

**K.E. Society's
Rajarambapu Institute of Technology,
Rajaramnagar.**

“Students Grievances & Redressal Committee”

Functions:

- Examine and enquire the student(s) and staff involved in malpractice.
- Decide the punishment depending upon the gravity of the offence. Appeal to the director
- It shall take care of the inputs received from students, observers and staff regarding indiscipline, ragging and sexual harassment activities of the student.
- Anti ragging is one of the important and mandatory function of the committee .The committee shall look into the ragging cases. It should counsel the students for anti ragging and follow the principle of preventive actions. In addition, student committees shall be formed for anti ragging and some of the parents shall also be involved in helping the institute to avoid ragging.
- Avoiding sexual harassment in the Institute is other important and mandatory function of the committee .The committee shall try to prevent cases of sexual harassment in the institute.

Constitution:

Chairman:	Director
Members:	COE Concerned HOD Students Council Two Nominated Members One Nominated women Member
Member Secretary	Dean (Student Development)

Procedure:

- All complaints regarding malpractices in internal assessment tests and Semester-End Examinations should be referred to the Chairman of the committee.
- Any action on the part of candidate at an examination trying to get undue advantage in the performance at examinations or trying to help another, or derive the same through unfair means is punishable according to the gravity of the offence.
- The involvement of the Staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records of documents relating to the examinations, in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.
- The Director shall take necessary action as per the recommendations of the committee.
- Student or staff shall forward the written complaints to member secretary.
- All complaints shall be investigated and all enquiries relating to misconduct of the students shall be presented to the committee.
- If nature of complaint is not severe, students can be counseled.
- If nature of complaint is severe, to check the severity of the complaint, GRC may form a subcommittee.
- Enquiry shall be done by sub-committee and enquiry report shall be forwarded to GRC.
- Committee shall give appropriate punishment on the basis of severity of the misconduct.

Tenure:

The tenure of the nominated members shall be three years.

Meetings:

The Committee shall meet as and when required or twice in a year.

Committee Members:

Sr. No.	Name of Member	Designation	
1	Dr. Mrs. S.S. Kulkarni	Chairman	Director
2	Prof. P.R. Sawant	Member	COE
3	Prof. S.T. Satpute	Member	HOD- Automobile
4	Prof. H.S. Jadhav	Member	HOD- Civil
5	Prof. S.S. Patil	Member	HOD-CSE
6	Prof. S.A. Thorat	Member	HOD-IT
7	Prof. H.T. Jadhav	Member	HOD- Electrical
8	Prof. M.S. Kumbhar	Member	HOD- ETC
9	Prof. M.V. Kavade	Member	HOD- Mechanical
10	Prof. Mrs. S.S. Desai	Member	HOD- MBA
11	Dr. S.H. Patil	Member	HOD- Science & Humanities
12	Prof. Mrs. A. B. Patil	Member	Nominated Women
13	Prof. S. S. Gawade	Member	Nominated
14	Shri V.T. Babar	Member	Student Council Secretary
15	Prof. D.G. Thombare	Member Secretary	Dean (Student Development)

**K.E. Society's
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“Faculty, Staff Grievance & Redressal Committee (GRC)”

Functions:

There shall be grievance committee to deal with the grievances of the teachers and other employees of the Institute to hear and settle grievances.

Chairman:	Director
Members:	Three members nominated by Director of which one should be a lady representative. Two members from non-teaching staff
Member Secretary	The Registrar

Procedure:

- Any employee of the Institute could address his grievance in writing to the member secretary of the Committee.
- The grievance could be arising out of policy matters or personal reasons.
- Whenever an employee wishes to put forth any claim or seeks redress of any grievance or of any wrong, which he deemed having been done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.
- No employee shall be a signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.
- The committee shall call for meeting within a week of receiving any grievance and submit its recommendations to the Director within a fortnight of having received a grievance. The process could be expedited at the discretion of the Director if the grievance be of such a nature which may need immediate attention.
- If the complaint is against any member of the committee, he /she shall not form the quorum of that committee in which his / her case is being heard of and decided. In such a case, the senior most person on the committee will co-opt another suitable member with the permission of Director to have the quorum of three members on the committee.
- The decision of the Director will be final.

Tenure:

The tenure of the members shall be three years.

Meetings:

The committee should meet four times during the academic year and such other times, as may be required.

Quorum:

Three members of the committee, present in person, shall constitute a quorum at any meeting of the committee.

Committee Members:

Sr. No.	Name of Member	Designation	
1	Dr. Mrs. S.S. Kulkarni	Chairman	Director
2	Prof. S.D. Yadav	Member	Nominated by Director
3	Shri. S.S. Patil	Member	Nominated by Director
4	Prof. Mrs. S.S. Patil	Member	Nominated by Director Lady Representative
5	Shri. A.A. Shinde	Member	Non- Teaching Staff
6	Shri. K.P. Inamdar	Member	Non- Teaching Staff
7	Dr. S.A. Pardeshi	Member Secretary	Registrar

**K.E. Society's
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“Departmental Program Committee (DPC)”

Function:

- To monitor the conduct of courses offered by the department
- To ensure academic standard and excellence of the courses offered by the department.
- To oversee the evaluation of each course offered by the department
- To recommend modifications in the curriculum to the BOS
- To help Dean (AD) in the registration of all departmental subjects and preparation of academic calendar.
- To recommend the list of students to be detained as per rules and regulations of the Institute.

Constitution:

Chairman:	Head of the Department
Members:	Minimum four faculty members at different levels nominated by the HOD

Procedure:

Tenure:

Meeting:

The committee shall meet as when required.

Quorum:

Committee Members:

Automobile Engineering

Sr. No.	Name of Member	Designation	
1	Prof. S.T. Satpute	Chairman	Head of the Department
2	Prof. D.G. Thombare	Member	Nominated
3	Prof. S.D. Yadav	Member	Nominated
4	Prof. L.M. Jugulkar	Member	Nominated
5	Prof. S.R. Patil	Member	Nominated

Civil Engineering

Sr. No.	Name of Member	Designation	
1	Prof. H.S. Jadhav	Chairman	Head of the Department
2	Dr. P.S. Patil	Member	Nominated
3	Prof. P.M. Mohite	Member	Nominated
4	Prof. D.S. Patil	Member	Nominated
5	Prof. P.D. Kulkarni	Member	Nominated
6	Prof. D.B. Kulkarni	Member	Nominated
7	Prof. Y.M. Patil	Member	Nominated

Computer Science & Engineering

Sr. No.	Name of Member	Designation	
1	Prof. S.S. Patil	Chairman	Head of the Department
2	Prof. S.A. Thorat	Member	Nominated
3	Prof. Ms. S.D. Bhanari	Member	Nominated
4	Prof. A.N. Pawar	Member	Nominated
5	Prof. A.C. Admuthe	Member	Nominated

Electrical Engineering

Sr. No.	Name of Member	Designation	
1	Prof. H.T. Jadhav	Chairman	Head of the Department
2	Prof. K.U. Jadhav	Member	Nominated
3	Prof. A.R. Thorat	Member	Nominated
4	Prof. Mrs. Y.B. Pawar	Member	Nominated
5	Prof. R.D. Mane	Member	Nominated

Electronics Telecommunication Engineering

Sr. No.	Name of Member	Designation	
1	Dr. S.A. Pardeshi	Chairman	Head of the Department
2	Prof. M.S. Kumbhar	Member	Nominated
3	Prof. R.T. Patil	Member	Nominated
4	Dr. A.B. Kakade	Member	Nominated
5	Prof. Mrs. S.S. Patil	Member	Nominated
6	Prof. Mrs. J.S. Awati	Member	Nominated

Information Technology

Sr. No.	Name of Member	Designation	
1	Prof. S.A. Thorat	Chairman	Head of the Department
2	Prof. Mrs. A.B. Patil	Member	Nominated
3	Prof. Mrs. S.P. Patil	Member	Nominated
4	Ms. A.R. Jakhale	Member	Nominated

Mechanical Engineering

Sr. No.	Name of Member	Designation	
1	Prof. M.V. Kavade	Chairman	Head of the Department
2	Prof. S.S. Gawade	Member	Nominated
3	Prof. M.V. Pisal	Member	Nominated
4	Prof. S.B. Kumbhar	Member	Nominated
5	Prof. S.S. Sutar	Member	Nominated

M.B.A Department

Sr. No.	Name of Member	Designation	
1	Prof. Mrs. S.S. Desai	Chairman	Head of the Department
2	Prof. Mrs. M.V. Jagtap	Member	Nominated
3	Prof. A.P. Jagtap	Member	Nominated
4	Prof. Mrs. H.V. Gaikwad	Member	Nominated
5	Prof. R.D. Padval	Member	Nominated

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“Academic Planning & Monitoring Committee”

Functions:

- To prepare detailed academic calendar of the Institute.
- To ensure that teaching activities start and end as specified in Academic Calendar.
- To frame disciplinary norms for students, display the same in all sections of the institute and ensure that they are observed strictly.
- To review student's attendance periodically and suggest measures to improve the attendance for theory, practicals and other academic activities.
- To review the course plan of teachers and suggest improvements wherever required.
- To review Results Analysis for all the programs and forward the report of the same along with action plan to academic development committee.
- To take review of the completion of syllabus from time to time.
- To suggest programmes for students other than specified in the curricula to increase their employability and also suggest remedial teaching in critical courses to help slow learners.
- Interact with students to address their academic issues and suggest remedial measures to address issues raised by students.
- Any other academic related functions assigned by director.

• Constitution:

Chairman:	Dean, Academic
Members:	

Procedure:

Tenure:

Tenure of all nominated members will be for the period of two years

Meeting:

Every month on appropriate date and time in consultation with chairman of the committee.

Committee Members:

S No	Name of Member	Designation	Category	Position
1.	Prof. M. T. Telsang	Dean, Academics	Ex-Officio	Chairman
2.	Prof. D. G. Thombare	Dean, Student Development	Ex-Officio	Member
3.	Prof. P.R. Sawant	COE	Ex-Officio	Member
4.	Dr. S. H. Patil	HOD Humanities and Science	Ex-Officio	Member
5.	Dr. S.M. Shiyekar	Convener, PG & Ph. D Programs	Ex-Officio	Member
6.	Mr. P.D. Sathe	In charge Monitoring	Ex-Officio	Member
7.	Mr. R, T, Patil	Associate Professor	Director' Nominee	Member
8.	Mr. P. M. Mohite	Co-ordinator Academic Planning	Ex officio	Member Secretary

**K.E. Society's
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“Special Cell Standing Committee”

Function:

- To collect information and maintain records regarding the number of students belonging to SC/ST/DTNT/OBC/SBC categories that are enrolled in the college.
- To supervise and see that the admissions to the colleges and hostels are made in accordance with the reservation policy declared by the State Government from time to time.
- To maintain a roster of teaching and non-teaching staff of the college.
- To scrutinize and approve the advertisements that may be issued by the Management for recruitment to both teaching and non-teaching posts.
- To supervise the allotment and distribution of scholarships for various reserved candidates.
- To deal with representations received from the B.C. candidates regarding their admissions and recruitment, promotion and other similar matters in the colleges.
- To circulate information regarding matter related to B.C. persons to the teaching and non-teaching staff and the students of the college.
- To review the present position of backlog in non-teaching categories. State details of non-teaching posts filled in, in the reported year.
- To initiate any action or scheme sumoto which is in consonance with the mandate of the State Govt. /U.G.C. reservation policy?

Constitution:

Chairman:	Director
Members:	One head of the department Two Senior Teachers One Representative of Non-Teaching staff Two Women Representative of Teaching & Non-Teaching Staff
Member Secretary	Registrar/O.S. / Head Clerk

Procedure:

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before meeting.
- All the decisions should be taken on the basis of majority.
- After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

Tenure:

The tenure of the members shall be three years.

Meeting:

Twice in a year, preferably 15th March & 15th September.

Quorum:

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

Committee Members:

Sr. No.	Name of Member	Designation	
1	Dr. Mrs. S. S. Kulkarni Director	Chairman	Director
2	Prof. S. T. Satpute Assistant Professor	Member	Head of Department
3	Prof. M. S. Kumbhar Associate Professor	Member	Senior Teachers
4	Prof. P. M. Jadhav Assistant Professor	Member	Senior Teachers
5	Prof. Mrs. S. S. Desai Assistant Professor	Member	Women Representative
6	Shri S. N. Kumbhar Instructor	Member	Non Teaching Representative
7	Mrs. A. S. Gurav Jr. Clerk	Member	Women Representative
8	Shri K. P. Inamdar Office Superintend	Member Secretary	Office Superintendent

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“Finance and Planning Committee”

Function:

- To examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of provisions made.
- To examine the annual statement of the accounts and financial estimates of the Institute prepared by the Finance and Accounts Officer and submit it to Board of Governance for further action.
- To recommend to BOG the limits for the total recurring and non-recurring expenditure for the year based on income and resources of the Institute, including the proposals of the loans for productive work.
- To recommend to the BOG productive investment and the Management of the Institute's assets and resources.
- To take necessary steps to have the Institute accounts audited by Auditors appointed by the BOG.
- To advise the BOG on matters related to the administration of the property and funds of the Institute.
- To advice on financial matters referred to it by the BOG, Academic Council or any other Authority or Body or Committee or any Officer of the Institute.
- To report to the Director any lapses or irregularity in the financial matters which comes to its notice.
- To prepare detailed plan of the activities to be undertaken for academic year as advised by BOG.
- To ensure smooth functioning of the Institution by coordinating all the activities of different Departments and Committees.
- To take a follow up of activities and to assign tasks to different committees from time to time and advise for any discrepancies.
- To devise promotion and demotion policies, staff recruitment policies.
- To take action against those committees or individuals who are non-performing.
- To prepare feedback of ongoing activities and forward it to BOG.

Constitution:

Chairman	BOG Chairman or his Nominee
Members:	At least one member of BOG All Deans The Finance Officer Registrar
Member Secretary	Director

Procedure:

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before meeting.
- All the decisions should be taken on the basis of majority.
- After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

Tenure:

The tenure of the members shall be five years

Meeting:

The committee shall meet four times a year and such other times, as may be required

Quorum:

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

Committee Members:

Sr. No.	Name of Member	Designation	
1	Hon. Bhagatsingh Rajaram Patil	Chairman	BOG Chairman or his Nominee
2	Hon. Ramchandra Dnyandeo Sawant	Member	At least one member of BOG
3	Prof. M.T. Telsang	Member	Dean Academic
4	Prof. D.G. Thombare	Member	Dean Student Development
5	Prof. S.S. Gramopadhye	Member	Dean Quality Assurance
6	Dr. S.A. Pardeshi	Member	Registrar
7	Shri. B.T. Patil	Member	The Finance Officer
8	Dr. Mrs. S. S. Kulkarni	Member Secretary	Director

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“Building & Civil Works Committee”

Function:

- To prepare phase-wise, comprehensive, time-bound plans to construct new buildings (As per AICTE norms), as and when required, in consultation with Planning & Institutional Development Committee and get it approved by BOG. For which it has to seek information and requirements of new building from various Committees. (e.g. In consultations with Academic Committee get the requirement for classrooms, laboratories etc., prepare a plan accordingly & place it before Planning & Institutional Development Committee for consideration and finally to BOG for approval.)
- To process different proposals, which involves
- Inviting various plans and finalizing proper one
- Designing and estimation of the work
- Completing all the necessary formalities regarding the sanction from the concerned authorities
- Inviting tenders.
- Preparing the comparative statement and forwarding the same to the BOG for approval.
- To complete the legal formalities regarding land, building and municipal taxes.
- To supervise and monitor all the work under construction and get the work completed strictly as per schedule.
- To prepare a plan for furniture required for various Departments / cells of the Institution.
- To monitor the status of all buildings, to forward the proposals of renovation and maintenance to Planning & Institutional Development Committee and carry out routine maintenance of the college and hostel buildings.
- The building plans, prepared by the committee shall be approved by BOG.
- The committee shall review the work in progress and prepare a report
- The committee shall be in constant touch with the Academic and Administrative committees for any specific building requirements.
- The committee shall prepare a detailed annual report on the construction and furniture work and submit the same to the BOG.
- The committee shall find ways and means to reduce the cost of construction.
- The committee shall prepare a list of approved building consultants, architects and contractors who shall be called for bidding.
- The committee shall select external consultants, architects and contractors only after detailed study of their competence and cost effectiveness.
- The committee shall form temporary sub-committees for execution of work seeking permission from the concerned head of department.
- To take up a special drive for providing better common facilities like drinking water, electrification, dustbins and urinals and campus vigilance.
- To offer better canteen facilities.
- To monitor the house keeping activity keenly and to report the Building Committee and Production Center for materials lying in the campus.
- To establish 'Security Service Cell '.
- To establish pleasant reception cell.
- To streamline the notice display activity by providing better notice board.
- To install the elaborate campus map at the entrance and numbering of buildings, departments, rooms and labs.
- To display signboards at different places that shall lead person to proper destination.

- To display inspiring quotes at prominent places.
- To open an ice-crème parlor.
- To take up well planned horticulture activity with proper landscaping that shall beautify the campus.
- To run a commercial cyber café.
- To prepare long term and short plans of campus development, prepare the expenditure proposals and forward them to FC for approval.
- To forward sanctioned proposals to PC for further processing and to execute different activities.

Constitution:

Chairman	Chairman of the BOG
Members:	One or more members of the BOG Director All Deans Senior Faculty from Civil Engineering Department
Member Secretary	Professor In-charge, Infrastructure

Procedure:

- Prepare the Action Plan for the current activities
- Get approval of Finance & Planning Committee to carry out these activities and if required get approval of BOG
- Obtain monthly progress reports of all activities
- Monitor progress through visits, Identify bottlenecks and take remedial actions

Tenure:

The tenure of the members shall be three years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

Meeting:

The committee shall meet at least two times a year.

Quorum:

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

Committee Members:

Sr. No.	Name of Member	Designation	
1	Hon. Prof. S.D. Patil	Chairman	BOG Chairman or his Nominee
2	Dr. Mrs. S. S. Kulkarni	Member	Director
3	Hon. R.D. Sawant	Member	At least one member of BOG
4	Dr. S.A. Pardeshi	Member	Registrar
5	Prof. D. B. Kulkarni	Member	Senior Faculty
6	Shri. B.T. Patil	Member	The Finance Officer
7		Invitee Member	Architect from approved panel
8	Dr. P. S. Patil	Member Secretary	PIC Infrastructure

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“Vishakha Cell Committee”

Function:

- To build self-esteem & dignity among girl students & ladies faculty member.
- To offer services such as counseling, legal aid in case of atrocities against women.
- To creates awareness regarding women rights.
- To arrange programs regarding health, personality development etc.
- To avoid and prohibit sexual harassment at workplace

Constitution:

Chairman:	Director
Member	One Voluntary organization Representative One Legal Advisor / Advocate Three Women faculty Representative One Gents faculty Representative One Girl Student Representative One Boys Student Representative

Procedure:

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before meeting.
- All the decisions should be taken on the basis of majority..
- After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

Tenure:

The tenure of the members shall be Three years

Meeting:

The committee shall meet at least two times a year.

Quorum:

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

Committee Members:

Sr. No.	Name of Member	Designation	
1	Prof. Dr. Mrs. S. S. Kulkarni	Chairman	Director- Chairperson
2	Adv. Mrs. Madhumati S. Patil	Member	Legal Advisor
3	Dr. Deepa Deshpande	Member	Voluntary organization Representative
4	Prof. Dr. A.C. Attar	Member	Gents faculty Representative
5	Mrs. Ashvini B. Patil	Member	Women faculty Representative
6	Ms. Suchita D. Pawar	Member	Women faculty Representative
7	Ms. Pooja Nalawade (B.E. ETC)	Member	Girl Student Representative
8	Mr. Prakash Vedpathak (B.E. Civil)	Member	Boys Student Representative
9	Mrs. Shailaja Suresha Patil (Nalawade)	Member Secretary	Women faculty Representative

**K.E. Society's
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“Anti Ragging Committee”

Function:

- To build self-esteem & dignity among girl students & ladies faculty member.
- To offer services such as counseling, legal aid in case of atrocities against women.
- To creates awareness regarding women rights.
- To arrange programs regarding health, personality development etc.
- To avoid and prohibit sexual harassment at workplace

Constitution:

Chairman:	Director
Member	Two Senior Faculty One Rector One Dy. Warden One Psychologist Head students Counseling

Procedure:

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before meeting.
- All the decisions should be taken on the basis of majority.
- After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

Tenure:

The tenure of the members shall be Three years

Meeting:

The committee shall meet at least two times a year.

Quorum:

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

Committee Members:

Sr. No.	Name of Member	Designation	
1	Prof. Dr. Mrs. S. S. Kulkarni	Chairman	Director- Chairperson
2	Prof. M.T. Telsang	Member	Dean, Academic
3	Prof. D.G. Thombare	Member	Dean, Students Development
4	Prof. S.S. Gawade	Member	Rector
5	Shri. S.G. Bhosale	Member	Dy. Warden
6	Dr. Mrs. S.S. Dewan	Member	Psychologist
7	Prof. M.M. Mirza	Member Secretary	Head, Students Counseling

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“Research & Development committee”

Functions:

- To locate and define areas where R & D work can be extensively carried out
- To chalk out in consultation with various departments a detailed plan for laboratory development where R & D activities can be taken up in a big way and department can generate revenue through consultancy.
- To maintain close liaison with industry and undertake sponsored projects.
- To seek collaboration with other R & D Institutions Like IITs, Regional Colleges for mutual benefits.
- To prepare a comprehensive list of funding agencies that allocate funds for R & D projects
- To prepare project proposals for getting funds from various funding agencies like DST, CISR etc.
- To organize National/ International Conferences, Seminars on recent and thrust areas.

Constitution:

Chairman:	Director
Members:	Convener, PG & PhD Programs. One faculty member from each department nominated by concerned HOD
Member Secretary	Professor In charge ,R&D

Procedure:

- Prepare the Action Plan for the current year R & D activities
- Obtain the approval for various activities from Finance & Planning Committee and BOG
- Obtain monthly progress reports of R & D activities
- Monitor progress through visits and Identify bottlenecks and take remedial action

Tenure:

The tenure of the members shall be three years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

Meeting:

The committee shall meet at least two times a year.

Quorum:

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

Committee Members:

Sr. No.	Name of Member	Designation	
1	Dr. Mrs. S. S. Kulkarni	Chairman	Director
2	Dr. S.M. Shiyekar	Member	Convener, PG & PhD Programs
3	Dr. A.B. Kakade	Member	Nominated by Concerned HOD
4	Prof. M. M. Mirza	Member	Nominated by Concerned HOD
5	Prof. R.T. Patil	Member	Nominated by Concerned HOD
6	Prof. P.P. Deshapande	Member Secretary	Professor In charge, R&D

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“Academic Development Committee”

Functions:

- To prepare detailed academic calendar of the Institute
- To ensure that teaching activities start and end as specified in Academic Calendar.
- To frame disciplinary norms for students, display the same in all sections of the institute and ensure that they are observed strictly.
- To form committees of experts in each discipline to evaluate teaching and lecture plans and arrange different sessions for improvement in teaching methodology improvement of various subjects.
- To conduct Result Analysis for all the disciplines and forward the report of the same along with action plan to Director.
- To take review of the completion of syllabus from time to time
- To constitute a committee to review the Students Feedback Reports of the faculty members and advise the staff members to improve accordingly, if required.
- To formulate a committee to check on going practical's in laboratory and report the deficiencies to respective heads of the departments.
- To encourage the faculty to undertake imaginative assignments, industry –relevant problems and create an awareness in current state of art technology.
- To specify the areas for training of faculty, staff & students to HRD Committee.
- To prepare a detailed plan in consultation with each departments to acquire new equipments in various laboratories and forward it to Purchase Committee for their approval.
- To remove obsolesces in laboratories with priority and undertake rigorous laboratory development programme.
- To advise each department for improvements in the teaching aids, instructional charts, models, demonstration kits etc. to enhance teaching –learning process.
- To prepare a Student Counseling Cell and monitor its functioning
- To prepare a booklet laying down general guidelines for Counselors.
- To undertake workshops on curriculum development involving experts from industry, educational field and R& D organizations and forward the recommendations to concerned board in University.
- To forward proposals for conducting Seminars, Conferences on relevant topics to Director.
- To explore possibilities of consultancy services & avenues of resource mobilization for each department
- To devise programmes for students other than specified in the curricula to increase their employability.
- To prepare detailed requirement of building/ furniture periodically and forward it to Building Committee.
- The committee may form various sub-committees for accelerating its functioning and review their work progress few of them may be:
 - Time Table & Attendance Monitoring
 - Counseling Cell
 - Lab Development Sub Committee of each Department headed by the concerned Head.
 - Academic Development Sub Committee for each Department headed by the concerned Head
- 1. Consultancy and Resource mobilization Committee
- 2. Students' Council

- At least two meetings shall be arranged with Students' Council in every semester and their views and feedback regarding facilities, hurdles in learning may be discussed, analyzed and remedies should be thought over and implemented. The Chairman and Vice Chairman may call the Students' Council meeting in absence of other members to seek the feedbacks, if required.
- The Head of the concerned dept shall head the academic development sub- committee and laboratory development subcommittee of each department.

Constitution:

Chairman:	The Director
Members:	All Deans All Heads of the Departments PG Coordinators HR officer
Member Secretary	Dean Academic

Procedure:

- Member Secretary shall prepare the meeting agenda.
- The agenda shall be circulated to all members in advance.
- The minutes of the meeting should be finalized by member secretary and circulate it to all members.

Meeting:

The committee shall meet every week.

Quorum:

All members or their representatives shall remain present for the meeting. In case of absence, the representative shall attend the meeting after prior permission of member secretary.

Committee Members:

Sr. No.	Name of Member	Designation	
1	Dr. Mrs. S. S. Kulkarni	Chairman	Director
2	Prof. M.T. Telsang	Member	Dean Academic
3	Prof. D.G. Thombare	Member	Dean Student Development
4	Prof. S.S. Gramopadhye	Member	Dean Quality Assurance
5	Prof. P.P. Deshapande	Member	PIC R & D
6	Prof. P.R. Sawant	Member	COE
7	Prof. S.T. Satpute	Member	HOD- Automobile
8	Prof. H.S. Jadhav	Member	HOD- Civil
9	Prof. S.S. Patil	Member	HOD-CSE
10	Prof. S.A. Thorat	Member	HOD-IT
11	Prof. H.T. Jadhav	Member	HOD- Electrical
12	Prof. M.S. Kumbhar	Member	HOD- ETC
13	Prof. M.V. Kavade	Member	HOD- Mechanical
14	Prof. Mrs. S.S. Desai	Member	HOD- MBA
15	Dr. S.H. Patil	Member	HOD- Science & Humanities
16		Member	PG Coordinators
17		Member	HR officer
18	Prof. M.T. Telsang	Member Secretary	Dean Academic

**K.E. Society's
Rajarambapu Institute of Technology,
Rajaramnagar.**

“Students Council Committee”

Functions:

- **Academic:** The Council shall suggest from time to time ideas to improve the academic atmosphere of the Institute. For this purpose, it will organize debates, quiz, essay competitions, poem writing, extempore presentation, and other extra-curricular activities at the Faculty and Institute level. Any grievance from students' side regarding academic matters may also be considered by the Council for its amicable solution.
- **Sports:** The Council may suggest the facilities to be provided to the students to improve sports and games activities. The Council shall motivate the students to participate in different sports activities. Any grievance from students pertaining to sports and games may also be looked into by the Council for its timely redressal.
- **Cultural Activities:** The Council shall help in organizing cultural activities at the Faculty as well as University level. The Council shall motivate the students to participate in different cultural activities.
- **Hostel Development:** With a view to providing family atmosphere, the Council shall prepare proposals for improvement of the basic facilities and plans for improvement in living conditions in the hostels.
- **Students' Welfare:** The Council shall suggest ways and means for providing financial assistance, special library facilities and hostel accommodation to the needy students.
- **Health & Hygiene:** The Council shall take care of the medical facilities and address to the grievances for betterment of the health and hygiene conditions of the students.
- **Law and Discipline:** The Council shall take steps to maintain discipline among the students. It shall consider and attempt to resolve the grievances of the students.
- **Social Activities:** The Council may suggest from time to time ways and means to promote various social activities by the students in and around the campus such as literacy, cleanliness, health & hygiene and other such activities, which may be deemed appropriate.

Constitution:

Chairman:	The Director
Members:	01 faculty, Cultural Activities 01 faculty, Physical Director 01 Students for each Course (UG, PG) 04 Students / Sports, NSS, NCC, Cultural Activities

Procedure:

- Due decorum shall be maintained and respect to the Chair shall be paid by all in the meeting of the Council.
- A member wishing to take part in the discussion shall rise in his place and address himself to the Chair.

- When a point of order is raised or when the Chairman, rises in his place the member speaking shall at once resume his seat.

Tenure:

The student members of the Council shall hold their offices till end of academic year from the date of formation of the Council.

Meeting:

- There shall meet at least twice in a year.
- In case of exigency, the Vice Chairman can call a Council Meeting with due permission of the Chairman.
- There shall be a notice for the requisition of meeting.

Quorum:

The quorum of the Council shall be one third of the strength and the agenda for the adjourned meeting shall remain the same.

Committee Members:

Sr. No.	Name of Member	Designation	
1	Dr. Mrs. S.S.Kulkarni	Chairman	---
2	Prof. Patil Ramesh Tukaram	Member	In charge Cultural Activity
3	Mr. Babar Vivek Tukaram	Member	B.E. Civil
4	Mr. Patil Suraj Satish	Member	F.E. Mech.
5	Mr. Kadam Swapnil Bhausheb	Member	S.E. Mech.
6	Mr. Chougule Suraj Subhash1	Member	T.E. Computer
7	Mr. Mahajan Prajyot Deepak	Member	B.E. Mech.
8	Mr. Rajigare Pravin Dnyandeo	Member	M. Tech Mech. Design
9	Mr. Patil Prashant Anil	Member	B.E. Automobile
10	Miss. Patil Supriya Ashok	Member	B.E. Automobile
11	Miss. Page Masum Rahim	Member	B.E. Mech.
12	Miss. Dhamnage Megha Mohan	Member	B.E. Mech.
13	Shri. Patil Sandip Shamrao	Member Secretary	Physical Director

K.E. Society's
Rajarambapu Institute of Technology,
Rajaramnagar.
"Purchase Committee"

Functions:

- To identify areas other than buildings where consistent maintenance activity is needed. (e.g. computers, xerox machines etc) and finalize the annual maintenance contracts with prior intimation to finance committee
- To prepare guideline and devise general system for procurements of materials, equipments and items for the Institution.
- To prepare approved vendors list for items, which are of general use and ensure the procurement of such items from approved vendors.
- To coordinate all the purchases of various Departments and ensure the procurement of required items as per schedule.
- To scrutinize requisitions for equipment of various Departments and decide upon the necessity of purchasing the equipment, keeping in view the possibility of its in-house manufacture in the Institute and the requirements specified by the Government, University. AICTE etc.
- To arrange to call and scrutinize tenders/ quotations for items of purchase and contracts costing beyond the value specified by BOG.
- To carry out discussions and negotiations with suppliers and procure the best quality items with competitive price.
- To review the proposals passed and get the feedback of the proposals kept pending by the respective Departments and forward the same to Finance Committee.
- To invite quotations for items, which are centrally processed like xerox papers, computer stationary, chalk boxes, students journal material etc. well within time and arrange their procurement after negotiations.
- To arrange for order, inspection and acceptance/ rejection of the equipment received.
- To consider and scrutinize the reports and inspect the items/ equipment for writing off.
- To report to the BOG on all matters mentioned above for approval and sanction.
- To take action on matters incidental or conducive to the attainment of the objects of the Institute by appointing committees, experts, consultants, if necessary.

Constitution:

Chairman:	The Chairman of BOG or his Nominee
Members:	Two nominees of BOG Director Senior Faculty Member Finance Officer
Member Secretary	Purchase Officer

Procedure:

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- Collect the requirements from all departments.
- Verify that the requirements are within the sanctioned budget and get the sanction for the proposals from Planning & Finance Committee.
- Communicate the decision of the Committee to concerned department.
- Call and scrutinize tenders/ quotations for items of purchase
- Carry out discussions and negotiations with suppliers and procure the best quality items with competitive price.

- Arrange for sending the purchase order, inspection and acceptance/ rejection of the equipment received.

Tenure:

The tenure of the members shall be three years.

Meeting:

The committee shall meet at least four times in a year.

Quorum:

One-third members of the Committee shall constitute the quorum.

Committee Members:

Sr. No.	Name of Member	Designation	
1	Hon. R.D. Sawant	Chairman	The Chairman of BOG or his Nominee
2	Prof. S.D. Patil	Member	Two nominees of BOG
3	Dr. Mrs. S. S. Kulkarni	Member	Director
4	Dr. S. A. Pardeshi	Member	Senior Faculty Member
5	Dr. P. S. Patil	Member	PIC Infrastructure
6	Shri. B.T. Patil	Member	Finance Officer
7	Dr. S.M. Sawant	Member Secretary	Purchase Officer

**K.E. Society's
Rajarambapu Institute of Technology,
Rajaramnagar.**

“Library Committee”

Functions:

- To provide on line books access system.
- To prepare a budget for books needed by each Departments and forward it to finance committee
- To procure text books in adequate number well in advance before the start of semester in consultation with Academic Committee
- To give correct accession no. to the books procured and enters in record books.
- To add more titles every year in consultation with respective departments and keeping in view the diversity and as per norms of controlling agencies.
- To enrich the library by procuring leading national / international journals.
- To maintain the records of issues and return of books accurately.
- To get the books bound as when their covers are torn or worn out.
- To prepare bound volumes of journals every year
- To display new arrivals of books and journals for information to staff and students with critical and attractive review.
- To keep record of students and staff visiting the library and books referred by them.
- To display the renewal dates of all journals and get them renewed in time, to constantly monitor the pending issues and the necessary follow-up.
- To provide xerox facilities in library at subsidized rate.
- To procure quality audio and video library literatures.
- To provide and maintain the facility of the reading room within the Library
- To have a tie up with IIT libraries, and reputed libraries in the state.
- To provide and maintain Internet facility in Library.
- To maintain library books records as per the internationally accepted system and update the same from time to time.
- To provide book-bank facility to students.
- To display the number of textbooks, titles and journals available in the library at the entrance of the library.
- To display the New Arrivals

Constitution:

Chairman:	Director
Members:	Dean Academic All HOD's Two students from each discipline
Member Secretary	I/C Librarian

Procedure:

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- Collect the requirements from all departments.
- Verify that the requirements are within the sanctioned budget and get the sanction for the proposals from Planning & Finance Committee.
- Communicate the decision of the Committee to concerned department.
- Call and scrutinize tenders/ quotations for books to be purchased
- Carry out discussions and negotiations with suppliers and procure the books with competitive price.
- Arrange for sending the purchase order and doing the final payments.

Tenure:

The tenure of the members shall be three years

Meeting:

The committee shall meet at least four times in a year.

Quorum:

One-third members of the Council shall constitute the quorum.

Committee Members:

Sr. No.	Name of Member	Designation	
1	Dr. Mrs. S. S. Kulkarni	Chairman	Director
2	Prof. M.T. Telsang	Member	Dean Academic
3	Prof. D.G. Thombare	Member	Dean Student Development
4	Prof. S.S. Gramopadhye	Member	Dean Quality Assurance
5	Prof. P.P. Deshapande	Member	PIC R & D
6	Prof. P.R. Sawant	Member	COE
7	Prof. S.T. Satpute	Member	HOD- Automobile
8	Prof. H.S. Jadhav	Member	HOD- Civil
9	Prof. S.S. Patil	Member	HOD-CSE
10	Prof. S.A. Thorat	Member	HOD-IT
11	Prof. H.T. Jadhav	Member	HOD- Electrical
12	Prof. M.S. Kumbhar	Member	HOD- ETC
13	Prof. M.V. Kavade	Member	HOD- Mechanical
14	Prof. Mrs. S.S. Desai	Member	HOD- MBA
15	Dr. S.H. Patil	Member	HOD- Science & Humanities
16			Two students from each discipline
17	Dr. A.C. Attar	Member Secretary	In Charge Librarian

**K.E. Society's
Rajarambapu Institute of Technology,
Rajaramnagar.**

“Hostel Committee”

Functions:

- To constitute a Students' Committee selected from each floor of every hostel.
- To frame clear-cut disciplinary norms and come out with a format of undertaking to be taken from every student seeking admission to the hostel.
- To keep the record of the students admitted in the hostel and to keep keen vigilance to avoid parasites.
- To carry computerization of hostel records and update them time to time.
- To prepare a list of students who breach the discipline of the hostel mentioning the action taken.
- Circulate the list of the blacklisted students to respective Departments.
- To prevent outside interference into hostel
- To prepare a tentative expenditure budget and forward it to Finance Committee for approval
- To draw comprehensive plan for better water management, electrical supply and house keeping
- To provide better communication facility.
- To create an anti ragging scod.
- To draw norms for Mess Contractors.
- To invite tenders from Mess Contractors and select those who provide best mess facilities.
- To devise a system to check the quality of food in mess and provide suggestions to contractors for improving the quality.
- To carry out routine inspections to check water leakage, hygiene condition in mess and hostel campus, water tank and carry routine maintenance.
- To provide recreation facilities – TV room, Reading room, Indoor- Games facilities like Table – Tennis, Badminton, Carom and Chess.
- To provide a well equipped Gym for students
- To provide medical facility for students in the hostel campus.
- To have a tie up with good hospitals of adjoining areas and treat student in case of emergencies or acute illness.
- To prepare a list of eminent doctors with their phone nos., Ambulance service and display it in all hostel blocks.
- To prepare a record of mischievous elements, problems in hostels and forward to the Director.
- To conduct periodic raids in hostel to check – ragging, alcoholics etc.
- To arrange the meeting of advisory committee every month to give feedback and seek suggestions for giving better services.

Constitution:

Chairman:	Director
Members:	Four Faculty member residing in Hostel blocks Two Lady Faculty members One student from each Hostel block
Member Secretary	Warden

Procedure:

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before meeting.
- All the decisions should be taken on the basis of majority.
- After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

Tenure:

The tenure of the nominated members shall be three years.

Meeting:

The committee shall meet at least two times a year.

Quorum:

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

Committee Members:

Sr. No.	Name of Member	Designation	
1	Dr. Mrs. S. S. Kulkarni	Chairman	Director
2	Dr. S.M. Shiyekar	Member	Faculty member
3	Prof. M.T. Telsang	Member	Faculty member
4	Prof. Dr. A.B. Kakade	Member	Faculty member
5	Shri. S.G. Bhosale	Member	Faculty member
6	Prof. Mrs. S.S. Patil	Member	Lady Faculty members
7	Prof. Mrs. S.S. Desai	Member	Lady Faculty members
8	Mr. Ashutosh Ghorpade (T.E, Mech.)	Member	Hostel Block- A
9	Mr. Aniket S. Kasar (S.E. Civil)	Member	Hostel Block- B
10	Mr. Abhijit N. Patil (S.E. Automobile)	Member	Hostel Block- C
11	Mr. Omkar L. Kadam (F.E. Electrical)	Member	Hostel Block- D
12	Miss. Suchita S. Patil (S.E .E&Tc)	Member	Hostel Block- E
13	Miss. Anjali R. Bhosale (F.E. IT)	Member	Hostel Block- F
14	Prof. S.S. Gawade	Member Secretary	Warden

**K.E. Society's
Rajarambapu Institute of Technology,
Rajaramnagar.**

“Admission Committee”

Functions:

- To prepare clear and well defined policies for admissions.
- In consultation with HRD prepare attractive brochures, prospectus and handouts for wider publicity.
- To get acquainted with all the rules and regulations of admissions as prescribed by Govt. and guide the students seeking admission accordingly.
- To prepare plan for addressing 12th standard, diploma students as a career counseling activity.
- To place advertisement in newspapers regarding admissions as and when permitted by DTE.
- To advise the Director on improving facilities from the feedbacks got from parents and students during admission counseling
- To send representative to admission centers for counseling the students as and when required.
- To maintain the record of admitted students and forward it to concerned department.
- To provide best counseling to students and parents who come to seek admissions.
- To guide admitted students to complete the admission procedure like paying fees, getting roll nos., getting hostel admission, getting I-card, fulfilling eligibility criteria, getting time tables etc.

Constitution:

Chairman:	Chairman BOG or his nominee
Members:	One Member of BOG Director Two senior faculty members nominated by Director
Member Secretary	In-charge Admission Activity

Procedure:

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before meeting.
- All the decisions should be taken on the basis of majority.
- After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.
- Forward the report to BOG for final approval.

Tenure:

The tenure of the members shall be five years

Meeting:

The committee shall meet four times a year and such other times, as may be required

Quorum:

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

Committee Members:

Sr. No.	Name of Member	Designation	
1	Hon. Shamrao P. Patil	Chairman	Chairman BOG or his nominee
2	Hon. R.D. Sawant	Member	One Member of BOG
3	Dr. Mrs. S. S. Kulkarni	Member	Director
4	Prof. S.R. Jagtap	Member	Senior faculty member nominated by Director
5	Dr. A.C. Attar	Member	Senior faculty member nominated by Director
6	Dr. S.A. Pardeshi	Member	Registrar
7	Prof. D.G. Thombare	Member Secretary	In-charge Admission Activity

**K.E. Society's
Rajarambapu Institute of Technology,
Rajaramnagar.**

“Student Development Committee”

Functions:

- The committee shall meet fortnightly with well- defined task initially to launch a special drive of documentation and promoting T&P activities as well as alumni records
- To prepare a list of industries.
- To visit industries frequently to explore possibilities of students recruitment through campus interviews
- To prepare list of students along with bio- data eligible for various interviews.
- To conduct programmes for students in areas like personality development, communication skills with help of HRD Committee.
- To help students to get vocational training in industries during vacation.
- To make facilities available for the smooth conduct of interviews by visiting industry personnel.
- To prepare alumni records and update them.
- To establish strong rapport with alumni and establish ‘ R.I.T. Pariwar’
- To send letters to alumni and get the feedback about their progress.
- To encourage alumni to open local chapters in their respective city.
- To organize alumni meet every year and explore areas of association with them.
- The Chairman shall chalk out the action plan for three months, the assistant TPO's shall execute the same and report the Chairman
- To inculcate and develop various values, capacities, senses and skills which shall add value to academic career of the student.
- To identify strengths, likings, and aptitude of students.
- To develop qualities, attitude and skills like working in a team, inter personal skills, communication, enjoying the organizing of programmes and devising various systems to ensure the quality and schedule of programmes/activities.
- To avoid rivalries and unhealthy spirit, isolated posts are avoided and small groups are formed specifying the responsibilities.
- To select and train the students for participating in every event/programme inside or outside the Institution.
- To motivate the students by awarding them for participation, organizing and performing.
- To motivate the staff to spare the time even after working hours by involving them in various activities.
- To conduct elaborate discussions and write-ups to focus attention of Faculty and students to make them aware of practices and standards in the concerned areas.
- Cell may form sub-committees for the various functions organized.
- To prepare a budget for procuring sports material for every academic year and forward it to Finance committee
- To spot talent in each sport and select the best team for representing the institution for various tournaments organized by University at all levels.
- Provide best sports training facility to our students

- Prepare and maintain grounds required for training, in consultation with Building committee
- To complete all formalities before each tournament as specified by concerned authorities.
- To establish and maintain a very good gym facility for daily exercise to the students
- Provide indoor game facility to the students
- Arrange in-house tournaments.
- To organize various cultural and recreational activities for students.
- To publish annual publication 'Vishwakarma'
- To provide facilities to students to display their skills in Art, Photography, Poetry, various articles etc
- To arrange competitions for singing, drama, music, debate, dance, design etc.
- To arrange various Festivals and Cultural Day
- To facilitate and celebration of various special days such as Independence day, Science day etc.

Constitution:

Chairman:	Director
Members:	One Faculty member from each Department nominated by concerned HOD Student Council Secretary Physical Director Training Officer Placement Officer In charge Cultural Activity Dean, Student development
Member Secretary	

Procedure:

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before meeting.
- All the decisions should be taken on the basis of majority.
- After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.
- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before meeting.
- All the decisions should be taken on the basis of majority.
- After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

Tenure:

The tenure of the members shall be three years

Meeting:

The committee shall meet four times a year and such other times, as may be required

Quorum:

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

Committee Members:

Sr. No.	Name of Member	Designation	
1	Dr. Mrs. S. S. Kulkarni	Chairman	Director
2	Prof. S. R. Patil	Member	Mechanical Engg. Dept.
3	Prof. S. M. Arali	Member	Automobile Engg. Dept.
4	Prof. S. R. Deshmukh	Member	Civil Engg. Dept.
5	Prof. S. A. Babar	Member	Information Technology Dept.
6	Prof. A. R. Thorat	Member	Electrical Engg. Dept.
7	Prof. S. M. Jawahire	Member	Computer Science & Engg. Dept.
8	Mr. B. S. Shete	Member	Electronics & Telecommunication Engg. Dept.
9	Mr. V.T. Babar (B.E. Civil)	Member	Student Council Secretary
10	Shri. S.S. Patil	Member	Physical Director
11	Prof .M.L .Deshpande	Member	Placement Officer
12	Shri. P.A. Kokate	Member	Training Officer
13	Prof. R.T. Patil	Member	In charge Cultural Activity
14	Prof. D.G. Thombare	Member Secretary	Dean, Student development

**K.E. Society's
Rajarambapu Institute of Technology,
Rajaramnagar.**

“Institutional Human Resource Committee”

Functions:

To prepare policy regarding recruitment, Pay Scales, incentives, Awards, Leaves / Vacation & other faculty staff related HR work.

Constitution:

Chairman:	Director
Members:	Two Teaching Faculty Members One Women Faculty Two Non Teaching Staff Members
Member Secretary	Registrar

Procedure: -

Tenure:

The tenure of the members shall be three years

Meeting:

The committee shall meet at least Two times a year.

Quorum: -

Committee Members:

Sr. No.	Name of Member	Designation	
1	Dr. Mrs. S.S. Kulkarni	Chairman	Director
2	Prof. M.T. Telsang	Member	Dean Academic
3	Prof. D.G. Thombare	Member	Dean Student Development
4	Prof. S.S. Gramopadhye	Member	Dean Quality Assurance
5	Prof. S.D. Yadav	Member	Teaching Faculty Member
6	Prof. S.S. Patil	Member	Teaching Faculty Member
7	Prof. Mrs. S.S. Patil	Member	Teaching Faculty Member (Women)
8	Shri. A.A. Shinde	Member	Non- Teaching Staff
9	Shri. K.P. Inamdar	Member	Non- Teaching Staff
10	Dr. S.A. Pardeshi	Member Secretary	Registrar

**K.E. Society's
Rajarambapu Institute of Technology,
Rajaramnagar.**

“RTI Committee (Right to Information Committee)”

Functions:

Constitution:

Appealing Officer	Director
Information Officer Asst. Information Officer	Registrar Office Superintendent

Procedure: -

Tenure:

No

Meeting:

The committee shall meet at least Two times a year.

Quorum: -

Committee Members:

Sr. No.	Name of Member	Designation	
1	Dr. Mrs. S.S. Kulkarni	Appealing Officer	Director
2	Dr. S.A. Pardeshi	Information Officer	Registrar
3	Shri. K.P. Inamdar	Asst. Information Officer	Office Superintendent

**K.E. Society's
Rajarambapu Institute of Technology,
Rajaramnagar.**

“Board of Examination Committee”

Structure of BOE:

Note: The constitution of BOE was under discussion and finalization. Mean time the BOG of the Institute had discussion on this issue in its meeting and suggested that all Heads of the Departments shall be members of the BOE, also there shall be an Advisory Committee involving renowned academicians from outside the institute to bring the reforms in exam system. (This is informed y the Director in the Meeting) Other Autonomous Institutes have also similar structure. Hence the matter is put for discussions & Decision.

The issue is discussed and decided to restructure BOE as:

An Advisory committee of the following additional members is also formed. The meeting of this committee shall be called as and when required.

Controller of examination of Parent University.

Director of an autonomous institute.

COE of an autonomous institute.

Committee Members:

Sr. No.	Name of Member	Designation	
1	Dr. Mrs. S.S. Kulkarni	Chairman	Director of the Institute
2	Prof. M. T. Telsang	Member	Dean Academics
3	Prof. M.V. Kavade	Member	HOD – Mech. Engg.
4	Prof. H. S. Jadhav	Member	HOD -Civil Engg.
5	Prof. M. S. Kumbhar	Member	HOD -ETC Engg.
6	Prof. S. T. Satpute	Member	HOD -Auto Engg.
7	Prof. S. A. Thorat	Member	HOD -Inf. Tech.
8	Prof. H. T. Jadhav	Member	HOD -Elect Engg.
9	Prof. Mrs. Desai	Member	HOD -Management
10	Prof. S. A. Pardeshi	Member	Registrar
11	Prof. S. S. Patil	Member	HOD -CSE
12	Prof. Dr. S.H. Patil	Member	HOD - Human Sciences
13	Prof. P. R. Savant	Member Secretary	COE of the Institute

K.E. Society's
Rajarambapu Institute of Technology,
Rajaramnagar.

“Quality Assurance Committee”

Functions:

- To envisage the profiles of UG/PG and PhD pass outs of the Institutes
- To define and modify, if necessary, the performance indicators of Teaching – Learning process.
- To conduct quality audits of Teaching – Learning process and profile of students.
- To propose guidelines to Head of Departments for the accreditation and other quality audits.
- To give inputs of all such audits to Deans and PIC's for further action.

Constitution:

Chairman:	Director
Members:	All Deans PIC's R & D Registrar PG & PhD Convener Two Head of the Department Dean, Quality Assurance
Member Secretary	

Procedure: -

Tenure:

The tenure of the members shall be three years

Meeting:

Frequency – Once in a semester (Preferably in the First Month)

Quorum: -

Committee Members:

Sr. No.	Name of Member	Designation	
1	Dr. Mrs. S. S. Kulkarni	Chairman	Director
2	Prof. M.T. Telsang	Member	Dean Academic
3	Prof. D.G. Thombare	Member	Dean Student Development
4	Prof. P.P. Deshpande	Member	PIC, Research & Development
5	Dr. S.A. Pardeshi	Member	Registrar
6	Dr. S.M. Shiyekar	Member	PG & PhD Convener
7	Prof. S.A.Thorat	Member	Department Head
8	Prof. M.V. Kavde	Member	Department Head
9	Prof. S.S. Gramopadhye	Member Secretary	Dean Quality Assurance