with budget and put it for approval in the next meeting.
- IQAC meeting was held on 3/3/2018, Item No. 2, Installment of CCTV at Institute campus. It is resolved that, installation CCTV is essential in the campus for student security therefore recommend it to CDC.
- Meeting of CDC was held on 6/1/2018, Item No. 4, Installation of CCTV as per recommendation of IQAC and resolved that, CCTV should be installed according to budgetary provision.
- Meeting of the Purchase Committee was held on 13/3/2018, Item No. 2, CCTV installation, It was resolved to select supplier from the list of suppliers of CCTV finalized by Sanstha and issue purchase order.


Institute has successfully installed CCTV in the institute for stakeholders and campus safety and security.

Additional documents :

1. Rayat Shikshan sanstha Paripatruk No. H E /10847 Dated 26/8/2016
2. Rayat Shikshan sanstha Paripatruk No. H E /16905 Dated 2/8/2017
3. Permission to Faculty for persue Ph.D. in R T M University Nagpur
4. The Rayat Sevak Co-operative Bank Ltd Satara Paripatruk No. 746/Admin/2016-2017 Dated 27/7/2016
5. CDC Meeting minutes for faculty 10-11-2014

3




Director
Karmveer Bhaurao Patil Institute of
Management Studies & Research Satara

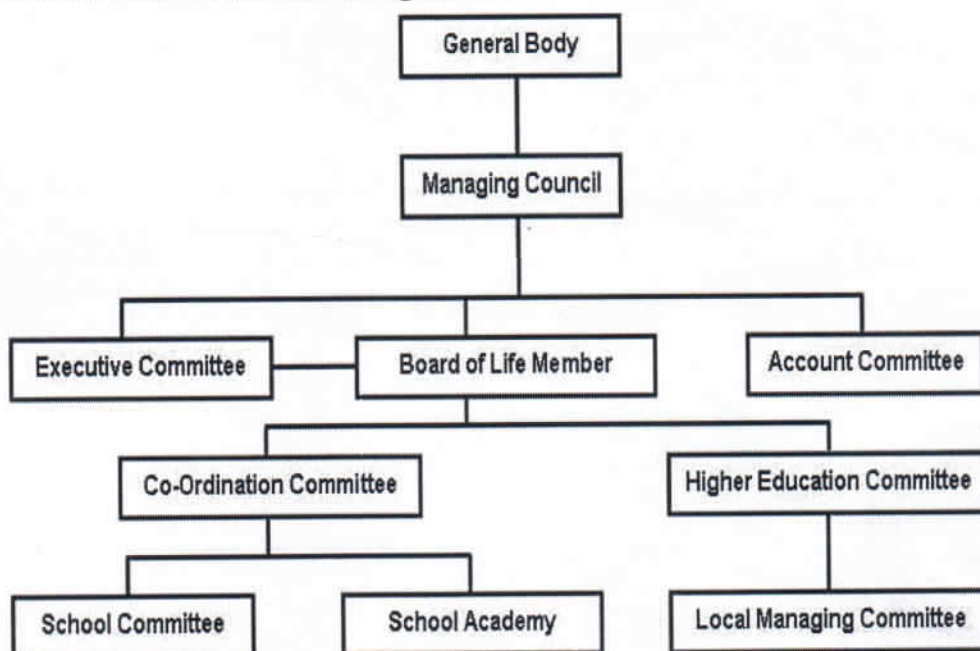


Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil Institute of Management Studies and Research, Satara

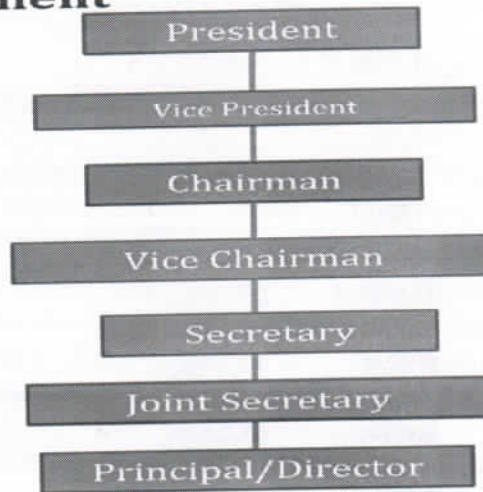
6.2.2 Organizational structure of the Institution including governing body, administrative setup and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

The prominent feature of the Sanstha is its democratic administrative set-up. The Rayat Shikshan Sanstha is an educational institution belonging to the people, working for the people and being administered by the people. Dr. Karamaveer Bhaurao Patil made it a point to safeguard it against any political domination. He welcomed all those who loved the Sanstha. As a result of this, the Sanstha today has been receiving ample co-operation and support, consistently from the people of diverse political opinions. It is significant to note that all the important policy decisions of the Sanstha are arrived (at in the true important policy decisions of the Sanstha are arrived at) in the true spirit of democratic principles. The working of the institution has been guided and patronized by the eminent dignitaries of the national and state level in their capacities as President, Chairman and Organizer. For the purpose of execution the Sanstha has instituted the posts of the Secretary and a Joint Secretary (Higher education and Secondary education) the Auditor and the Regional Inspectors. The General Body, The Managing Council, The Executive Council, The Board of Life-Members and the Accounts Committee are the bodies which periodically and democratically settle all issues and fix policies for smooth day-to-day functioning of the Sanstha. The role of Governing body is executed by Management council and at Institute level members of the Governing body have been recently deputed by the parents institute i.e Rayat Shikshan Sanstha Satara.

Administrative Structure of Management :



Administrative Setup of Management



10

Sanstha Step towards Excellence (2016-2017)

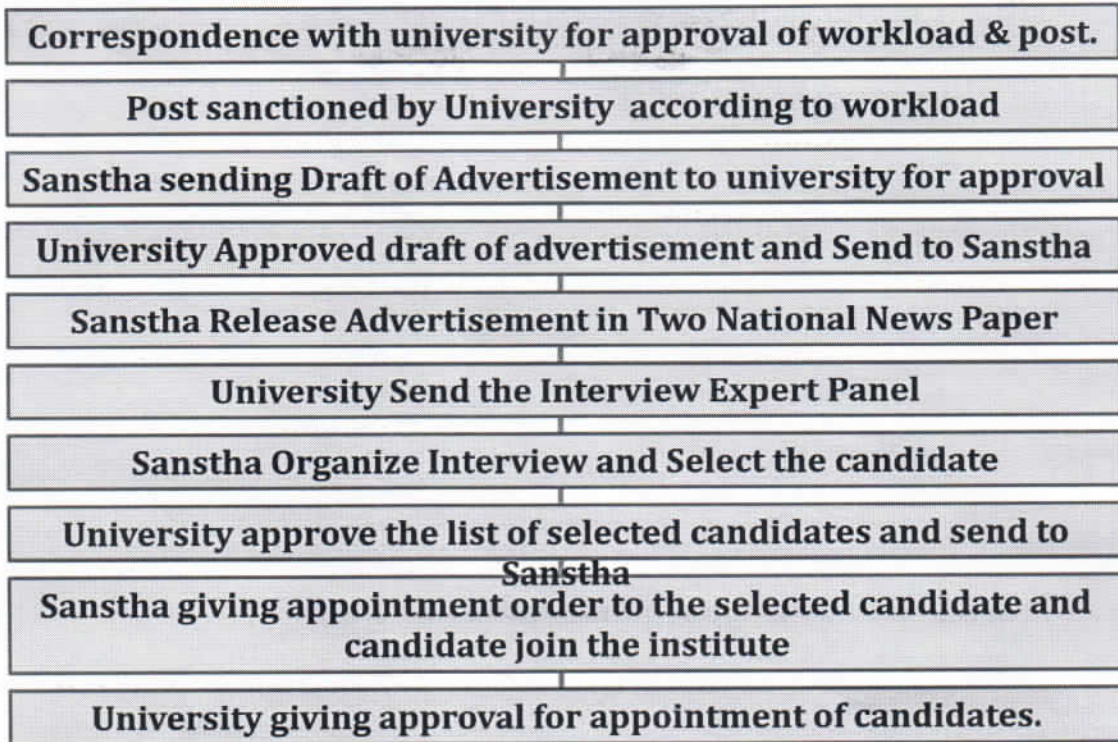
Sr. No.	Particulars	Strength	Third Cycle of NAAC
1	NAAC "A" Grade Colleges	14	02
2	NAAC "B" Grade Colleges	24	01
3	Autonomous Colleges	2	-
4	ISO Certified High Schools	7	-
5	ISO Certified Colleges	7	-
6	College for Potential Excellence awarded colleges	5	-
7	Science and Technology Grants received colleges	2	-
8	Community College award received colleges	1	-
9	DBT Star 2014 Grants received colleges	2	-

Service Rules, Procedures, Recruitment and Promotional Policies

Service rules, procedures, recruitment, promotional policies are as per Maharashtra Universities Act. 1994 and 2016, Rules and Regulation of Government of Maharashtra and the affiliating university. They are stated on Institute website as well as the Institute documents (G R file).



Recruitment Procedure



31

Grievance Redressal

The institute has formed a Grievance Redressal Cell (presently named as Internal Complaint committee) for Faculty, Staff and students to address their grievances and complaints and to resolve them. The cell is headed by the Director. The mechanism to deal with grievances and complaints is as follows.

The Director receives grievances and complaints either orally or in writing and he takes cognizance of it. The grievances and complaints received are discussed in the meeting of the committee and are solved. There is separate Anti Sexual Harassment committee which is formed to prevent cases of harassment and to look into grievances from girl students. Anti Ragging committee is also formed to resolve the cases of ragging, if any. The committees meet at least twice in a year to discuss and resolve the grievances, if any.

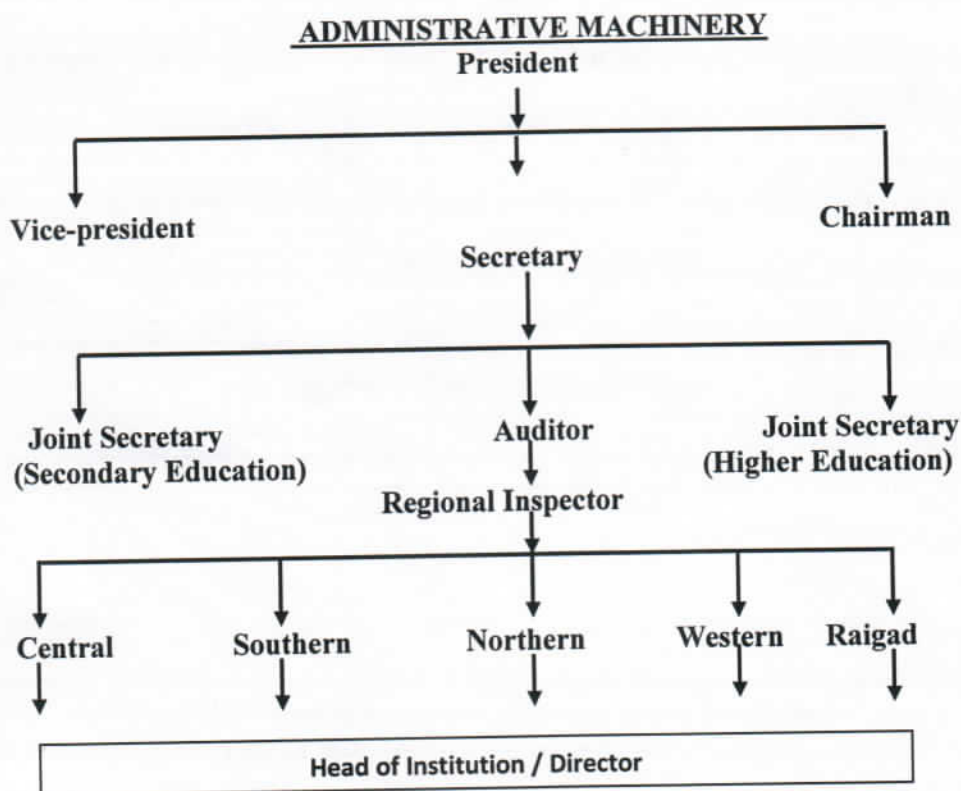


Additional Documents

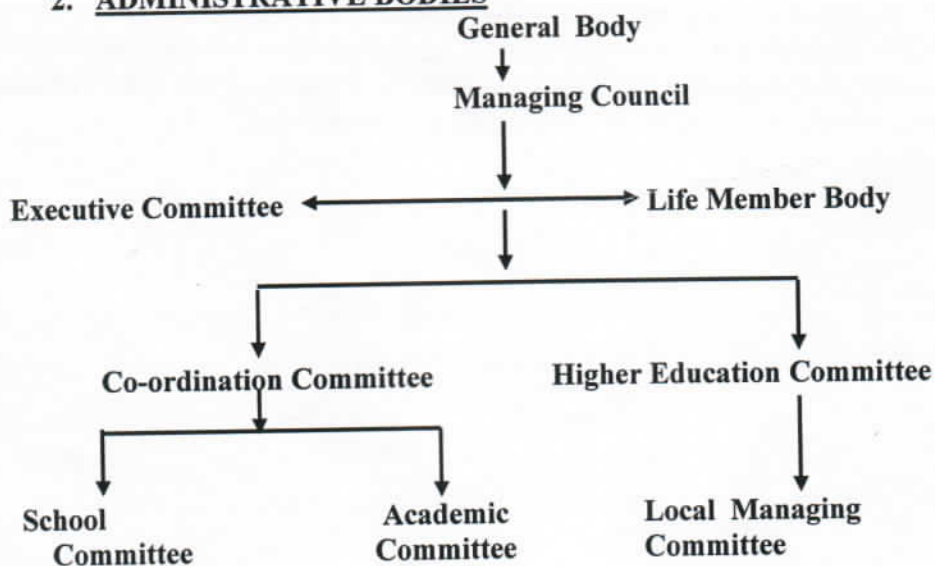
1. Organization and Administrative Machinery

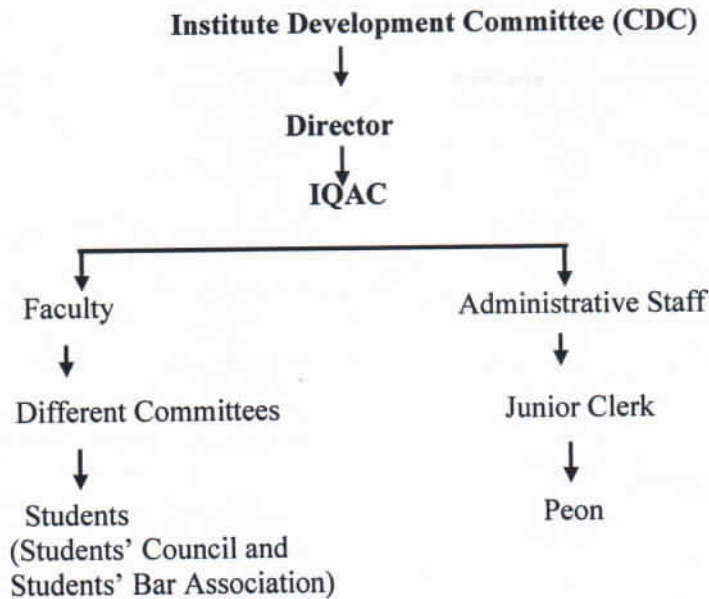
Organogram of the institution

The parent institution plays a pivotal role in the general administration of the Institute. It formulates the requisite policies for achieving goals and missions



2. ADMINISTRATIVE BODIES





Administrative Setup of

Karmaveer Bhaurao Patil Institute of Management Studies and Research Varye, Satara,

Various committees involving Director, Teaching and Office Staff and students, are formed in order to conduct administrative, Academic and various curricular and co-curricular activities.

1. Institute Development Committee (CDC)

Sr.No.	Name	Designation	
1	Dr. Anil Appasaheb Patil. Chairman Rayat Shikshan Sanstha, Satara.	Chairperson of the Management or his nominee	I. To Supervise the overall working in the Institute.
2	Dr. Bhausaheb Kisan Karale. Secretary Rayat Shikshan Sanstha, Satara.	Secretary of the Management or his nominee	II. To approve the budget estimate and give sanctions to required works and projects.
3	Mr. Guruprasad Sarada.	Local Member	III. To take necessary measures to deal with the complaint if any
4	Mr. Farukh Cooper.	Local Member	
5	Mr. Sanjiv Jaykumar Patil	Local Member	
6	Mr. Vasant Phadhtare.	Local Member	
7	Dr. S. S. Bhola.	HOD & IQAC coordinator	IV. To monitor the administration and development of the staff, students and the Institute.
8	Dr. M. B. Bhosale.	Teachers Representative	V. To hold at least two meetings in a year
9	Dr. R. D. Kumbhar.	Teachers Representative	
10	Dr. S. R. Nikam.	Teachers Representative	
11	Mrs. A. D. Salunkhe.	Non- Teaching Representative	VI. To maintain a register of minutes of the meetings.
12	Miss. Krutika Dipak Aglave	Secretary, Student's Council	
13	Dr. B. S. Sawant. Director, KBPIMSR, Varye, Satara	Secretary	



2. IQAC Committee

Sr. No.	Name	Capacity	Designation	Particulars of work to be done
1.	Chairperson	Head of the Institution	Dr. B.S. Sawant	I. To update the website every year II. To guide and supervise the teaching activity in preparing annual unit plan according to the syllabi and also for preparation of teaching notes and maintaining its record. III. To prepare SSR and upload it on website & submitted to NAAC. IV. To encourage use of audio visual aids and diff ICT techniques, teaching methods, such as simulation exercises Role play etc. V. To undertake faculty development programme and various Co-curricular & extracurricular activities for all round enhancement. VI. To plan and ensure overall quality initiatives in the Institute. VII. To submit AQAR reports every year to NAAC before the due date. VIII. To maintain record of faculty profile and self appraisals in prescribed format. IX. To organize IQAC activities as per the UGC guidelines. X. To co-ordinate the RQMS activity in the Institute. XI. To hold Four meetings in a year XII. To maintain a register of minutes of the meetings. XIII. To implement NAAC Reaccreditation process as per the norms & guidelines from Rayat Shikshan Sanstha.
2.	A few senior administrative officers	Administrative officer	Mrs. A.D. Salunkhe	
3.	Three to eight teachers	Teachers Teachers Teachers Teachers	Dr. M.B.Bhosale Dr. R.D.Kumbhar Dr. S.R.Nikam Mr. S.B.Chavan	
4.	One member from the Management	Joint Secretary (H.E.)	Prin. Dr. Vijaysinha Sawant	
5.	One/two nominees from local society, Students and Alumni	Society Society Alumni Student	Mr. Guruprasad Sarada Mr. Sudhir Apte Dr. Nitin Zaware Mr. Natwarlal Tapase Miss.Vibha U.Gaikwad	
6.	One/two nominees from Employers / Industrialists / stakeholders	Industrialists Industrialists	Mr. Vasantao Phadtare Mr. Nitin Deshpande	
7.	One of the senior teachers as the coordinator/Director of the IQAC	Senior Teachers	Dr. S.S.Bhola	



3. ADMISSION COMMITTEE

Sr. No.	Name	Designation	Functions
1	Dr.B.S.Sawant	Chairperson	I. To scrutinize all applications as per the Merit List, Reservation List and approve them. II. To check the admission forms & other documents. III. Prepare & display necessary information on Notice Board. IV. To interview the students. V. To carry out the admission procedure as per the vii)prescribed rules of, UGC, Government & University. VI. To Finalize and update the roll call list & list of repeaters. VII. To update the prospectus and website every year VIII. To hold at least two meetings in a year. IX. To maintain a register of minutes of the meetings.
2	Dr.S.S.Bhola	Secretary	
3	Dr.R.D.Kumbahr	Member	
4	Dr.M.B.Bhosale	Member	
5	Dr.S.R.Nikam	Member	
6	Shri.S.B.Chavan	Member	
7	Mrs.Salunkhe A.D.	Member	

4. B. C. CELL STANDING COMMITTEE.

Sr. No.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To send report of the admission details to the University II. To display information about various concession to students. III. To hold at least two meetings in a year. IV. To maintain a register of minutes of the meeting.
2.	Dr.S.S.Bhola	Member	
3.	Dr.S.R.Nikam	Member	
4.	Mrs.Salunkhe A.D.	Member	
5.	Dr.R.D.Kumbahr	Secretary	

5. Gymkhana Committee

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To Co-ordinate students in organizing sports and various events in the Institute. II. To organize various student welfare activities. III. To form Students' Council and conduct the election of secretary to students' Council as per university rules. IV. To make arrangements & organize sport activities for the Institute. V. To send Institute teams for participation in sports conducted by universities & submit written report of all sports events. VI. To prepare Gymkhana Report at the end of the academic year. VII. To maintain discipline in the Institute. VIII. To make and implement the rules regarding I-Card and dress code. IX. To take necessary actions to improve attendance among students to lectures & Programmes. X. To hold at least two meetings in a year. XI. To maintain a register of minutes of the meetings
2.	Dr.R.D.Kumbhar	Secretary	
3.	Dr.S.S.Bhola	Member	
4.	Dr.M.B.Bhosale	Member	
5.	Shri.S.B.Chavan	Member	
6.	Shri Pratap Vijay Babar	Student Nomiee	



6. ANTI-RAGGING COMMITTEE

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To display the information about the committee in the Institute and Institute website. II. To take necessary measures including surprise visits in campus to prevent ragging in the Institute and deal with the complaint if any. III. To undertake programmes for personality development of the students. IV. To supervise the working of CCTV in the Institute premises V. To hold at least three meetings in a year. VI. To maintain a register of minutes of the meetings.
2.	Ms.Smita Dattatray Navagre	Representatives of Civil & Police Administration	
3.	Mrs.Pragati Jadhav	Local Media	
4.	Sandhya Chougulae	Non-Governmental Organization's Member / Ex-Student	
5.		Representatives of Parents	
6.	Vaidya Shivani Mukund MBA I	Representative of Students belonging to fresher Category as well as Senior Students	
7.	Mrs..Salunkhe A.D.	Non-Teaching Staff	
8.	Aranke Raksha Vijay	Fresh Student	
9.	Mr.Natwarlal Tapase	Ex-Student	
10	Dr.S.A.Bhosale	Faculty Member	

7. Internal Complaint Committee 2017-2018

Sr.	Name	Designation	Functions
1	Dr.S.A.Bhosale	Director Nominated Senior most Female Lecturer	I. To display the information about the committees in the Institute. II. To take necessary measures to prevent sexual harassment in the Institute and deal with the complaint if any. III. To undertake programmes for personality development of the girls. IV. To hold at least three meetings in a year. V. To maintain a register of minutes of the meetings.
2	Dr.Chougule Sandhya	Director Nominated Member of N.G.O	
3	Dr.Deepa Patil	Director Nominated Legal Expert	
4	Miss.Aglave Krutika Dipak	Director Nominated Female Representative of Student Council	
5	Dr.Dabolkar Chitra	Director Nominated Medical Practitioner	
6	Dr.S.R.Nikam	Director Nominated Lecturer	
7	Mrs.Shevate T.N.	Director Nominated Member of Administrative Staff	
8	Mrs..Salunkhe A.D.	Director Nominated Female Lecturer	

8. PURCHASE COMMITTEE

Sr. No.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To recommend purchase of items. II. To invite quotations for the same. III. To purchase the things as per the prescribed rules, considering the requirement of Secretary students, staff &
2.	Dr.M.B.Bhosale	Secretary	
3.	Dr.S.S.Bhola	Member	
4.	Dr.R.D.Kumbhar	Member	



5.	Dr.S.R.Nikam	Member	employees and the existing budget of the Institute. IV.To update the Stock register and Dead Stock register every year to include all purchases. V. To hold at least two meetings in a year. VI.To maintain a register of minutes of the meetings.
6.	Mrs.Salunkhe A.D.	Member	
7.	Shri.Awatade N.K.	Member	

9. Lead Institute Activity Committee: -

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To Call Meeting for deciding the Guest of Honour, Chairperson, Resource person etc II. To Conduct the Programme III. To give publicity to write report & proceeding. IV. To submit the budget and utilization with report of the lead Institute activities to the Lead Institute in the cluster.
2	Shri.S.B.Chavan	Secretary	
3	Dr.S.S.Bhola	Member	
4	Dr.R.D.Kumbhar	Member	
5	Shri.Awatade N.K.	Member	

10. LIBRARY ADVISORY COMMITTEE

Sr.	Name	Designation	Functions
1	Dr.B.S.Sawant	Chairperson	I. To decide the books to be purchased for each class that are prescribed & recommended by University. II. To subscribe for journals & other Magazines. III. To display New Arrivals on the notice board. IV. To invite suggestions from staff & students regarding purchase of books & subscription to Journals & Book Bank. V. To make rules & regulations for proper functioning of the library & the Computer Lab. VI. To supervise the use of study Room, Computer Lab, Reading Room and maintain entry Register for record Take disciplinary action regarding loss of books, late return of the books, damage to books etc. VII. To make yearly report of books damaged, lost etc. VIII. To hold at least two meetings in a year. IX. To maintain a register of minutes of the meetings.
2	Shri.S.R.Kumbhar	Secretary	
3	Dr.S.S.Bhola	Member	
4	Dr.R.D.Kumbhar	Member	
5	Dr.S.A.Bhosale	Member	
6	Dr.S.R.Nikam	Member	
7	Dige Anikita Pradip MBA I	Student Nominee Member	

11. BUILDING MAINTENANCE & DEVELOPMENT COMMITTEE

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To supervise the regular maintenance of the building & surrounding area. Regular cleaning of water tanks. Etc. II. To Maintain the existing furniture is good condition & to suggest & conduct repairs, replacement whenever necessary III. To suggest purchase of new furniture for the Institute, whenever necessary. To explore opportunities of infrastructure development. IV. To provide for the safety measures in the premise, to maintain First Aid, Fire fighting equipments etc. V. To hold at least two meetings in a year. VI. To maintain a register of minutes of the meetings.
2	Dr.M.B.Bhosale	Secretary	
3	Dr.R.D.Kumbhar	Member	
4	Mrs.Salunkhe A.D.	Member	
5	Shri.Awatade N.K.	Member	



12. Alumni Committee

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. Prepare a list of Alumni.
2.	Dr.M.B.Bhosale	Secretary	II. To allocate the student internship.
3.	Dr.S.S.Bhola	Member	III. To hold at least two meetings in a year
4.	Dr.R.D.Kumbhar	Member	IV. To maintain a register of minutes of the meetings.
5.	Dr.S.R.Nikam	Member	V. To get register Alumni to Alumni cell
6.	Dr.S.A.Bhosale	Member	VI. To conduct institute development activities
7.	Shri.Gosavi M.G.	Member	VII. To create platform for students support, placement ect. through Alumni.

13. STUDENT WELFARE COMMITTEE-

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To display the information about the committee in the Institute.
2.	Dr.S.S.Bhola	Secretary	II. To take necessary measures to organize parent teacher meetings in the Institute and to take feedback from the parents.
3.	Dr.R.D.Kumbhar	Member	III. To undertake programmes for personality development of the students and to monitor their present in the class.
4.	Dr.S.A.Bhosale	Member	IV. To inform the parents in case of continuous / substantial absence from Institute.
5.	Shri.Gosavi M.G.	Member	V. To invite suggestions regarding student welfare from students & Staff.
6.	Mrs.Dhnavade S.J.	Member	VI. To provide Educational Counseling & carrier guidance to students.
7.	Bhosale Manasi Sudhir BCA I	Student Nominee	VII. To display information regarding Co-curricular & Extra curricular activities on the notice board.
			VIII. To prepare a panel of students & to encourage them for participation in various competitions, Seminars, workshops etc.
			IX. To improve the infrastructural & reading room facilities & support available to students.
			X. To ensure proper sanitation, cleanliness, hygiene, drinking water etc for students.
			XI. To organise various activities for all round personality Development of students.
			XII. To encourage students to participate in Youth festival & other cultural activities.
			XIII. Maintain the monthly record of attendance of students & send letters to absent students whose attendance falls below the prescribed 75%
			XIV. Take disciplinary action in respect of students, whose attendance falls below 75% as per university rules. <ul style="list-style-type: none"> • Prepare a report of action taken per term. • Prescribe the Dress Code for boys and girls. • Make and implement the rules regarding dress code. • To hold at least the Two Meetings in a Year. • To maintain a register of minutes of the meetings.

14. Staff Welfare Committee -

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To keep the record of all activities & to prepare report arranged by the committee. academy & to prepare report every year
2.	Dr.S.A.Bhosale	Secretary	
3.	Dr.S.S.Bhola	Member	
4.	Mrs.Dhnavade S.J.	Member	



5	Mrs.Salunkhe A.D.	Member	II. To hold at least two meetings in a year III. To maintain a register of minutes of the meetings. To invite suggestions for Staff Welfare from Teaching & Non-Teaching Staff and implement them. IV. To supervise the facilitation of sanitation, drinking water, recreation of staff & suggest means to improve them.
---	-------------------	--------	--

15. Career Guidance, Placement & Counseling Cell -

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To provide guidance and expertise for training & coaching of students for various competitive exams. II. To provide information about career options and provide counseling about career development. III. To allocate students for internship as per rules of university. IV. To facilitate final placement of students. V. To organize programmes for career guidance and prepare MOU with the firms. VI. To provide for the coaching for various competitive exams. VII. To hold at least two meetings in a year VIII. To maintain a register of minutes of the meetings.
2	Shri.S.B.Chavan	Secretary	
3	Dr.S.R.Nikam	Member	
4	Shri.Gosavi M.G.	Member	
6	Mrs.Shelar P.M.	Member	

16. Institute Activity Organisation Committee –

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To display notices and seek participation of students in various activities & competitions. II. To send Institute team after proper selection for various competitions. III. To maintain record of all activities held in the Institute & all representations on behalf of the Institute. IV. To Co-ordinate student participation & active involvement in organization of the Institute activities and submit report term wise. V. To form editorial board for the wall paper. VI. To give publicity in press of all events organized by the Institute. VII. To hold at least two meetings in a year VIII. To maintain a register of minutes of the meetings.
2.	Dr.S.S.Bhola	Secretary	
3.	Dr.R.D.Kumbhar	Member	
4.	Dr.M.B.Bhosale	Member	
5.	Dr.S.A.Bhosale	Member	
6.	Mrs.Salunkhe A.D.	Member	
9	Babar Pratap Vijay MBA II	Student Nominee	
10	Aglave Krutika Dipak BBA III	Student Nominee	

17. GRIEVANCE REDRESSAL COMMITTEE.

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To tackle the grievances of students, teaching and administrative staff referred to the committee. II. Try to promote friendly & amicable relationship among students, faculty and other members of the institution. III. To arrange for counseling of Students. IV. To hold at least two meetings in a year. V. To maintain a register of minutes of the meetings.
2.	Shri.S.B.Chavan	Secretary	
3.	Dr.M.B.Bhosale	Member	
4.	Dr.S.A.Bhosale	Member	
5.	Sou.Salunkhe A.D.	Member	



18. Teaching, Learning Evaluation & Merit Promotion Committee

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To Co-ordinate staff participation in organizing bridge courses, Remedial Lectures and students progression activities. II. To suggest & implement innovative teaching methods & evaluation technique. III. To facilitate analysis and evaluation of the student performance in examinations. IV. To provide academic counselling to weaker students & to progressive students. V. To hold at least two meetings in a year VI. To maintain a register of minutes of the meetings
2	Dr.S.S.Bhola	Secretary	
3	Dr.R.D.Kumbhar	Member	
4	Dr.S.A.Bhosale	Member	
5	Deshmukhe Gauri Arun MBA I	Member	
		Student Nominee	

19. Staff Academy & Research Promotion Committee -

Sr.	Name	Designation	Functions
1.	Dr.B.S.Sawant	Chairperson	I. To organize lecture by Faculty member on various subjects at least once in every month. II. To keep the record of all lectures arranged by the staff academy & to prepare report every year. III. To hold at least two meetings in a year IV. To maintain a register of minutes of the meetings.
2	Shri.S.B.Chavan	Secretary	
3	Dr.S.A.Bhosale	Member	
4	Mrs.Dhanawade S.J.	Member	
5	Shri.Gosavi M.G.	Member	

20. Extra Curricular Activities Committee -

(Youth Festival, Moot Court, Debate, Elocution, Essay Competition etc.)

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To Select and nominate students for representing the Institute in Extra Curricular Activities including II. Elocution, Essay, Debate & Other Competition. III. To Send registration forms after taking undertaking & declaration from. IV. To prepare a report of all participations by students per semester and keep a record of all certificates & prizes. V. To take at least 4 meetings in a year VI. To maintain a register of minutes of the meetings.
2.	Dr.R.D.Kumbhar	Secretary	
3.	Shri.Gosavi M.G.	Member	
4.	Shri.V.D.Patil	Member	
5.	Vaidya Shivani Mukund MBA I	Student Nominee	
6	Jadhav Rutuja Vijay BCA III	Student Nominee	

21. Entrepreneurship Development & Incubation Centre -

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To select students having entrepreneur potential. II. To arrange programs for entrepreneur grooming. III. To help set up enterprise. IV. To support sustenance of enterprise. V. To have partnership in enterprise. VI. To organize EDP & FDP. VII. To Maintain the records minutes of meetings VIII. To hold of least two meetings
2.	Dr.M.B.Bhosale	Secretary	
3.	Dr.S.S.Bhola	Member	
4.	Dr.R.D.Kumbahr	Member	
5.	Shri.Gosavi M.G.	Member	

22. Right to Information -

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Appellate Authority	I. To Comply the RTI claims. II. To maintain the records. III. To communicate with higher authorities IV. To hold at least two meetings.
2.	Mrs. Salunkhe A.D.	Information Officer	



23. Student Security Committee -

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To organize programs for student security II. To Practice student security on the campus. III. To maintain records of meeting IV. To hold at least two meeting.
2.	Shri.Gosavi M.G.	Secretary	
3.	Dr.M.B.Bhosale	Member	
4.	Dr.R.D.Kumbhar	Member	
5.	Mrs. Salunkhe A.D.	Member	

24. Examination Committee -

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To plan and conduct Internal Examination. II. To implement schedule of University Examination. III. To educate student on examination rules & regulations policy. IV. To maintain records of University and Internal Examination. V. To prepare set of question paper for library. VI. To hold at least two meeting a year.
2.	Dr.M.B.Bhosale	Secretary	
3.	Dr.S.S.Bhola	Member	
4.	Dr.R.D.Kumbhar	Member	
5.	Dr.S.A.Bhosale	Member	

25. Teachers Parents Committee -

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To organize teacher parent meet. II. To facilitate discussion arrange it teachers & parents. III. To maintain the records of meeting. IV. To hold at least two meeting a year.
2.	Dr.S.A.Bhosale	Secretary	
3.	Dr.S..S.Bhola	Member	
4.	Dr.R.D.Kumbhar	Member	

26. Carrier Advancement / Skill Development Committee -

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To design and implement need based skill development courses. II. To conduct and examine development courses III. To design and implement skill development courses for the community. IV. To maintain records and minutes of meeting. V. To revise and enrich skill development courses. VI. To arrange FDP on skill development and carrier advancement. VII. To hold at least two meeting a year
2.	Dr.S.R.Nikam	Secretary	
3.	Dr.S..S.Bhola	Member	
4.	Dr.R.D.Kumbhar	Member	
5.	Shri.S.B.Chavan	Member	
6.	Shri.M.G.Gosavi	Member	

27. Development Funds & Utilization Committee -

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To prepare planning for utilization of development fund. II. To supervise on the utilization of development fund. III. To maintain records of utilization of development fund. IV. To hold at least two meeting a year.
2.	Dr.M.B.Bhosale	Secretary	
3.	Dr.R.D.Kumbhar	Member	
4.	Dr.S.R.Nikam	Member	
5.	Mrs.Salunkhe A.D.	Member	
6.	Shri.Awatade N.K.	Member	

28. Women's Anti Sexual Harassment Committee -

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To organize program to educate student on related laws. II. To handle grievance of any regarding sexual harassment. III. To organize program on women empowerment.
2.	Dr.S.A.Bhosale	Secretary	
3.	Dr.S.S.Bhola	Member	
4.	Dr.S.R.Nikam	Member	
5.	Mrs.S.J.Dhanawade	Member	



6.	Mrs.Salunkhe A.D.	Member	IV. To organize meetings and maintain minutes V. To maintain records of committee functioning. VI. To hold at least two meeting a year.
7.	Shri.Sudhir Bhosale	BCA I Parent Member	
8.	Gangaram Kondiba Awakire	BBA I Parent Member	
9.	Salunkhe Gouri Vijay	Member Student Nominee	


29. Canteen Committee -

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To supervise canteen activity and plan for enhancement. II. To guide on quality of etables cleaning etc. III. To hold at least two meeting a year
2.	Shri.Gosavi M.G.	Secretary	
3.	Mrs.Salunkhe A.D.	Member	
4.	Shri.Awatade N.K.	Member	

30. Students' Council Committee

Sr.	Name	Designation	Particulars of work to be done
1.	Dr.B.S.Sawant	Chairperson	I. To supervise canteen activity and plan for enhancement. II. To hold at least two meeting a year Student council contribute in various statutory committees viz CDC,GB in institute and provide their valuable in puts for overall development of institute.Student council play the role in organizing curricular & co-curricular activities in institute. III. Student council play role of mediator between college administration and students for hardly grievances.
2.	Dr.R.D.Kumbhar	Secretary	
3.	Agrawal Komal Shivkumar	Member	
4.	Deshmukh Gauri Arun	Member	
5.	Aglave Krutika Dipak	Member	
6.	Jadhav Priya Prakash	Member	
7.	Aranke Raksha Vinay	Member	
8.	Jadhav Rutuja Vijay	Member	
9.	Shelar Kamlesh Shrirang	Member	
10.	Bhosale Mansi Sudhir	Member	
11.	Vaidya Shivani Mukund	Member	
12.	Babar pratap VIjay	Member	
13.	Salunkhe Gauri Vijay	Member	
14.	Dige Anikita Pradip	Member	




 Director
 Karmveer Bhaurao Patil Institute of
 Management Studies & Research Satara

SERVICE BOOK

TO BE KEPT BY NON-GAZETTED OFFICER

AS PER MAHARASHTRA EMPLOYEES OF PRIVATE
SCHOOLS (CONDITIONS OF SERVICE)
RULES, 1981



RAYAT SHIKSHAN SANSTHA

Full Name of the Employee NIKAM SHIVRAJ RAJARAM

Begin with surname
(Block Capital letter) _____

Permanent Address - At Post : APASHINGE Tal. : SATARA District : SATARA
(M.)

DATE OF BIRTH 30-07-1977

DATE OF APPOINTMENT 05-02-2011

DATE OF RETIREMENT 30-07-2037

QUALIFICATION

YEAR OF PASSING

B. SC.

1998

M. B. A.

2000

M. PHIL

2010

Ph. D.

2014 (4-10-2014)

Rayat Printing Press, Satara.

SERVICE BOOK

TO BE KEPT BY NON-GAZETTED OFFICER

AS PER MAHARASHTRA EMPLOYEES OF PRIVATE
SCHOOLS (CONDITIONS OF SERVICE)
RULES, 1981



RAYAT SHIKSHAN SANSTHA

Full Name of the Employee NIKAM SHIVRAT RAJARAM

Begin with surname
(Block Capital letter) _____

Permanent Address - At Post : APASHINGE Tal. : SATARA District : SATARA
(M)

DATE OF BIRTH 30-07-1979

DATE OF APPOINTMENT 05-02-2011

DATE OF RETIREMENT 30-07-2037

QUALIFICATION

YEAR OF PASSING

B. SC.

1998

M. B. A.

2000

M. PHIL

2010

Ph. D -

2014 (4-10-2014)

Rayat Printing Press, Satara.

i) Name SHRI NIKAM SHIRAJI RAJARAM

ii) Caste with sub-caste (only in case of persons belonging to Backward classes) HINDU MARATHA

iii) Residence AT PO APASHINGE (M) TAL DIST SATARA

iv) Father's /Husband's name and residence LATE NIKAM RAJARAM WAMAN

v) Date of Birth by the Christian Era as nearly as can be ascertained (Correctness to be verified from Brith Registration Certificate or school Leaving Certificate) 30-07-1977
 (Verified from original certificate)
 (THIRTIETH JULY NINETEEN SEVENTY SEVEN)

vi) Date of medical examination after appointment and result of such examination. **Karmaveer Bhaurao Patil Institute Of Management Studies & Research Satara**
 (Signature of Director)

vii) Exact height by measurement 5'-6"

viii) Personal marks for identification A MOLE ON RIGHT HAND

ix) Educational Qualifications (To be verified from original certificates)

Exam.	Board or uni	Yr.	Class	Remark
B-SC	Shivaji	1998	II	
M.B.A	—	2002	I	
M.Phil	—	2010	A	
Ph. D.	—	2014	—	

x) Signature of the employee (to be dated)
 (Signature of Employee)

xi) Signature and designation of the Principal/ Head Master or Chief Executive Officer or President of the Management (to be dated)
 (Signature of Director)
DIRECTOR
 Karmaveer Bhaurao Patil Institute Of Management Studies & Research Satara

Note: The entries in the page except entries (10) and (11) shall be renewed or reattested at least every five years.

Name: CHARI NIKAM SHIVRAJ RAJARAM

Caste with sub-caste (only in case of persons belonging to Backward classes): HINDU MARATHA

Residence: AT PO APASHINGE (M) TAL DIST SATARA

Father's /Husband's name and residence: LATE NIKAM RAJARAM WAMAN

Date of Birth by the Christian Era as nearly as can be ascertained (Correctness to be verified from Brith Registration Certificate or school Leaving Certificate): 30-07-1977
 (Verified from original certificate)
 CTHIRIETH JULY NINETEEN SEVENTY SEVEN)

Date of medical examination after appointment and result of such examination: *[Signature]*
 Director
 Karmaveer Bheurao Patil Institute Of Management Studies & Research Satara

Exact height by measurement: 5'-6"

Personal marks for identification: A MOLE ON RIGHT HAND




Educational Qualifications (To be verified from original certificates):

Exam.	Board or uni	Yr.	Class	Remark
B-SC	Shivaji	1998	II	
MBA	—	2002	I	
M.Phil	—	2010	A	
Ph. D.	—	2014	-	

Signature of the employee (to be dated): *[Signature]*

Signature and designation of the Principal/ Head Master or Chief Executive Officer or President of the Management (to be dated): *[Signature]*
 DIRECTOR
 Karmaveer Bheurao Patil Institute Of Management Studies & Research Satara

Note: The entries in the page except entries (10) and (11) shall be renewed or reattested at least every five years.

Name of appointment 1	Whether substantive or officiating & whether permanent or temporary 2	If officiating state (i) substantive appointment & (ii) nature of the original vacancy in which he officiates 3	Pay in substantive appointment 4		Additional pay for officiating 5		Other emoluments falling under the term "pay" 6		Date of appointment 7
			Rs.	p	Rs.	p	Rs.	p	
 2011-12 Probation Asstt. Prof. 15600-39100			15600						5-2-11
			6000						APG
 2012-13 do Asstt. Prof. 15600-39100			16250						1-7-12
			6000						C.P.
 2012-14 Permanent Asstt. Professor 15600-39100			16920						1-7-2013
			6000						PGP

Name of appointment	Whether substantive or officiating & whether permanent or temporary	If officiating state (i) substantive appointment & (ii) nature of the original vacancy in which he officiates	Pay in substantive appointment		Additional pay for officiating		Other emoluments falling under the term "pay"		Date of appointment
			Rs.	p	Rs.	p	Rs.	p	
1	2	3	4	5	6	7	8	9	10
 Asstt Prof 15600-39100	2011-12 Probation	-	15600	-	-	-	-	-	5-2-11
			6000	AR					
 Asstt Prof 15600-39100	2012-13 do	-	16250	-	-	-	-	-	1-7-12
			6000	C.P					
 Asstt. professor 15600-39100	2012-14 Permanent	-	16920	-	-	-	-	-	1-7-2013
			6000	PGR					



Rayat Shikshan Sanstha's
**Karmaveer Bhaurao Patil Institute of Management Studies & Research,
Varye Satara**

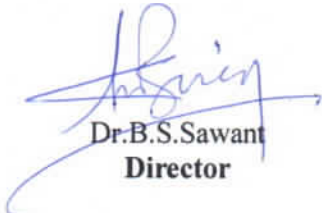
Institutional Perspective Plan 2018-19 to 2023-24

- To develop the repertoire of the Institute and use it optimally to deliver precise governance, institutional leadership plays crucial role. For the effective governance, institute follows the practice of decentralization with participative management. To maintain the inclusiveness during strategy development and deployment during governance, the institute designs a well-defined constitutional prospective plan document.
- The institute intends to function in democratic way under the guidance and control of well defined structure of organization at Sanstha level consisting General Body, Board of Life Members, Management Council, Executive Council, Higher Education Committee and Account Committee. The management of the institute i.e. Rayat Shikshan Sanstha Satara, is very keen in welfare of its teaching and non-teaching staff as a "Rayat Sevak". According, the institute plans to implement the welfare schemes for its staff.
- At institute level, College Development committee, Governing Body as per AICTE norms, Internal Quality Assurance Committee and statutory committees as per Maharashtra Public University Act and Right To Education Act. These committees are consisting of teaching, Non teaching, parents, NGO's, student representatives as a member. These members giving their contribution to monitor smooth functioning of the institute.
- The institute intends to maintain transparency in governance by implementing e-Governance in all operational areas by installing Enterprise Resource Planning software.
- The institute intends to the process of the internal inclusive audit conducted regularly by Audit section of our Sanstha, covering the all aspects of the institutional functioning. The institute will conduct internal audit from Audit section of Sanstha and external audit from Kirtane Pandit and Associates Pune, all the mandatory audits on time-bound basis to maintain the financial transparency and liability to the society. The institute will develop its strategies for mobilization of funds and the optimal utilization of resources.
- The institute plans to submit the proposal to seek the financial assistance from the various funding agencies such as Association of India Management Schools(AIMS), Association of MBA/MMS institutions (AMMI), Shivaji University, Kolhapur, Department of Science and Technology, Government of India, New Delhi through Vidyadeep Foundation Satara for Entrepreneurship Development and Manufacturing Association of Satara(MAS) etc. to organize the workshop, seminar, conferences at local, State, National and International level.

- The institute will adopt the performance based appraisal system devised by the UGC for continuous development of the teaching staff. The institute will encourage its faculties to present and publish research articles in reputed research journals, participate in orientation programme, refresher course, short-term course, faculty development programme and present research paper in national and international conferences. Provide financial support to the faculty for research and publication and presenting paper in the conferences.
- The institute intends to empower the IQAC to tap innovative strategies for quality sustenance and development.
- To introduce a range of Certificate/Add-on Courses to provide students with specialized knowledge and enhance their employability prospects.
- To put more emphasis on experiential learning to give hands on experience and develop industry relevant skill
- To encourage students participate in extracurricular activities for holistic development and nurturing of well-rounded individuals.
- To expand knowledge base of teaching fraternity by deputing them for FDP, refresher courses and orientation program
- Encourage faculty members to engage in research and publication activities by providing incentives
- To integrate technology in teaching and learning process by upgrading IT infrastructure

KBPIMSR working relentlessly in its quest of excellence to serve vision and mission to the fullest satisfaction of the stakeholders




Dr. B. S. Sawant
Director