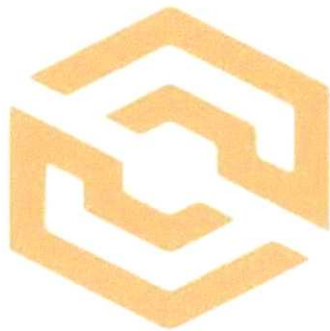


SAKET GYANPEETH'S

PRAMOD RAM UJAGAR TIWARI

SAKET INSTITUTE OF MANAGEMENT



SAKET
GYANPEETH

NURTURING POTENTIAL

COMMITTEE MANUAL

Governing Body

Membership and Composition of the Governing Body

The Governing Body is thoughtfully structured to include diverse voices, ensuring balanced and effective decision-making.

Core Membership:

- The Governing Body must have at least **11 members**, which includes:
 - A **Chairperson**, who leads and provides strategic direction.
 - A **Member Secretary**, responsible for administrative coordination.
- The **registered Trust/Society/Company** nominates six members, including the Chairperson and Member Secretary.
- Five additional members are nominated to bring in diverse and independent perspectives.

Expanding Membership:

- If needed, the membership can grow, but it must remain balanced:
 - For every additional nominee from the Trust/Society, there must be an equal number of **regional educationists**—experienced professionals who represent the local area’s educational needs.
- The total membership, however, cannot exceed **21 members**.

Term of Membership

- Members (except ex-officio members) serve for a term of **two years**, ensuring a healthy balance of continuity and fresh ideas.
- **Ex-officio members**—those serving by virtue of their official roles—remain on the Governing Body for as long as they hold their positions.

Meetings and Quorum

- **Frequency:** The Governing Body must meet **twice a year** on campus.
- **Chairperson’s Absence:** If unavailable, the Chairperson can nominate a **chairperson** from the members present.
- **Member Secretary:** Ensures meetings are held regularly and records are maintained.
- **Quorum:** At least **50% of members** must be present for the meeting to proceed.

Roles and Responsibilities of the Governing Body



- Oversee the academic and related activities of the college.
- Review and act on recommendations from the Staff Selection Committee.
- Address communications and policy updates from the University, Government, AICTE, and DTE.
- Promote faculty development, student welfare, and education quality.
- Approve and manage the college's annual budget, income, and expenditure.
- Provide leadership in policymaking and act in the college's best interest.



College Development Committee (CDC)

College Development Committee is formed as per Section 97 of the Maharashtra Public Universities Act, 2016.

Membership/ Composition:

- Chairman of the management or their nominee
- Secretary of the management or their nominee
- Head of Department, nominated by the Director
- Three teachers elected by full-time teaching staff (at least one woman)
- One non-teaching employee, elected by regular non-teaching staff
- Four local members nominated by the management in consultation with the Director, from fields like education, industry, research, and social service (at least one alumnus)
- Coordinator of the Internal Quality Assurance Committee
- President and Secretary of the College Students' Council
- Director or head of the institution, serving as Member-Secretary

Term

- Elected and nominated members serve a term of **5 years** from the date of election or nomination.
- If a vacancy occurs, the Director will fill the position within **three months**.
- The newly appointed member will serve for the **remaining term** of the previous member.

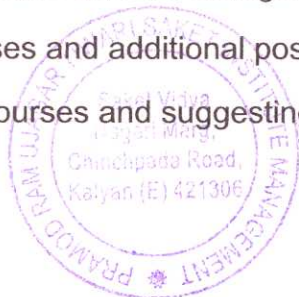
Meetings and quorum

- The College Development Committee must meet **at least 4 times** a year on the college campus.
- If the Chairperson is unavailable, they can nominate a **chairperson** from the available members.
- The **Member Secretary** is responsible for ensuring regular meetings and maintaining records.
- The **quorum** for the meeting requires the presence of at least 50% of the total members of the Governing Council.

Functions

The College Development Committee is responsible for:

- Creating a comprehensive development plan for academic, administrative, and infrastructural growth, fostering excellence in various activities.
- Deciding on teaching programs and the college's annual calendar.
- Recommending new courses and additional posts to the management.
- Reviewing self-financing courses and suggesting improvements.



- Proposing academic collaborations to enhance teaching and research.
- Recommending training programs for staff development.
- Proposing new expenditures not included in the budget.
- Reviewing Internal Quality Assurance Committee reports and making recommendations.
- Advising on discipline, safety, and security measures.
- Reviewing the annual report on the committee's activities for the year ending on 30th June and submitting it to the management.
- Performing other duties and exercising powers as entrusted by the management and the university.

Roles and Responsibilities

Chairperson:

- Attends meetings and approves the agenda.
- Ensures the smooth conduction of meetings.
- In the absence of the Chairperson, a nominated member can chair the meeting.

Member Secretary:

- Responsible for organizing and conducting meetings on time.
- Prepares the agenda, convenes meetings, and circulates minutes.
- Sends notices one week prior to meetings.
- Prepares the budget expenditure for the committee.

Committee Members:

- Attend meetings and actively support the committee in its activities.



Internal Quality Assurance Committee (IQAC)

Preface and Objectives

The **Internal Quality Assurance Cell (IQAC)** is established to create a quality system for improving the academic and administrative performance of the college. Its goal is to foster quality enhancement through internationalization and the institutionalization of best practices.

Objectives:

- Integrate various activities and institutionalize best practices.
- Provide a foundation for decision-making by improving institutional functioning.
- Ensure the credibility of assessment and evaluation processes.
- Internalize a culture of quality.
- Act as a dynamic system for quality changes in the college.

Membership and Term

Membership:

- **Chairperson:** Director or Head of the Institution
- **Members from Management:** 2
- **Senior Faculty Members:** 3–8
- **Senior Administrative Official:** 1
- **Nominees:** 3–5 (local society, students, alumni)
- **Nominee from Employers/Industrialists/Stakeholders:** 2–4
- **Coordinator (Member-Secretary):** Senior Faculty

Term:

- The **coordinator** is nominated by the Director at the beginning of the academic year.
- The coordinator recommends members for approval by the Director.
- Vacancies are filled within 2 months by the Director, and the new member serves the residual term.



Meetings and Quorum

- The IQAC must meet at least **once a quarter**.
- The quorum is **two-thirds** of the total members.
- Agenda, minutes, and Action Taken Reports are documented and maintained electronically.

Functions

- Ensure continuous improvement in academic, administrative, and financial tasks.
- Develop and apply quality benchmarks.
- Conduct academic and administrative audits.
- Assist in developing systems for improving performance.
- Collect and document information for quality improvement.
- Collect and analyze feedback from stakeholders for institutional development.
- Gather feedback from students, parents, and other stakeholders on quality-related processes.
- Disseminate information on quality parameters and organize related workshops.
- Prepare the Annual Quality Assurance Report (AQAR).
- Share quality information with all stakeholders.
- Coordinate quality-related activities and promote best practices.
- Organize workshops and seminars on quality-related themes.
- Ensure efficient performance across academic, administrative, and financial tasks.
- Create a learner-centric environment and integrate modern teaching and learning methods.
- Encourage departments to adopt best practices.
- Encourage the use of technology in teaching and learning processes.
- Apply quality benchmarks for academic and administrative activities.
- Act as a consultative body for stakeholders on quality-related processes.



Roles and Responsibilities of the IQAC Committee Members

- **Chairperson:**
 - Responsible for the smooth conduction of meetings.
 - Approve the Annual Committee Reports and Budget Expenditure, forwarding them to the CDC.
- **Coordinator:**
 - Responsible for conducting meetings, preparing the agenda, circulating minutes, and ensuring the smooth functioning of meetings.
 - Prepares the AQAR with the help of the committee members.
- **Committee Members:**
 - Attend meetings and support the committee in all its affairs.



Academics Committee

Preface and Objectives:

The Academic Committee ensures high-quality academics at the institute. The committee is responsible for creating, regulating, and implementing academic policies to ensure smooth academic processes, improve university results, and develop competent students. It focuses on semester planning, execution, and academic mentoring.

Objectives:

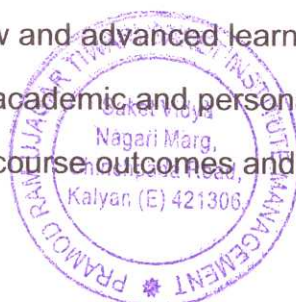
- Ensure faculty plan lectures and activities before the semester (e.g., course plans, timetables, assignments).
- Ensure effective teaching and learning throughout the semester.
- Ensure continuous assessment and evaluation support teaching and learning.
- Address the needs of both slow and advanced learners.
- Mentor students for academic and personal growth.
- Ensure course and program outcomes are met.
- Support IQAC and other committees.

Membership and Term:

- The APRC is led by the Director or Head of the Institute.
- Members include senior faculty, teaching staff, industry representatives, alumni, and student representatives.
- The committee oversees academic policies, schedules, and ensures proper implementation.

Functions, Roles, and Responsibilities of Academic Committee

- Ensure faculty members plan lectures and activities before the semester starts (e.g., course plans, timetables, assignments).
- Monitor effective teaching and learning throughout the semester.
- Ensure continuous assessment and evaluation to support teaching and learning.
- Address the needs of slow and advanced learners.
- Mentor students for both academic and personality development.
- Ensure the attainment of course outcomes and program outcomes.



- Support IQAC and other committees.
- Approve budget expenditure and forward it to CDC for final approval.
- Prepare academic calendars and timetables at least one week before semester starts and get approval from Director and IQAC.
- Create academic manuals, rules, guidelines, and formats.
- Conduct regular meetings to plan and monitor academic processes.
- Release formats to faculty members on time.
- Continuously monitor academic activities.
- Report non-conformities to the Director and propose corrective actions.
- Prepare and circulate meeting minutes.
- Implement updated syllabi after discussions with committee members.
- Prepare an Annual Committee Report at the end of the year with committee members' help.
- Customize central formats for respective departments.
- Monitor academic processes for specific specializations and subjects.
- Maintain absentee reports and daily class conduction reports.
- Report academic monitoring status to the coordinator.
- Ensure non-participating students attend workshops and seminars.
- Track student attendance daily, send SMS alerts to parents of defaulters, and report students with low attendance to the head of the department.
- Ensure faculty prepare lesson plans before the semester begins.

Roles and Responsibilities of Chairperson

- Attend meetings and approve the agenda.
- Ensure smooth conduction of meetings.
- Approve the budget expenditure and forward it to CDC for final approval.
- Approve the Annual Committee Report and submit it to CDC.
- In the absence of the chairperson, the committee coordinator can chair the meeting.

Coordinator's Role

- Prepare academic calendars, timetables, manuals, rules, guidelines, and academic formats.



- Conduct regular meetings to plan and monitor academic processes.
- Ensure timely release of formats to faculty members.
- Continuously monitor academic activities and report non-conformities to the Director.
- Propose corrective measures.
- Circulate meeting minutes.
- Implement updated syllabi after discussions with committee members.
- Prepare the Annual Committee Report at the end of the year.

Committee Members' Role

- Attend meetings and assist the coordinator in preparation of manuals, guidelines, and formats.
- Customize central formats for their respective departments.
- Monitor academic processes for their specialization and subjects.
- Maintain absentee reports and daily class conduction reports.
- Report academic monitoring status to the coordinator.
- Ensure non-participating students attend workshops/seminars.
- Monitor student attendance and send SMS alerts to parents of defaulters.
- Ensure lesson plans are prepared by faculty before semester commencement.



Training and Placement (T&P) Committee

Preface and Objectives

The T&P Cell ensures the employability of students by providing placement training and identifying industry requirements. It maintains relationships with reputed companies to facilitate campus placements, organizes career guidance programs, mock interviews, group discussions, and workshops to develop students' communication and interview skills.

Training Objectives:

- Prepare students to be industry-ready and employable by identifying industry requirements.
- Identify training needs and gaps in students' skills.

Placement Objectives:

- Facilitate the final recruitment of students.
- Provide internships for MMS students.
- Establish and maintain relationships with industries for recruitment.
- Foster industry-academia interaction.

Meetings and Quorum

- **Meetings:** Conducted at least twice per semester, or as needed.
- **Quorum:** 2/3 of the total members. If the quorum is not met, the meeting is postponed for 30 minutes and resumes with present members. The decisions made are final and binding.

Functions of T&P Committee:

- Coordinate training and placement activities, including summer internships and final placements.
- Conduct career guidance seminars/workshops and counseling.
- Maintain resume-books and organize training programs as per industry needs.



- Train students in personality development, soft skills, aptitude, and stress management.
- Design and print placement brochures (both hard copy and digital).
- Organize pre-placement training, resume-writing sessions, mock interviews, and group discussions.
- Foster relationships with recruiters and promote student resumes to employers.
- Organize placement drives, pool campus interviews, and job melas.
- Track the progress of placement activities and maintain records of placed students, students pursuing higher studies, and entrepreneurs.
- Gather feedback from students, employers, and the campus interview process.

Committee Chairperson:

- Chairs all T&P meetings and ensures smooth functioning of the committee.
- Approves the budget expenditure and forwards it to the CDC.

T&P Committee Coordinator:

- Manages the timely conduction of meetings, prepares agendas, circulates minutes, and ensures smooth functioning.
- Sends meeting notices a week before.

T&P Committee Members:

- Attend meetings and support the committee's activities.
- Perform duties assigned by the Chairperson.

Term:

- The Director nominates the coordinator at the start of the academic year.
- The coordinator recommends members, and the Director approves them.



- Vacancies are filled by the Director within 2 months, and the new member serves for the remaining term.



Library

Preface and Objectives:

The PRUTSIM Library serves as a key learning resource centre with open access to scholarly collections, digital resources, and internet-enabled computers. The committee ensures the library supports academic and research activities effectively.

Objectives:

- Provide high-quality learning environments with access to physical and digital resources.
- Ensure a safe and inclusive environment for users and staff.
- Manage resources efficiently, aligning with college policies.

Membership and Term

Membership:

The Library Committee is composed of the Director/Head of Institution serving as Chairperson, an Assistant Librarian as Coordinator, 1-2 teaching staff members, 1 non-teaching staff member, and 1-2 student representatives.

Term:

- The Director appoints the coordinator and approves other members at the start of the academic year.
- Vacancies are filled by the Director within 2 months.

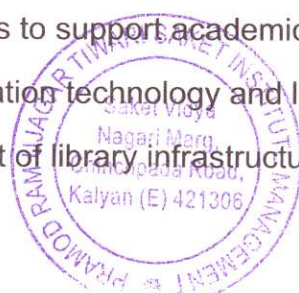
Meetings:

- Held once per semester or as needed.
- Quorum: 2/3 of members. If not met, meetings are delayed by 30 minutes and proceed with present members.

Roles and Responsibilities:

Functions:

- Review library operations to support academic programs.
- Monitor trends in information technology and library automation.
- Plan for the development of library infrastructure and services.



- Maximize the utilization of library resources.
- Collect and analyse user feedback.
- Formulate and review library policies.
- Oversee book procurement, stock-taking, and budget allocation.
- Maintain records like the accession register and track resource availability.
- Support faculty with course content resources.
- Promote library programs and maintain online/offline repositories.

Chairperson:

- Chairs meetings, approves agendas, and ensures smooth operations.
- Approves budget and forwards it to the CDC.
- In the Chairperson's absence, the coordinator leads the meeting.

Coordinator:

- Organizes meetings, prepares agendas, and circulates minutes.
- Oversees budget preparation and ensures timely communication.

Members:

- Attend meetings and support all committee functions and activities.



Exam Committee

Preface and Objectives:

The Exam Committee at RGCMS is responsible for ensuring that students meet the academic requirements of their program and achieve the standards necessary for their awards, in alignment with course specifications and university objectives.

Objectives:

- Conduct all work related to College and University examinations in line with university notifications and ordinances.
- Create a simulated environment for smooth exam conduction.
- Optimize college facilities for fair and efficient evaluation practices.
- Maintain and store evaluated exam information for future reference.

Meetings and Quorum

- Meetings should occur at least once per semester or as needed, with a 2-day prior notice.
- In the absence of the coordinator, an alternate member may be nominated, or a pro-term Coordinator can be elected.
- **Quorum:** 50% of total committee members must be present for a meeting to be valid.

Membership Composition:

- **Chairperson:** Director/Head of the Institute
- **Coordinator:** Senior teaching staff member
- **Members:** 1-2 teaching staff
- **Non-Teaching Staff:** 1 member

Term Details:



- The Director nominates the coordinator at the beginning of the academic year.
- The coordinator recommends committee members, subject to the Director's approval.
- Vacancies are filled within two months, with replacements serving the remainder of the term.

Roles and Responsibilities

Functions of the Exam Committee:

- Notify students about College and University exam schedules and distribute University exam forms.
- Prepare timetables for college-driven exams and handle block and seating arrangements.
- Display relevant lists (e.g., Supervision Duty) on notice boards and websites.
- Ensure adequate stationery (e.g., answer sheets, supplements) is available.
- Conduct pre-exam briefings for faculty on examination procedures and responsibilities.
- Oversee the smooth conduct of both College and University exams.
- Collect feedback on the exam process for continuous improvement.
- Coordinate with the Academic Coordinator to collect names of examiners for each subject.
- Display results on student notice boards and websites and send copies to the Academic Coordinator.
- Analyse exam results, verify them with the Exam Coordinator, and send result analysis to the Director.
- Prepare and distribute grade cards for college exams and manage University-issued grade cards and degrees.

Chairperson Responsibilities:

- Preside over all exam-related meetings.



- Oversee exam conduction, assigning duties to staff in line with university guidelines.
- Approve and forward the committee's budget to the CDC.

Coordinator Responsibilities:

- Organize meetings, prepare agendas, and circulate meeting minutes.
- Manage communications with the university and disseminate necessary information.

Member Responsibilities:

- Attend meetings and support the committee's functions.
- Perform duties as assigned by the Chairperson.



Research and Development Committee

The Research and Development (R&D) Committee at RGCMS is dedicated to fostering a research-driven culture among faculty and students. Its goal is to create a collaborative platform where academic researchers, business practitioners, and students can engage with and contribute to evolving business practices.

Key Objectives:

- Promote research awareness and opportunities among faculty and students.
- Encourage faculty and students to undertake research projects.
- Ensure the efficient and effective execution of research activities.
- Foster interdisciplinary and industry-focused research initiatives.

Membership Composition:

- **Chairperson:** Director/Head of the Institution
- **Coordinator:** Senior teaching staff member
- **Members:** 1-2 teaching staff members, 1-2 student representatives

Term Details:

- The Director appoints the coordinator at the start of the academic year.
- The coordinator recommends committee members for approval by the Director.
- In the case of a vacancy, it must be filled within two months, with the new member serving the remaining term.

Meetings and Quorum:

- Meetings are held at least once per semester or as required, with a minimum 2-day notice.
- In the Chairperson's absence, the coordinator assumes leadership or appoints a temporary Chairperson.
- Quorum: A majority of committee members.



Core Functions of the Committee:

- Identify emerging research areas within management disciplines.
- Develop and implement the college's R&D strategy in alignment with institutional goals.
- Prepare and submit proposals for government or institutional funding for research projects.
- Promote collaborative, multi-disciplinary research both internally and externally.
- Encourage faculty participation in national and international conferences.
- Support faculty in pursuing doctoral programs and research-based professional development.
- Facilitate the publication of research in reputable, high-impact journals and Scopus-indexed publications.
- Drive resource mobilization efforts through industry collaborations and consultancy.
- Assist the library in maintaining a repository of published research papers and case studies.

Roles and Responsibilities:

- **Chairperson:** Ensures smooth committee operations, presides over meetings, and approves the committee budget for forwarding to the CDC.
- **Coordinator:** Manages the scheduling of meetings, preparation of agendas, distribution of minutes, and overall coordination of the committee's activities.
- **Members:** Actively participate in meetings, contribute to the committee's research goals, and support various initiatives as directed by the Chairperson.



Institute Innovation Council – IIC

Preface

The ED Committee is committed to:

1. Promoting entrepreneurship across the institution.
2. Assisting budding entrepreneurs by offering a platform—Ignition Incubation Center—to realize their innovative ideas.
3. Organizing programs that encourage entrepreneurial skills and development.

Objectives

The primary objectives of the ED Committee include:

- Implementing directives from the Ministry of Education's Innovation Cell (MIC).
- Creating an ecosystem conducive to self-employment and entrepreneurship.
- Providing support through formal Entrepreneurship Development (ED) curriculum.
- Encouraging creativity, effective communication, marketing, and management skills.
- Assisting in developing viable business plans and marketable innovations.

Membership and Term

Membership

- **Coordinator/Chairperson:** A senior faculty member appointed by the Director.
- **Committee Members:** 5–15 members as suggested by the MIC.
- Appointments are finalized after consultation with staff and College Development Committee (CDC) approval.



Term

- Coordinators/Conveners and members are nominated annually.
- Vacancies are filled by the Director within two months.

Meetings and Quorum

- **Frequency:** At least twice per semester or as needed.
- **Notice Period:** A minimum of two days.
- **Alternate Leadership:** In the Coordinator's absence, a pro-term Coordinator may be elected by members.

Functions and Responsibilities

Functions

- Organizing talks with successful entrepreneurs.
- Conducting seminars and workshops to raise entrepreneurship awareness.
- Hosting Ideations and business proposal competitions.
- Bridging the gap between investors and aspiring entrepreneurs.

Roles

- **Chairperson:**
 - Ensure smooth conduct of meetings.
 - Approve and forward annual reports and budgets to the CDC.
- **Coordinator:**
 - Schedule and conduct meetings.
 - Prepare and circulate agendas and minutes.
 - Draft the Annual Committee Report.
- **Committee Members:**
 - Attend meetings and support all committee activities.



Cultural Committee

Preface and Objectives:

Cultural activities at PRUTSIM aim to provide students with a vibrant platform to showcase their creative talents while offering them an opportunity to explore new avenues beyond their academic pursuits. These activities foster a balanced environment that encourages personal growth, creativity, and self-expression amidst the rigor of academics throughout the year.

Objectives

The objectives of cultural activities are:

- To instil leadership qualities in students through active participation and event management.
- To enhance the college's reputation by organizing impactful and widely recognized events.
- To offer a platform for students to explore and express their artistic sensibilities beyond their academic endeavours.

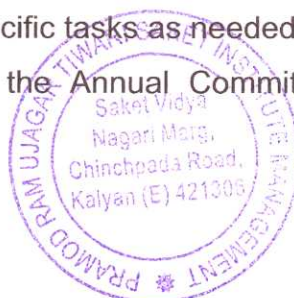
Membership and Term

- **Chairperson:** The Director or Head of the Institute, responsible for overseeing the committee's overall functioning.
- **Coordinator:** 1 teaching staff member tasked with coordinating the committee's activities.
- **Student Body Representatives:** 2 student members who actively participate and contribute to the planning and execution of cultural events.

Roles and Responsibilities

Committee Chairperson

- Oversees meetings and ensures smooth operations.
- Forms sub-teams for specific tasks as needed.
- Reviews and approves the Annual Committee Report and budget before forwarding it to the CDC.



Committee Coordinator

- Organizes meetings, prepares agendas, and ensures smooth execution.
- Sends meeting notices a week in advance and shares minutes afterward.
- Prepares the Annual Committee Report.

Functions

To achieve these objectives, the cultural activities committee performs the following functions:

- Planning and scheduling cultural events for the academic year.
- Preparing a tentative budget at the start of the academic year.
- Conducting regular meetings to discuss event details and assign responsibilities.
- Securing formal permissions from college authorities to organize programs.
- Informing staff and students about upcoming events.
- Arranging venues and necessary logistics.
- Inviting Chief Guests and Guests of Honor for events.
- Procuring and organizing mementos, trophies, medals, and certificates for participants.
- Ensuring seamless execution of events from start to finish.
- Gathering feedback from stakeholders to improve future events.



Sports Committee

Preface

Sports activities at PRUTSIM aim to foster a healthy and competitive sporting spirit among students. Events are thoughtfully planned at the end of each academic year, encouraging students to actively participate in inter-collegiate competitions.

Objectives

- To promote a range of sporting activities that develop leadership, perseverance, team spirit, and a sense of brotherhood.
- To support the holistic development of students by enhancing their psychometric and cognitive skills through active participation in sports.

Membership and Term

- **Chairperson:** The Director or Head of the Institute, responsible for overseeing the committee's overall functioning.
- **Coordinator:** 1 teaching staff member tasked with coordinating the committee's activities.
- **Student Body Representatives:** 2 student members who actively participate and contribute to the planning and execution of cultural events.

Roles and Responsibilities

Committee Chairperson

- Oversees meetings and ensures smooth operations.
- Forms sub-teams for specific tasks as needed.
- Reviews and approves the Annual Committee Report and budget before forwarding it to the CDC.

Committee Coordinator

- Organizes meetings, prepares agendas, and ensures smooth execution.
- Sends meeting notices a week in advance and shares minutes afterward.
- Prepares the Annual Committee Report.



Functions

- Encourage active participation in sports among students and faculty members.
- Foster team spirit through healthy and constructive competition.
- Organize regular sports events to prepare students for state and national-level competitions.
- Arrange quality coaching facilities to enhance student performance.
- Ensure proper maintenance and upkeep of sports equipment.
- Provide and maintain the necessary infrastructure to support various sports activities.



Student Body Committee

Preface

The Student Body represents the voice of the students, allowing them to plan, manage, and execute activities at the institute. This involvement helps students build leadership, coordination, decision-making, and teamwork skills, contributing to their overall development.

Objectives

- To promote voting rights and encourage student participation.
- To involve students in decision-making.
- To offer opportunities for developing leadership skills.
- To build self-reliance and boost students' confidence.

Functions of the Student Body

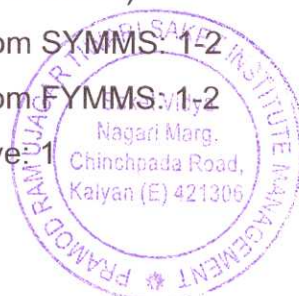
- Participate in the election and appointment process according to CDC policies.
- Include students in various committees to share their ideas.
- Contribute to the growth of all students.
- Organize and manage student-led activities.
- Plan and manage the budget for events throughout the year.

Membership

Members of the Student Body are appointed through a combination of nomination and election. Student Body members are also part of their respective committees. For example, the Cultural Secretary of the Student Body will be a member of the Cultural Committee.

Roles and Number of Members

1. Member of Faculty (Function Head): 1
2. President (Student Member): 1
3. General Secretary (Student Member): 1
4. Student Representatives from SYMMS: 1-2
5. Student Representatives from FYMMS: 1-2
6. Student Lady Representative: 1



7. Class Representatives (Div. A FYMMS): 1
8. Class Representatives (Div. B FYMMS): 1
9. T&P Secretary (SYMMS): 1
10. Deputy T&P Secretary (SYMMS): 1
11. Cultural Secretary (SYMMS): 1
12. Deputy Cultural Secretary (SYMMS): 1
13. Sports Secretary (Student Member): 1
14. Deputy Sports Secretary (Student Member): 1
15. Reservation Category Representative (Student Member): 1
16. Institute Innovation Council Secretary (Student Member): 1
17. Deputy Institute Innovation Council Secretary (Student Member): 1
18. R&D Secretary (Student Member): 1
19. Deputy R&D Secretary (Student Member): 1
20. Alumni Secretary (Student Member): 1
21. Deputy Alumni Secretary (Student Member): 1
22. CSR Secretary (Student Member): 1
23. Deputy CSR Secretary (Student Member): 1
24. Library Representative (Student Member): 1-2
25. Student Welfare Representative (Student Member): 1-2
26. Other Student Body Members: 1-6

Term

The term of membership for the Student Body is one year.

Role and Responsibility of Function Head / Coordinator

- Encourage student growth through participation in events.
- Provide a platform for self-expression and independence.
- Help students develop into informed, honest, and active members.
- Raise awareness of human relations and how to work effectively within power structures.
- Improve understanding and communication between different groups.
- Enhance students' skills by involving them in organizing and implementing activities.



- Approve the student body committee's budget and send it to the Head of the Institution for final approval.



Corporate Social Responsibility Committee (CSR)

Preface

At PRUTSIM, Corporate Social Responsibility (CSR) involves the active participation of all stakeholders, including students, faculty, NGOs, rotary clubs, and others. Over the years, the students and faculty of RGCMS have been deeply engaged in various outreach programs, contributing their knowledge, skills, and technical expertise. Some of the key CSR activities include:

- Unnat Bharat Abhiyan
- Blood Donation Drives
- Swachh Bharat Abhiyan
- Flood Relief Initiatives
- Tree Plantation Drives

Objectives

To develop, integrate and initiate collaborations with stakeholders for strategic inventions in the areas of health, education, community development, and environment. It enables the college to engage in social welfare activities and to take part in the development of the society.

Membership and Term

- **Chairperson:** The Director or Head of the Institute, responsible for overseeing the committee's overall functioning.
- **Coordinator:** 1 teaching staff member tasked with coordinating the committee's activities.
- **Student Body Representatives:** 2 student members who actively participate and contribute to the planning and execution of cultural events.

Functions of CSR Activities

- Formulate and recommend activities for the college to undertake.
- Suggest the budget and expenditure for CSR activities.



- Constitute a committee to implement and execute CSR initiatives.
- Maintain a record of all CSR activities carried out during the financial year.
- Propose the CSR budget at the beginning of the financial year and get it approved.



Industrial Visit Committee

Preface

The committee is tasked with organizing excursions to industries, research laboratories, and universities at international, national, and local levels each year. These visits are arranged in alignment with academic requirements and the norms of the affiliating university.

Objectives

- To provide students with hands-on experience by applying theoretical knowledge in real-world settings.
- To help students understand the challenges organizations face and their impacts.
- To connect students with the industry value chain.
- To explore new industries each year.
- To give students exposure to companies in different regions and understand the macro-level factors affecting them.

Membership and Term

Membership

1. Chairperson (Director or Head of Institute): 1
2. International IV Coordinator (Faculty Member): 1
3. National IV Coordinator (Faculty Member): 1
4. Local Visit Coordinator (Faculty Member): 1
5. Student Representatives: 1-3

Term

- Coordinators are nominated by the Director at the start of the academic year.
- The Committee Coordinator recommends members, approved by the Director.
- Vacancies must be filled within 2 months by the Director, with the new member serving the remaining term.



Meetings and Quorum

Initial meetings are held for planning, with additional meetings scheduled as needed before visits. Notice for meetings should be given at least 2 days in advance.

Roles and Responsibilities

Functions of the Committee

- The Director or Industry expert decides the industries and local visits for the year.
- Faculty Coordinators ensure the visit aligns with curriculum requirements and academic goals.
- Faculty accompany students, ensuring smooth conduct and rule adherence.
- Coordinators maintain all necessary documents such as approval letters, itineraries, and feedback.
- Visit reports are collected and submitted for record-keeping.



Alumni Committee

The Alumni Committee at PRUTSIM serves as a bridge between the PRUTSIM and the Alumni Association, executing the vision and directives of the Alumni Association.

Objectives

The committee aims to support and strengthen the connection between alumni, the community, and the institute.

Membership and Term

- Chairperson (Director or Head of Institute): 1
- Coordinator (Senior Faculty Member who is also an Alumni Association member): 1
- Faculty Member: 1
- Student Representatives: 1-3

Term

- Nominated members serve a 2-year term.
- If a vacancy occurs, the Director will fill it within 2 months. The new member will serve the remaining term of the previous member.

Meetings and Quorum

- Meetings are held at least twice a year.
- A quorum of 2/3 of the total members is required. If the quorum is not met, the meeting is postponed for 30 minutes and resumes with those present. The decisions made will be final and binding.

Functions and Responsibilities

Functions of the Alumni Committee

- Provide logistical support for Alumni activities



- Offer a platform for Association meetings.
- Organize events on behalf of the Alumni Committee.

Roles and Responsibilities of the Chairperson

- Attend meetings and approve the agenda.
- Ensure the smooth conduct of meetings.
- Approve the Alumni Committee's budget and forward it to CDC for final approval.
- If absent, the committee coordinator will chair the meeting.

Role of Alumni Committee Coordinator

- Ensure meetings are held on time, prepare agendas, and circulate meeting minutes.
- Send meeting notices one week before the scheduled date.
- Prepare the Alumni Committee's budget.

Role of Alumni Committee Members

- Attend meetings and support the committee in its activities.

Women Development Cell (WDC)

Preface



The Women's Development Cell (WDC) at PRUTSIM is responsible for preventing sexual harassment and promoting the well-being of female students, teaching, and non-teaching staff on campus. The cell also conducts awareness programs on gender sensitization, women's rights, and empowerment.

Objectives

- Raise awareness about sexual harassment through lectures.
- Ensure the safety of women on campus.
- Address and resolve sexual harassment cases through the Internal Complaints Committee (ICC).
- Organize gender equality workshops and seminars.
- Promote awareness through posters, competitions, and performances.
- Collaborate with other campus groups for related activities.

Membership and Term

Membership

- At least 50% of the members should be women.
- Chairperson: Director or Head of Institute (1 member)
- Coordinator: Faculty Member (Women) (1 member)
- Members: Faculty Member (at least one from RC) (2 members)
- Members: Non-Teaching Staff (1-2 members)
- Members: Student Representative (Lady Rep) (1 member)
- Members: Student Representative (from RC) (1 member)
- Member: NGO Representative (1 member)

Term

- Members serve for 3 years.
- If a member leaves, the Director will appoint a replacement within 2 months.

Meetings and Quorum



- The WDC meets at least twice a year.
- Initial meetings are for planning, and additional meetings are held as needed.
- Notices for meetings should be sent 3-4 days in advance.

Functions and Responsibilities

Functions of WDC

- Handle complaints of sexual harassment and act.
- Ensure the college follows anti-harassment rules.
- Attend workshops and training from the University Women's Development Cell (UWDC).
- Spread awareness through publications and programs.
- Distribute educational materials to staff and students.
- Take other necessary actions to meet the cell's goals.



Internal Complaint Committee (ICC)

Preface and Objectives

The PRUTSIM Internal Complaint Committee (ICC) aims to prevent the sexual harassment of women employees and students, as well as to address grievances. The committee operates according to the guidelines set by the All-India Council for Technical Education (AICTE) under Section 4 of the Gender Sensitization, Prevention, and Prohibition of Sexual Harassment Regulations (2016).

Membership and Term

- **Requirements:** At least 50% of the members must be women, and senior officials (e.g., Chairman, Director) cannot be members to maintain autonomy.
- **Members:**
 - **Presiding Officer:** Senior woman faculty (1)
 - **Teaching Staff Members:** 1–3
 - **Non-Teaching Staff Members:** 2
 - **Student Representatives:** At least 1 woman (3)
 - **NGO Representative:** 1
- **Term:** Members serve for 3 years, with one-third rotating annually.

Meetings

- The committee meets at least once a year or when grievances arise.

Functions and Responsibilities

- **Key Functions:**
 - Inform the community about sexual harassment laws and procedures.
 - Display sexual harassment awareness on notice boards and websites.
 - Organize training for staff and students on sexual harassment prevention.
 - Conduct regular gender sensitization programs.
 - Act against all forms of gender-based violence, focusing on vulnerable individuals.



- **Presiding Officer's Role:**

- Lead meetings.
- Prepare and submit an annual report detailing complaints, actions taken, and training conducted.



A handwritten signature in blue ink, appearing to read "Pramod Ram Ujagar Tiwari".

Director (In-Charge)
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