



Anekant Education Society's

ANEKANT INSTITUTE OF MANAGEMENT STUDIES (AIMS)(Approved by AICTE, DTE, Recognized by Govt. of Maharashtra & Affiliated to University of Pune)
Religious Minority Institution

Anekant Education Society Campus

Baramati, Dist : Pune- 413 102 (MH) India.

Website : www.aimsaramati.orgPh. : (02112) 227299 Placement Cell : (02112) 656540 Email ID : director.aimsaramati@gmail.comDr. M.A.Lahori
Director**STATUTORY DECLARATION ON INSTITUTION WEBSITE UNDER SEC- 4 (1)B OF RTI ACT 2005.**

Sec- 4(1)(B) of RTI Act 2005 covers the statutory declaration of Anekant Education Society's, Anekant Institute of Management Studies (AIMS), Baramati on College Website. It covers all the rules and regulations which are implemented by AICTE New Delhi, DTE Maharashtra and Govt. of Maharashtra.

Anekant Institute of Management Studies (AIMS) is a legendary arm of Anekant Education Society, Baramati which is a Jain Religious Minority Institute. AIMS is approved by AICTE New Delhi F.No.West/1-21774581/2010/New Dated 06/10/2010, Govt. of Maharashtra Higher and Technical Education Govt. GR No. TEM-2010/(267/10)/TANSHI-4 and Permanently affiliated to Savitribai Phule Pune University, Pune Maharashtra.

The Institute has a Governing Council Body and it functions as per rules and regulations of the Govt. from time to time. The Institute comes under Local fund Audit which gives certificate and remark regarding maintenance of financial transactions. The Institute has different bodies to maintain all types of disciplines & decorum in the campus. All the cells or committees of the Institution are under statutory bodies and come under Section 4(1) b of RTI Act 2005. The applications under the RTI Act, along with a postal order/demand draft for Rs.10.00 obtained in favour of Director, Anekant Education Society's, Anekant Institute of Management Studies (AIMS) may be sent to the public information officer or handed over in his office. All information about the Institute under section 4 (1) b of RTI Act. 2005 hence, are open for the public and any of them (Indian Citizen) can be obtained the information.

For further information please contact Public Information officer: Dr.Abhishek Y. Dikshit, 02112-227299, 9423501272

Note: Public Information Officer deals only with the matters pertaining to the Right to Information Act.

Dr. M. A. Lahori
DIRECTOR
ANEKANT INSTITUTE OF MANAGEMENT
STUDIES, BARAMATI (PUNE)



Declaration under Section 4(1) b of R.T.I. Act 2005 : Mandatory Disclosure

Part A

1] Name and Address of the Society

Name	Anekant Education Society
Registration No. & Year	BOM /385 Poona Dt. 18-09-1961 Bombay Public Trust Act, 1950- No. F 592, Pune Societies Registration Act. 1860 – No MAH 778 Pune
Address	TC College campus
Taluka	Baramati
District	Pune
Pin Code	413102
Phone No. With STD Code	02112- 221205
Fax No. With STD Code	02112- 221205
Email ID	director@aimsaramati.org
Web site	www.anekantaramati.org.in

2] Name and Address of the Institute

Name	Anekant Institute of Management Studies(AIMS)
Address	Anekant Education Society Campus
Taluka	Baramati
District	Pune
Pin Code	413102
Phone No. With STD Code	02112 227299
Fax No. With STD Code	02112 227299
Email ID	director@aimsaramati.org
Web site	www.aimsaramati.org

3] University of Pune ID / AICTE ID / DTE Code No.

UOP-ID	I	M	M	P	0	1	9	2	4	0
AICTE-ID	1	-	2	1	7	7	4	5	8	1
DTE-Code	M	B	6	7	3	1				

4] Information on Establishment of the Institution

Year of Establishment	2010
Date on which first affiliation was accorded by the University	2-5-2012
Year of Commencement of the first batch	2011-2012
Details of Last affiliation letter with year of approval	2014-15 Letter No.CA/5618 Dated 17/06/14
Whether Institute is Aided / Un-aided	Un-aided



Whether college is registered as a Minority Institute if yes, type of Minority Linguistic / Religious etc.	Religious Jain Minority Letter No: Ashes- 2010/174/(29)/L.N. 138/2010/ka.5 Dated 27/04/2010
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5] Governing Council

Name	Designation
Shri. Arahatsdas Hirachand Shah Chairman, Anekant Education Society, Baramati	Chairman
Shri. Milind Rajkumar Shah Secretary, Anekant Institute of Management Studies, Baramati	Secretary
Shri. Vikas Shashikant Shah Joint Secretary, Anekant Institute of Management Studies, Baramati	Joint Secretary
Shri. Sunil Shivlal Shah Treasurer, Anekant Institute of Management Studies, Baramati	Treasurer
Shri. Chakor Nalinchandra Gandhi Member, Anekant Education Society, Baramati	Member
Dr. Chandrashekhar V. Murumkar Principal T. C. College Baramati	Member
Shri. Dr. Rajkumar K. Chhajed Member, Anekant Education Society, Baramati	Member
Shri. Vikas M. Shah (Wadujkar) Member, Anekant Education Society, Baramati	Member
Shri. Dhaval Abhaykumar Shah Member, Anekant Education Society, Baramati	Member
Representative	AICTE, New Delhi
Representative	DTE, Mumbai
Representative	Savitribai Phule Pune University
Dr. M. A. Lahori	Director, AIMS, Baramati
Dr. Abhishek Y. Dikshit Faculty Representative, AIMS, Baramati	Member
Dr. M. A. Lahori Director, AIMS, Baramati	Member Secretary and Convener

6] Advisory Board

Name	Designation
Shri. Jawahar Motilal Shaha Secretary, Anekant Education Society, Baramati	Chairman
Shri. Milind Rajkumar Shah Secretary, Anekant Institute of Management Studies, Baramati	Secretary
Shri. Vikas Shashikant Shah Joint Secretary, Anekant Institute of Management Studies, Baramati	Joint Secretary
Shri. Chakor Nalinchandra Gandhi Member, Anekant Education Society, Baramati	Member



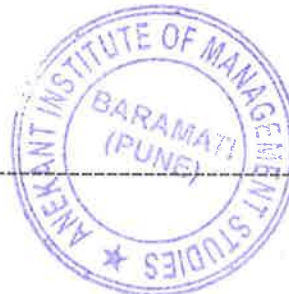
Dr. Norbert Koubek Professor, Bergish University Wupartal, Germany	Member
Dr. G. R. Krishnamurthy Chairman, Advisory Board, AIMS	Chairman
Shri. Milind Rajkumar Shah Joint Secretary, Anekant Education Society, Baramati	Joint Secretary
Shri. Vikas Shashikant Shah Member, Anekant Education Society, Baramati	Member
Shri. Chakor Nalinchandra Gandhi Member, Anekant Education Society, Baramati	Member
Dr. Norbert Koubek Professor, Bergish University Wupartal, Germany	Member
Shri. R. K. Singh Assistant Director - RCUES Lucknow	Member
Shri. S. B. Patil HR Head Bharat Forge Baramati	Member
Dr. Chandrashekhar V. Murumkar Principal, T. C. College, Baramati	Member
Smt. Radhika Ghorpade Executive Assistant to Plant Manager - Cummins Phaltan	Member
Ms. Padmini Chavan Director Career Carver Group, Baramati	Member
Mr. Vishal Shinde Executive - ER ISMT Ltd. Baramati	Member
Dr. M. A. Lahori Director, AIMS, Baramati	Member Secretary and Convener

7] Name and Designation of the Head of the Institution (Director)

Name	Dr. M. A. Lahori
Designation	Director
Qualification	MBA Ph. D
Experience	32 Years
Highest Degree	Ph. D
Specialization	Marketing
Total Experience	32 Years
Date of Birth	01/07/1961
Phone No.	(O):0212 227299 ©:8983009867 (M): 8983009867
E-Mail	drmalahori@yhoo.com
Whether approved by University of Pune	Yes
The approval letter No	CCO/1504 Dated 16/05/2013

8] Continuation of Affiliation for AICTE approved Existing Post Graduate courses for the academic year:2015-2016 & 2016-17

Current Status:



Name of Course	Sanctioned Intake(Year wise)		Actual Intake(Year wise)		
	1st	2nd	1st	2nd	Total
MBA	120	120	120	32	152

Course under consideration for extension of affiliation of existing Post Graduate for the academic year 2015-16 & 2016-17

Sr. No.	Name of Course	Intake				
		1st	2nd	3rd	4th	Total
1	MBA	120	-	-	-	120

9] Details of First affiliation for existing Post Graduate Courses:

Sr	Course	Year of affiliation	AICTE Approval No.	Government G.R. No.	University Affiliation Letter No.
1	MBA	2011-12	West1-21774581 /2010New	TEM-2010/(267/10)TE -4	CA /3106. Dated 24/08/2011
2	MBA	2012-13	West/1-696317153 /2012/EOA	TEM-2010/(267/10)TE -4	CA /3963. Dated 26/11/2012
3	MBA	2013-14	West/1-1471219018 /2013/EOA	TEM-2010/(267/10)TE -4	CA /5618. Dated 17/06/2014

Intake Admission Details

Sr	Academic Year	Granted Division	Non Granted	Intake	Admissions
1	2011-2012	0	2	180	84
2	2012-2013	0	2	120	90
3	2013-2014	0	2	120	36
4	2014-2015	0	2	120	117
5	2015-2016	0	2	120	120
6	2016-2017	0	2	120	90
7	2017-2018	0	2	120	120

10] Name of R.T.I. Officer & Appellant officer.

Name	Dr. M. A. Lahori	Dr. A. Y. Dikshit
Designation	Appellate Authority	State Public Information Officer
Qualification	MBA, Ph. D	BSL.LLB, MBA.
Phone No.	(O):02112 227299	(O):202112 227299
	©: 02112 227299	©: 02112 227299
	(M):8983009867	(M): 9423501272
E-Mail	drmalahori@yahoo.com	abhishek.y.dikshit@aimsaramati.org



11] Faculty strength for the existing programmes

Sr.	Course	Sanctioned Intake	Faculty Strength	
			Required	Approved Faculty
1	MBA	120	12	12

12] Teaching Staff Information – Branch wise

A S#	Post	Name of the Staff	F.T./ P.T./ Visiting / C.H.B	Qualification	Experience
1	Director	Dr. M. A. Lahori	F.T.	MBA. PhD.	36
2	Professor	Dr. V. N. Sayankar	F.T.	MBA. PhD.	25
3	Associate Professor	Dr. U. S. Kollimath	F.T.	BSc. MBA. PhD.	22
4	Associate Professor	Dr. A. Y. Dikshit	F.T.	BSL. LLB. MBA. PhD.	10
5	Associate Professor	Dr. D. P. More	F.T.	BSc. MBA. PhD.	09
6	Associate Professor	Dr. T. V. Chavan	F.T.	BSc. MBA. PhD.	08
7	Assistant Professor	Prof. Sachin S. Jadhav	F.T.	B.Com, MBA	20
8	Assistant Professor	Prof. Manisha A. Vhora	F.T.	B.Sc, MCA, MBA	12
9	Assistant Professor	Prof. Smita S. Khatri	F.T.	B.Sc., MBA	11
10	Assistant Professor	Prof. Pravin V. Yadav	F.T.	B.Com, MCM, MBA	10
11	Assistant Professor	Prof. S. S. Badave	F.T.	BSc. MBA.	12
12	Assistant Professor	Prof. D. M. Anpat	F.T.	BSc. MCM. MBA.	10

13] Supporting Staff Details (Branch wise)

Sr.	Name	Designation	Qualification	Experience
1	Mrs .Priti D. Hanchate	Librarian	M.Lib&I.Sc, NET, SET	10 year
2	Mr.Vijay D. Shinde	O.S.	BA DCHMNT	10 year
3	Mrs. Sayali M. Beldar	Senior Clerk	M.Com	8 year
4	Miss. Shital Mehtre	Junior Clerk	B.Com	3 year
5	Mr. UdayGardi	Peon	BA	3 year
6	Mr. AmitDengale	Peon	S. Y .BA	3 year
7	Mr.Amol Borate	Peon	BA	3 year
8	Mr. Rohit Khadagale	Peon	BA	3 year

14] Office Superintendent :

Name of the O.S.	Mr. Vijay Dhanaji Shinde
Qualification	B.A. DCHMNT
Date of Appointment	21/11/2011
Date of Joining	21/11/2011
Date of Birth	26/06/1982
Contact	9922133828
Email ID	vijayshinde@aimsaramati.org



15] Librarian:

Name of the Librarian	Mrs. Priti D. Hanchate.
Qualification	MSc. M. Lib SET, NET
Date of Appointment	1/06/2011
Date of Joining	1/06/2011
Date of Birth	25/01/1975
Contact	9921246356
Email ID	hanchatepd@gmail.com
University Approval No. & Date	CCO/2657 dated 30/10/2012

Library Staff Details (As per List Attached)

Sr.	Name	Designation	Qualification	Date of Joining
1	Uday P. Gardi	Assistant	BA, B.Lib	1/07/2011

16] Library facilities

Sr.	Particular	Availability
01	Total area of the library	160 Sq mtr
02	Seating capacity of the library	63
03	Reprographic facility	Yes
04	Working hours of Library	9.00am to 5.30 pm
05	Library networking facility	Yes
06	Usage data of the library (in terms of books issued to the faculty & students etc.)	Easylib (Bangalore)
07	Annual library budget(% of annual student fee collected)	12,00,000/-

Details of the Library Books:

Sr.	Course	Total Number of Titles	Total Number of volumes	Number of Journals	
				National	International
1	MBA	3035	6609	24	03

17] Details of Computer Facilities:

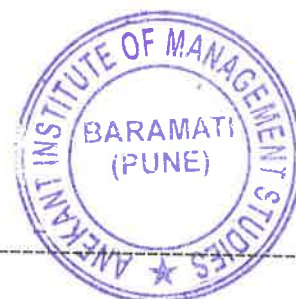
Sr.	Courses	No of P-IV / Latest Configuration	Peripherals
1	MBA	134	134

Internet Facility Details:

1. Lease Line 2Mbps
2. Instructional Area (Carpet Area) in 150 Sq. M.

18] Infrastructure Information

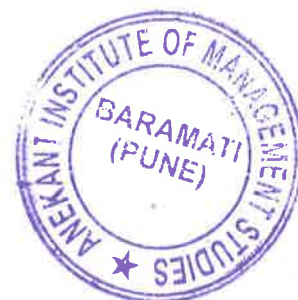
Particulars	For existing intake			
	Nos.		Area	
	Required	Available	Required	Available
Class Rooms	6	6	462	462
Tutorial Rooms	2	2	66	66
Seminar Hall	1	1	132	144



Computer Centre	1	1	150	150
Library and Reading Room	1	1	100	100
Total	11	11	775	922
Administrative Area (Carpet Area) in Sq. M.				
Principal/Director Office	1	1	30	30
Board Room	1	1	20	20
Office all inclusive	1	1	150	150
Cabins for Head of Departments	1	1	10	10
Faculty Rooms	1	1	5	77
Examinations Control Office	1	1	30	30
Placement office	1	1	30	30
Central Stores	1	1	30	30
Maintenance	1	1	10	10
Security	1	1	10	10
House Keeping	1	1	10	10
Pantry for Staff	1	1	10	10
Amenities Area(Carpet Area) in Sq. M.				
Toilets(Ladies & Gents)	6	6	348	348
Boys Common Room	1	1	75	77
Girls Common Room	1	1	75	77
Cafeteria	1	1	150	150
Stationery Stores & Reprography	1	1	10	10
First Aid Cum Sick Room	1	1	10	10

19] Other Facilities:

Parameter	Availability
Language Laboratory	YES
All Weather Approach Road	YES
Potable Water Supply	YES
Electrical Generator	YES
Digital Library	YES
Parking facilities	YES
Medical facilities	YES
Insurance facilities	YES
Reprographic facilities in the Institutions.	YES
Sewage Disposal	YES
Telephone and FAX	YES
General Notice Board and Departmental Notice Boards	YES



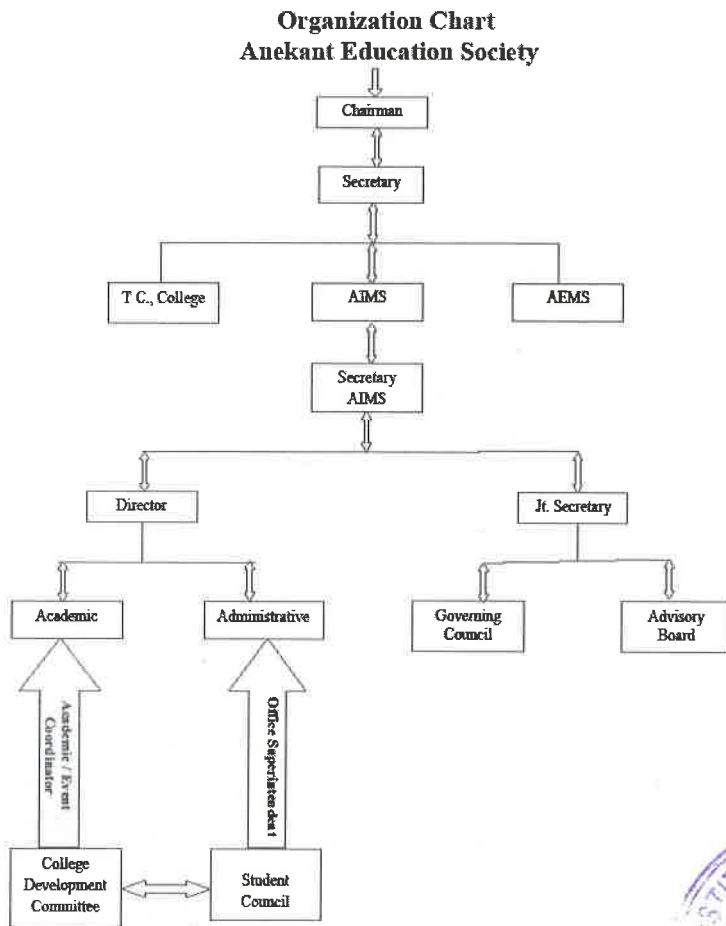
Medical and Counseling Facilities	YES
Institution web site	YES
First Aid facility	YES

20] Land Availability

Land Category (Rural / District Head Quarter / State Capital / Metropolitan city)	Area required As per Land Category (Acres)	Total Area available (Acres)
Rural	1	3.39

- (a) Whether the said land is demarcated by fencing: Yes
- (b) Boundary wall for the institution: Yes
- (c) Whether the land is contiguous: No

21] Organization Chart



Declaration under Section 4 of R.T.I. Act

Part B

1] AIMS Budding Feather of Anekant:

AIMS was established in the year 2011 as a 'Management Institute' in the rural India Pune-Dist at Baramati as stand-alone entity of Anekant Education Society and offering full time 2 years MBA program, which is approved by AICTE for 120 intake, DTE, Government of Maharashtra and Affiliated to Savitribai Phule Pune University, Pune. AIMS in a short span of 6 years have become an impulse choice of the students at large; more particularly in rural India (Pune Dist.), the obvious reason is the "Quality of Learning" inter alia with market exposures and industry interface. The wholesome of course particularly at AIMS is finishing with better placement, job offshoot opportunities and employability skills. The prime mission and vision of AIMS is to develop management professionals (from rural India-Pune -Dist.) with a view to excel in the corporate world as well as take it to new heights, being embed with our ethics and Indian ethos.

The crux and fulcrum is to nurture the rural talents and hone their skills which are achieved only through AIMS staff, who are basically architect and masters in their own domain and student mentoring. AIMS has a well qualified and well blend experienced (industrial as well as academic) staff. AIMS as a matter of fact works on the de facto of 'Self Monitoring' by tools such as the yearly calendar, students' handbook, student's council, College Development Committee and endemic happenings under the guidance of respective faculty coordinator. AIMS since its inception, is providing quality education along with industrial interface and in a limited span of time, made its mark on academic, cultural and social environment of Baramati in particular and Pune Dist. in general. And most importantly AIMS is known as the 'Event Institute' among students and that is the magnetic force and a source of students' development.

2] Vision:

AIMS Baramati envisage being a global epicentre and socially accountable Institute of Excellence which conserves, creates, imparts pertinent knowledge and values to students particularly of rural and remote areas. Our stakeholders are empowered to progressively conquer all the socio-economic, technological challenges and to uphold echelon of citizenry.

3] Mission:

- I. Establishing collaborations with globally acclaimed organizations in the sphere of socio-economics.
- II. Facilitating intellectual transactions to proactively develop business leaders with contemporary skill-sets.
- III. Elevating research quotient among the students.
- IV. Inculcating moral, ethical, social values and professional etiquettes.
- V. Enabling students to integrate technological know-how with social wellbeing.

4] Nature of Governance: Governance is based on participative, goal and value-oriented principles towards imparting and creating knowledge.

- I. The institute is governed by Anekant Education Society (AES), Baramati, a religious minority institute. The proximity of the AES office in AES campus enables in smooth functioning of the institute and coordination between Management and the institute administration.
- II. The functioning of the institute is based on the broad plan devised by the Advisory Board, Governing Council and College Development Committee (CDC).
- III. The Advisory Board meeting takes place in a year and provides strategic advice to the Management to create an inclusive learning environment.
- IV. The Governing Council meeting takes place twice in a year, where all monetary issues of the institute are discussed and taken. College Development Committee works under the guidelines provided and laid by the Governing Council. CDC comprising of Management, Director as Secretary and the



Convener, IQAC Coordinator, Academic Coordinator, Faculty Representatives, Office Superintendent (OS), Librarian and Alumni Representative formulate and incorporate the action plans with strategic plans. Action plans are devised in the meetings and minutes of the same are drafted and then subsequently communicated to the concerned committees.

- V. IQAC provides participatory system for the establishment and enhancement of quality measures. The Director is the Chairperson of IQAC who plays a vital and significant role in ensuring effective networking and interaction with all the stakeholders.

5] Admission Glimpses:

The admission of MBA at AIMS is through the process of DTE (Directorate of Technical Education, Mumbai) under the Admission Authority, Mumbai. It is observed that, most of the admission and foot-fall of the students are because of referral and word of mouth among students' fraternity. The admission scenario at AIMS is indeed good and same is shown below, Admission Details at a Glance;

Gender Admission-Intake 120				Category Admission CET Cell Pune-In take 120					
Year	Boys	Girls	TOTAL	SC	ST	OBC	GEN	Other / NT	TOTAL
2011-12	53	31	84	3	0	11	57	13	84
2012-13	57	33	90	4	0	11	61	14	90
2013-14	27	16	43	3	0	3	31	6	43
2014-15	74	46	120	29	0	11	56	24	120
2015-16	58	62	120	35	0	11	46	28	120
2016-17	65	25	90	22	0	16	28	24	90
2017-18	67	53	120	26	0	8	56	30	120

6] Buzz at AIMS:

Right from the very first day of the Institute, AIMS engages the students in various syllabi and non-syllabi activities, which keep their learning cycle in order of input, process and output. This indeed gives them (students) a lot of knowledge with practical approach and more important is the interest to learn and do the work (learning by doing). Apart from the regular routine classroom sessions / classes; presentations, discussions, mentorship etc., is also carried out. AIMS undertake the following activities for the benefit of students and as a matter of fact these are essential for making a student an MBA. By and large month-wise market and industry oriented curricular activities are delineated herein;

- o August: who is who networking - Orientation program and Collage competition. Guidance to the current students from the alumni, about the industrial working culture, importance of assignments, sessions, guest lectures and other academic happenings. Basically, introduction of students and faculties with their subjects and expertise takes a course during orientation. Herein, students' SWOC is being assessed for working on the same and making them result oriented.
- o September: Convex competition [Inter-Collegiate]-a summer internship project presentation, guest lectures and local industrial visit so as to make student aware about the industrial working and help them in identifying their area of interest for specialization.
- o October: Local industrial visit and a two day National Conference, more than 100 research papers from 7 states, 65 paper presentations and release of ISBN proceeding on the inaugural day itself. This helps student to understand the importance of research in academics as well as in industry.
- o November & December: Remedial classes followed by internal examinations and University examinations for semester I and III.



- o January: Intaglio Series [Inter-Collegiate Management Fest] had almost 1000 plus participants from various Colleges and Institutes and is one of the signature programs and popular among students because of its 'Fun Learning' uniqueness quality.
- o February: Out of state industrial visit, for better exposure and team work learning among students.
- o March: Alumni meet and its interactive session with the students on the exact requirement of the business and industry. MBA I year students had organized a farewell for MBA II year students on completion of their course.
- o April & May; Remedial classes if any, followed by internal examinations and University examinations for semester II and IV. Before the students break for vacation, we commence the Placement activities by virtue of Campus Drive and Job Fair in association with Pune Employment Exchange and our MoU associates. Almost 70 to 80 percent of the students get placed right in the beginning of the III semester and IV semester. Our major recruiters are from Baramati MIDC (one of the major MIDC of Maharashtra State), Mumbai and Pune and the lowest and highest CTC-cost-to-company was Rs.1.20 to 4.80 lakhs per annum. However the major list of the recruiters is shown herein.
- o June & July: As a matter of fact the Summer Internship Project for the MBA I year students starts from June for 50 days at industry; and for MBA II year students, the regular sessions start from July onwards.

7] Epitome of Functionality:

The Functionality Governance is fully on autonomy principle of the work. It means 'one hierarchy' nature of work. Every academic year we follow the work allocation chart on roster basis. This gives an insight to every faculty member about the events etc., and more important is the magnitude and significance of work other than classroom teachings.

In AIMS functionality, faculties of AIMS have introduced a few noticeable best and distinctive practices based on the inherent qualities they possess. AIMS is pleased to narrate a few of the distinctive best practices;

1. Students behavior at home
2. Basic educational counseling at slum area [Sugarcane Cutter Folks] in Baramati
3. Fostering students citizenship
4. Eco-friendly culture
5. Democratic style of functioning
6. Social sensitization in nearby area
7. Embedding National Integrity among students

The students have a close-knit relation with faculty during their studentship of 2 years at AIMS. In that period, students are groomed one-to-one by way of improving students' behavior at home; it means respecting elders, helping them in domestic work and showcasing responsible behavior. Few faculties shoulder the responsibility of counseling students the children about the importance of Basic education and parent of the slum area. The working culture and environment as a whole at AIMS is very salubrious and democratic, because of this, things are happening scratch to finish well before time.

AIMS is also exercising the practice of Social Sensitization in nearby area, more particularly about community oneness, hygienic and healthy practices in the slum areas, embedding national integrity and a lot more; that is community oriented in general and student oriented in particular.

8] Duties and responsibilities of the officers and other employees of the Institute:

A] Responsibilities of the Director:

The Director as an administrative and academic Head of the College and shall be responsible for:

1. Academic growth of the Department/College.(Participation in the teaching work, research, and training programs)



2. Assisting in planning and implementation of academic programs such as orientation courses, seminars, in service and other training programs organized by the Institute for academic competence of the Faculty Members.

3. Assessing reports of teachers.

4. Any other work relating to the Department/Institute as may be assigned to Him/her by the Competent Authority from time to time.

5. Admissions of students and maintaining discipline.

B] Duties and responsibilities of Training and Placement Officers

1. Shall conduct Entrepreneurship programs, Awareness camps and programs for personality development for students.

2. Shall perform manpower survey for new need based diversified courses

3. Shall counsel students for education/job opportunities

4. Shall arrange campus interviews.

5. Shall promote Industry Institute Interaction for internships sponsored projects, placement etc.

6. Coordinating the development of and implementing the college's Vision and Goals Statement

C] Duties and responsibilities of Dean Academics

1. Coordinating the development of and implementing the college's Vision and Goals Statement

2. Leading Institute's efforts toward achieving University goals.

3. To provide overall leadership, direction, advocacy, communication, coordination, and Assessment of the academic unit as a whole, and of the sub-units (departments and/or Programs) within it.

4. Leading and coordinating college strategic planning and curriculum development.

5. Supervising, evaluating, and supporting Institute.

D] Duties and responsibilities of Faculty

The Faculty of any Department shall be responsible for:

1. Development of teaching material, planning of lessons, unscheduled teaching activities such student counseling, setting and grading test papers, arranging and conducting tests, conduct of Local/Board examinations, implementation of project for students, setting and evaluation.

2. Curriculum Development due to the ever expanding demand of knowledge and changing needs of the industry

3. Student's activities as an adviser to literary, games, student associations, warden ship etc.

4. Administration which may be departmental and or institutional as member/convener of some committee.

5. Professional activities i.e. involvement in professional and technical societies.

6. Continuing education activities both as on organizer instructor and as a participant

7. He/she shall organize sports events for the students time to time.

8. Shall take care of sports equipments

9. To promote good health, giving students a new way to make them fit and learn their lessons at the same time.

10. Shall also promote team play. Working as a part of a team is always encouraged to make the students competitive.

E] Duties and responsibilities of Sports In-charge

1. He/she shall organize sports events for the students time to time.

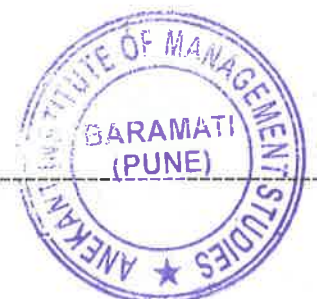
2. Shall take care of sports equipments

3. To promote good health, giving students a new way to make them fit and learn their lessons at the same time.

4. Shall also promote team play. Working as a part of a team is always encouraged to make the students competitive

F] Duties and responsibilities of Statutory committees of Institute

I] Anti-Ragging Committee



Anti-ragging In-charge will be Responsible for the following:

1. They will form duty chart & carryout regular checks for any Ragging activity in their areas.
2. They will carry-out surprise checks in probable areas of ragging. In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately
3. Each squad in charge will make detailed duty plan in respect of his squad and forward a list copy of the same to the control room.
4. Every squad in charge will brief all members of his squad about their duties / action regarding anti ragging.
5. In case of inadequacy of the member detailed in their respective teams, they may float additional requirements to the in charge of anti ragging committee.

II] Women Grievance Cell

1. To resolve issues pertaining to girls'/women's sexual harassment.
2. To equip the female students, faculty and staff members with knowledge of their legal rights.
3. To safeguard the rights of female students, faculty and staff members.
4. To provide a platform for listening to complaints and redressed of grievances.
5. To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
6. To ensure personality along with academic development of students

III] Committee for SC/ST/OBC/PwH

1. To investigate and monitor all matters relating to the safeguards provided for the Scheduled Castes under this Constitution or under any other law for the time being in force or under any order of the Government and to evaluate the working of such safeguards.
2. To inquire into specific complaints with respect to the deprivation of rights and safeguards of the SC/ST/OBC/PwH
3. To participate and advise on the planning process of socio-economic development of the Scheduled Castes and to evaluate the progress of their development.

IV] Internal Complaints Committee

1. To understand what is Workplace Harassment and how women are prone to it.
2. To know the statutory implication by Indian legislature to control Workplace harassment.
3. To suggest Standard Operating Procedures to transform the organizations as safe workplace for women.

V] Alumni Association Committee

1. Maintaining and updating alumni database.
2. Organizing Annual Alumni Meet.
3. Continuous liasoning with alumni for curriculum enrichment, activities of entrepreneurship development cell etc.

9] Duties and responsibilities of Office Superintendent of Institute

1. The Office Superintendent shall have the powers to take disciplinary action against the non-teaching staff working in the department/institutions. Ordinarily such disciplinary action shall be taken with the recommendation of the concerned head of the Department /Head of the institute.
2. It shall be the responsibility of the Office Superintendent, subject to the control of the Executive Council, to enter into agreement, sign documents and authenticate records on behalf of the institute
3. The Office Superintendent shall be the custodian of the records, the common seal and such other property of the institute.
4. The Office Superintendent shall exercise such other powers and perform such other duties as are prescribed, or are required from time to time by the Principal and managing committee.

10] Duties and responsibilities of Librarian and Library staff

1. Check books in and out of the library and Assemble and arrange display materials.
2. Review and evaluate resource material, such as book reviews and catalogs.



3. Direct and train library staff in duties such as receiving, shelving, researching, cataloging, and equipment use.

4. Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access.

5. Develop library policies and procedures.

11] Duties and responsibilities of Security Officer

1. The Security Officer shall be under the direct control of the Office Superintendent and shall assist the Registrar in maintaining security of the Campus, and of its movable immovable property.

2. He shall be responsible in respect of .All routine matters pertaining to the recruitment of security staff, their posting, substitute appointments, sanctioning of all kinds of leave to them, transferring of the Watchman from one place to another and to taken the, disciplinary actions, if any, against them.

3. In case of major disciplinary action, the approval of the Office Superintendent shall be obtained. He shall perform such other duties and functions as may by assigned to him by the Registrar from time to time.

12] Duties and responsibilities of Head Clerk/ Equivalent Cadres

1. To exercise, check and to follow up the incoming letters received from the University /Colleges/Students etc.

2. To ensure the prompt dispatch of letters.

3. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.

4. To maintain calendar of periodical returns for incoming and outgoing, separately.

5. To attend to such other work that may be assigned to him with the approval of the Office Superintendent.

Submitted By:



Mr. V. D. Shinde
Assistant Public Information Officer
Member RTI Committee

Confirmed By:



Dr. Abhishek Dikshit
Public Information Officer
RTI Officer

Approved By:



Dr. M. A. Lahori
RTI Appellate Authority
Director



DIRECTOR
ANEKANT INSTITUTE OF MANAGEMENT
STUDIES, BARAMATI (PUNE)