

**MAHARASHTRA INSTITUTE OF MANAGEMENT**

(Approved by AICTE, New Delhi & Recognized by DTE (Maharashtra State)  
Affiliated to Savitribai Phule University of Pune, An ISO 9001/2008 Certified Institute)

Ref No:- .DKK&amp;Ps/MIM/2024-25/62

Date:- 18/06/2024

**OFFICE ORDER****Academic Year 2024-25**

The staff members are assigned the duties as under. Each & every staff member will be answerable in respect of the duties assigned to them. A periodical review will be taken by the undersigned in a meeting with every committee. The concerned committees are required to maintain a minute book and should conduct periodic meetings for planning and review of the work done and report the same to the undersigned.

Functional Committees Academic Year 2024-2025				
Sr. No	Particulars	Name of Staff	Members	Frequency of Meetings
1	Research	Dr. Shaila D. Phadtare	Dr. Shaila D. Phadtare.	Twice In a Year
2	Admission Committee	Miss. Harshada K.Gaikwad	Miss. Harshada K. Gaikwad Mr. Dhananjay S. Kedar Mr. Amit C. Durugkar	Twice In a Year
3	Industry Institute of Partnership Cell	Mr. Vaibhav S. Jadhav	Mr. Vaibhav S.Jadhav Miss. Swati A. Chougule Miss. Monica V Akhade	Twice In a Year
4	Examinations	Miss Swati A. Chougule	Miss Swati A. Chougule Miss. Harshada K.Gaikwad Dr. Vipul V. Nimbalkar	Once In a Semester
5	Academics		HOD'S	Once In a Month
6	<ul style="list-style-type: none"> <li>Student Council</li> <li>Cultural Committee</li> <li>Sports Club</li> </ul>	Miss. Monica V. Akhade	Miss. Monica V. Akhade Miss Swati A. Chougule	Once In a Month
7	IQAC	Dr. Vipul V. Nimbalkar	Dr. Vipul V Nimbalkar	Twice In a Year
8	ERP	Miss. Pranita B.Deshmukh	Miss. Pranitab B. Deshmukh	Twice In a Year
9	News Letter & Magazine	Mr. Ajay S.Bhise	Mr. Ajay S. Bhise Mrs. Surekha T.Jagdale	Twice In a Year
10	FDP	Dr. Arun M. Ingle	Dr. Arun M Ingle Dr. Vipul V. Nimbalkar Miss. Monica V. Akhade	Twice In a Semester



11	Parents & Teacher Meeting	Mrs. Anita S. Bhatia	Mrs. Anita S. Bhatia	Twice In a Semester
			Dr. Vipul V. Nimbalkar	
			Miss Swati A. Chougule	
12	Value Addition	Miss Swati A. Chougule	Miss Swati A. Chougule	Monthly
			Mrs. Anita S. Bhatia	
			Mr. Vaibhav S. Jadhav	
13	Alumni	Miss. Monica V. Akhade	Miss. Monica V. Akhade	Twice In a Year
			Dr. Shaila D. Phadtare	

### **Statutory committees 2024-2025**

GOVERNING BODY	Dr. Arun M. Ingle	Twice In a Year
ADVISORY COMMITTEE	Shri. Uttam S. Phadtare	Twice In a Year
COLLEGE DEVELOPMENT COMMITTEE	Shri. Dattatray S. Phadtare	Twice In a Year
GRIEVANCE REDRESSAL COMMITTEE	Dr. Vipul V. Nimbalkar	Twice In a Year
WOMEN GRIEVENCE COMMITTEE	Miss .Monica V. Akhade	Twice In a Year
ANTI-RAGGING COMMITTEE	Dr. Shaila D. Phadtare	Twice In a Year
INTERNAL COMPLAINT COMMITTEE	Mr. Dhanjay S. Kedar	Twice In a Year
SC/ST COMMITTEE	Miss Harshada K. Gaikwad	Twice In a Year

Note: -

1. Conduct a brainstorming meeting with committee members.
2. Decide Objectives, Frequency of meetings and deliverables on Annual Basis.
3. Propose budget for all annual deliverables.
4. Maintain Minutes of Meetings and Filing work.



  
 Director  
 Dyan Kala Krda & Krushi Pratishtan's  
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