

2022-2023
Grievance Redressal Committee

Sr No	Name of faculty / staff	Designation
1	Dr. Amit Medhekar	Director, AIBM
2	Prof. Swapnali Bhosale	Teacher Representative and Secretary
3	Dr. Shrikant Waghulkar	Teacher Representative
4	Prof. Tabrej Mulla	Teacher Representative
5	Mr. Ganesh Kumar	Non-Teaching Representative
6	Ms. Sangita D	Non-Teaching Representative
7	Shailesh Bachate	Student Representative
8	Rakhi Wadhwani	Student Representative



ARIHANT INSTITUTE OF BUSINESS MANAGEMENT
AIBM
Pune

[Signature]
Director
Arihant Institute of Business Management
Bavdhan (Bk.) Pune - 21.

Ref.: AEF / AIBM /

Date: / /

2022-2023

Internal Compliance Committee

**(As per Prevention, Prohibition and Redressal Act-Sexual Harassment Act
in April 2013)**

Sr No	Name of faculty / staff	Designation
1	Dr. Kanchan Shinde	Chairperson
2	Dr. Manisha Telang	Member
3	Prof.Ramya Nair	Member
4	Ms.Aparna Rahate	Member
5	Ms.Sonika Kumari	Member
6	Ms. Nidhi Nair	Member
7	Mr. Ishant kumar Singh	Member
8	Ms. Sakshi Dilliwar	Member
9	Ms.Dhanashree Shetty	NGO Representative



[Signature]
Director
Arihant Institute of Business Management
Bavdhan (Bk.) Pune - 21.

Ref.: AEF / AIMB /

Date: / /

2022-2023

Anti Ragging Committee

Sr.No.	Name of the member	Designation
1	Dr.Amit Medhekar	Chairman
2	Mr.Rameshwar Turnar	PSI, Police Station Warje, Near Mumbai Bangalore Highway Warje Malwadi, N D A Road, Pune
3	Adv. Ashwini Padale	Advocate, Morwadi Court,Pimpri,Pune
4	Mr Prashant Nikam	Reporter- News24 Live, Local Media Representative
5	Dr. Mitali More	Teacher Representative
6	Mrs. Vachhala Baban Kanake	Parent Representative
7	Mr. Prakash Hingne	Parent Representative
8	Mr. Omkar Prasad	Student Representative
9	Ms. Gayathri Somanath	Student Representative
10	Mr. Mohan Singh	Non-teaching Representative



[Signature]
Director
Arihant Institute of Business Management
Bavdhan (BK), Pune - 21.

Ref.: AEF / AIBM /

Date: / /

2022-2023

Internal Quality Assurance Cell (IOAC)

Sr No	Name of faculty / staff	Authority	Designation
1	Dr.Amit Medhekar	Chairman	Director
2	Prof.Ramya Nair	Coordinator	Assistant Professor
3	Prof.Swapnali Bhosale	Member	Assistant Professor
4	Dr. Amar Narkhede	Member	Assistant Professor
5	Ms. Monika Kale	Member	Administrative representative
6	Ms.Sangeeta D	Member	Administrative representative
7	Mr.G.K Pillai	Member	Industry Representative
8	Mr.Rajendra Bandal	Member	Local representative
9	Ms. Nazish Khan	Member	Student Representative
10	Ms. Sayanita Pakhira	Member	Student Representative
11	Ms.Rutuja Bhunge	Member	Alumni Representative



[Signature]
Director
Arihant Institute of Business Management
Bavdhan (Bk.) Pune - 21.

Ref.: AEF / AIBM /

Date: / /

2022-2023

Alumni Association

Sr No	Name of faculty / staff	Designation
1	Ms. Monika Kale	President
2	Prof. Ankush Koul	Vice President
3	Prof. Swapnali Bhosale	Secretary
4	Dr. Shrikant Waghulkar	Treasurer
5	Mr. Baliram Yadav	Member
6	Mr. Vinit Yadav	Member
7	Ms. Swati Kumari	Member
8	Ms. Aarti Phalke	Member
9	Ms. Kalyani Kudale	Member
10	Ms. Kalyani Sonawane	Member
11	Ms. Harshita Rawat	Member



[Signature]
Director
Arihant Institute of Business Management
Bavdhan (Bk.) Pune - 21.

Ref.: AEF / AIBM /

Date: / /

2022-2023

Academic Advisory Committee

Sr No	Name of faculty / staff	Designation
1	Dr. Amit Medhekar	Director, AIBM
2	Dr. Deepali Bankapure	Sr. Professor
3	Mr. Nisar Shikalgar	Industry Representative
4	Dr. Shrikant Waghulkar	Teaching Representative
5	Dr. Amar Narkhede	Teaching Representative
6	Mr. Ganesh Kumar	Non-Teaching Representative
7	Ms. Rutija Bhunge	Alumni Representative



[Signature]
Director
Arihant Institute of Business Management
Bavdhan (BK), Pune - 21.

Ref.: AEF / AIBM /

Date: / /

2022-2023

Library Committee

Sr No	Name of faculty / staff	Designation
1	Dr. Amit Medhekar	Director, AIBM
2	Dr. Deepali Bankapure	Sr. Professor
3	Prof. Swapnali Bhosale	Head of Department
4	Ms. Sangeeta Sonawane	Librarian and secretary
5	Prof. Sarita Agarawal	Teaching Representative
6	Ms. Sangeeta D.	Non-Teaching Representative
7	Ms. Riya Joardar	Student Representative



(Signature)
Director
Arihant Institute of Business Management
Bavdhan (Bk.) Pune - 21.

Ref.: AEF / AIBM /

Date: / /

2022-2023

Administrative Committee

Sr No	Name of faculty / staff	Designation
1	Dr. Amit Medhekar	Director, AIBM
2	Mr. Mohan Singh	Office Superintendent and Secretary
3	Prof. Tabrej Mulla	Teaching Representative
4	Dr. Amar Narkhede	Teaching Representative
5	Mr. Ramakishan D. Raut	Non-Teaching representative
6	Ms. Monika Kale	Non-Teaching representative
7	Mr. Ashok Shewale	Member



(Signature)
Director
Arihant Institute of Business Management
Bavdhan (BK) Pune - 21.

Ref.: AEF / AIBM /

Date: / /

2022-2023

Industry Interaction Committee

Sr No	Name of faculty / staff	Designation
1	Dr. Amit Medhekar	Director
2	Prof. Swapnali Bhosale	Teaching Representative and secretary
3	Prof. Bhagyashree Patil	Teaching Representative
4	Ms. Sonika Kumari	Non-Teaching Representative
5	Siddhant Chitre	Student Representative- Boy
6	Vanshika Somani	Student Representative-Girl



(Signature)
Director
Arihant Institute of Business Management
Bavdhan (BK), Pune - 21.

Ref.: AEF / AIBM /

Date: / /

2022-2023

Co-Curriculum Committee

Sr No	Name of faculty / staff	Designation
1	Dr. Amit Medhekar	Director
2	Dr. Amar Narkhede	Teaching Representative and secretary
3	Prof. Swati Kumari	Teaching Representative
4	Ms. Monika Kale	Non-Teaching Representative
5	Mr. Niranjana Avhad	Student Representative- Boy
6	Ms. Purvi Jaiswal	Student Representative-Girl



(Signature)
Director
Arihant Institute of Business Management
Bavdhan (BK), Pune - 21.

Ref.: AEF / AIBM /

Date: / /

2022-2023

Research, Innovation and Extension committee

Sr No	Name of faculty / staff	Designation
1	Dr. Amit Medhekar	Director
2	Dr. Shrikant Waghulkar	Head of Department (Research)
3	Prof. Swapnali Bhosale	Teaching Representative and Secretary
4	Dr. Amar Narkhede	Teaching Representative
5	Prof. Sarita Agarwal	Teaching Representative



(Signature)
Director
Arihant Institute of Business Management
Bavdhan (Bk.) Pune - 21.

Ref.: AEF / AIBM /

Date: / /

GRIEVANCE COMMITTEE

COMMITTEE INCHARGE: Prof. Swapnali Bhosale

About the Committee

Grievance committee of Arihant Institute of Business Management has been formed with the purpose of maintaining and guiding the students and solving the grievances of the Institute.

Through this committee, the students shall be continuously monitored and ensured that no grievance should happen. In case, the grievance occurred, it should be resolved with utmost priority.

Key Stakeholders

- The Institute
- Faculty Members/ Mentors
- Students
- Any other party involved

Aims & Objectives of the Committee

- The main objective of the committee is to resolve each and every grievance occurred at the institute.
- Quick remedial action and assurance that the same problem will not occur in future.

- The main objective is co-ordinate between students/Departments/Sections to redress the grievances. It is an effort to guide ways and means to the students to redress their problems.
- To develop a responsive and accountable attitude among all stakeholders, there by maintaining a harmonious atmosphere in the institute

Constitution of the Committee

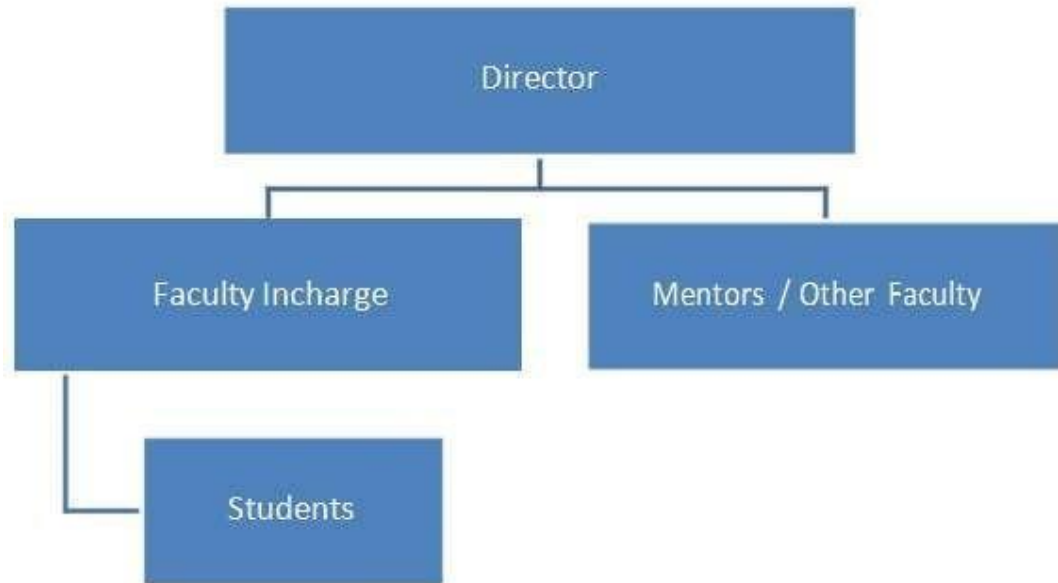
The committee is constituted to provide mechanism to students for redressal of their grievances with regard to their complaints on academic and non-academic matters, grievances related to assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by colleague students or teachers etc.

Structure of the Committee

Prof. Swapnali Bhosale—Faculty Coordinator

Students Members

- Prathamesh Vanire (Head)
- Shubham Giri (Vice Head)
- Divyanshi Shukla
- Sandesh Devsarkar



Role and Functions of Committee

- It involves a process of investigation in which the cell enquires and scrutinizes the nature and pattern of the grievances in a strictly confidential manner.
- Emphasis on procedural fairness has been given with a view to the right to be heard and right to be treated without bias, thus ensuring effective solutions.
- To receive complaints of students and redressal of grievances of students. The cases will be attended promptly on receipt of written grievances from the students.
- This committee will deal with all the Grievances directly which are related to the common problems at Institute level both academic and administrative. In addition, this committee will also entertain the appeal filed by the student against the decision of the Committee.
- The Committee will review all cases and will act accordingly.
- The Committee will give report to the authority about the cases attended and the number of pending cases, if any, which require direction and guidance from the higher authorities.

SOPs

- If the problem is not resolved informally, students may file a grievance with the Student Grievance Committee. Any type of student complaint or problem may be presented to the Student Grievance Committee for official review.
 - This campus hearing body follows a set of formal procedures, and will observe the case of the students.
 - The purposes of the Student Grievance Committee shall be to hear and to seek redress of student grievances concerning individual members of the faculty, administration or staff, and, when, appropriate, to make recommendations concerning disciplinary actions.
 - A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the faculty, member of the administration, or member of the staff, which in any way adversely affects the status, rights, or privileges of a member of the student body. The burden of proof shall rest with the complainant.
-



[Signature]
Director
Arhant Institute of Business Management
Bavdhan (Ek.) Pune - 21.

Ref.: AEF / AIBM /

Date: / /

2022-2023

COLLEGE DEVELOPMENT COMMITTEE MEETING

A Meeting of **College Development Committee** of Arihant Institute of Business Management, Bavdhan will be held on **14th Dec 2022 Wednesday at 11:00 am** in the Board Room, 1st floor at Arihant Institute of Business Management, Bavdhan, Pune.
The members of the meeting are as follows....

<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
1. Dr. Sanjay Malpani	Chairman	-----
2. Ashish Malpani	Member-Management	-----
3. Dr. Bhushan Patil	Nominee of Secretary	-----
4. Rajendra Bandal	Member	-----
5. Dr. Shrikant Waghulkar	Member	-----
6. Prof. Suraj Sharma	Member	-----
7. Prof. Swati Singh	Member	-----
8. Prof. Swapnali Bhosale	Member	-----
9. Ms. Sangita Doddabammanwar	Member-Non teaching	-----
10. Dr. Amar Narkhede	QAC Co-ordinator	-----

The Agenda of the meeting is as follows.

The meeting was started by welcoming the Chairman & the Committee members.

1. The minutes of last College Development Committee Meeting dated 05.07.2022 were read & confirmed.
2. The Chairman & members discussed on the Action Taken Report of the last meeting dated 05.07.2022.
3. The Chairman took review of second Semester planning of the College. He insisted to get feedback from students of faculty members for performance appraisal process being conducted every year in the month of January.
4. The Chairman took review of the workload of NAAC process & instructed the Director and QAC coordinator to complete all the criteria files by January end. The Chairman along with other members was present for the Mock visit arranged for NAAC assessment.

5. The Chairman instructed to conduct maximum co-curricular activities for Students development
6. It was decided to conduct Faculty Development Programs under SPPU.
7. The Chairman agreed for conducting a Corporate Conclave for the students on Entrepreneurship.
8. It was decided to motivate & help Students in terms of grooming and cracking interviews by conduction lot of mock interviews.
9. The Chairman instructed faculties to work on mentoring the students and guiding them in their journey of MBA.
10. The Chairman appreciated the Corporate Connect event conducted on every Saturday by all faculties wherein distinguished and learned speakers visit AIBM campus from all walks of life.
11. The member secretary gave vote of thanks to the Chairman & members and the meeting was over.

Dr. Sanjay Malpani
Chairman
College Development Committee

AGENDA

1. Welcome & introduction by the Chairman.
2. To read & confirm the minutes of the last College Committee meeting held on 22.10.2021.
3. To discuss on Action Taken Report of the minutes of College Committee meeting held on 22.10.2021.
4. To take review of NAAC process.
5. To discuss on second term planning of the college.
6. To take review of different competitive & innovative ideas.
7. To discuss on ASPIRE projects of University & National & International Workshops & Seminars till Feb 2022.
8. To discuss about the Scholarship drive of the College.
9. To take review of Mentor – Mentee system of the College.
10. Any other point as per the permission of the Chair.

Secretary
College Development Committee

Ref.: AEF / AIBM /

Date: / /

2022-2023

Composition of Board of Governors

As mentioned in Appendix-18 of AICTE Approval Process Handbook 2022-23, the composition of Board of Governors is as follow

- Chairman of the Board of Governors
- Member Secretary
- Three Members (Industrialists)
- One Member (Educationalist)
- Nominee of the affiliating University/ Board
- Nominee of the All India Council for Technical Education (Ex-officio)
- Nominee of the State Government (Ex-officio).
- Nominee of the State Government (Industrialist/ Technologist/ Educationist from the Region.)
- Faculty Nominee (Professor)
- Faculty Nominee (Assistant Professor)

Based on the above composition, the Board of Governors for Arihant Institute of Business Management is as follow

Sr. No.	Name	Designation
01	Dr. Sanjay Malpani	Chairman
02	Dr. Amit Medhekar	Member Secretary
03	Mr. Ashish Malpani (Industrialist)	Member
04	Mr. Rajendra Bandal (Industrialist)	Member
05	Mr. Pritam Onsker (Industrialist)	Member

06	Dr. P. R. Wadje (Educationalist)	Member
07	Nominee of AICTE	Ex-Officio
08	Nominee of the State Government	Ex-Officio
09	Nominee of the State Government	Member
10	Dr. Dipali Bankapure (Professor)	Member
11	Dr. Amar Narkhede (Assistant Professor)	Member

The management has followed the regulations for the composition of Body of Governors mentioned in Appendix 18 of AICTE Approval Process Handbook.



[Signature]
Director
 Arthant Institute of Business Management
 Bavdhan (Bk.) Pune - 21.

Ref.: AEF / AIBM /

Date: / /

Anti-Ragging Committees

Aim: Prevention and prohibition of ragging in Technical Institution, Universities including Deemed to be Universities imparting technical Education.

Reference: 1. **AICTE Notification Dated 01-07-2009 F.No.37- 3/Legal/AICTE/2009** – In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education 2. UGC regulation vide No. F. 1-16/2009 (CPP-II) dated 21.10.2009 (www.ugc.ac.in)

Objectives:

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education, (AICTE) brings forth these Regulations.

Functions:

Anti-ragging Committee will,

- Appoint Anti Ragging Squad

- Inspect such places whenever necessary.
- Conduct an on the spot enquiry into any incidents of ragging referred to it by the head of the institution or any other member. If found guilty, the culprits will have to face the action / trial as per the guidelines of honorable Supreme Court judgment.

Internal Complaint Committee

Aim:

To create and maintain an environment free from sexual harassment in the Institute. The Institute strongly disapproves of any conduct that constitutes sexual harassment.

Reference: Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

As per the provisions of Section 11 of the Act, 2013 the Internal Complaints Committee shall inquire into the complaints. During pendency of inquiries, the Committee may give recommendations as may be considered necessary under the provision of Section 12 of the Act, 2013 and based on these recommendations; the Competent Authority shall take appropriate action.

Objectives of the Committee:

1. To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of girls and women.
2. To ensure the implementation of the policy by undertaking all necessary and reasonable steps. To constitute appropriate committees for purposes of gender sensitization.
3. To conduct enquiries into complaints of sexual harassment.
4. To uphold the commitment of the institute to provide an environment free of discrimination and violence against women.

Functions:

1. Ensure a safe environment free from Sexual Harassment for women including prevention and deterrence of Sexual Harassment.
2. Prepare and prominently display the policy for the prevention and prohibition of Sexual Harassment.
3. Maintain a proactive program to educate all members as to the definition of sexual harassment and procedures for redressal.
4. Undertake workshops and training programmes at regular intervals for sensitizing the members.

5. Prominently display notices in various places spreading awareness about the issue of —Sexual Harassment at the institutel and giving information for the Redressal mechanism that has been put in place and encouraging women to file their grievances.
6. Facilitate initiation of proceedings under this policy through the institution of committee against sexual harassment for redressal of an act/s of sexual harassment.
7. If found guilty, the culprits will have to face the action / trial as per the guidelines stated in the —Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013|| Government of India, Ministry of Women and Child Development, 2013.

Alumni Association

Aim:

The Alumni Association exists to nurture and develop the AIBM students. This Association will develop bonding between Alma matter and Alumni.

Objectives of the Committee:

1. To reach, engage and serve all alumni and students by networking
2. To foster lifelong emotional bonds between the institute and its alumni
3. To organize personality development programs with the assistance of Alumni
4. To support needy students by way of Scholarships, placements, vocational training, projects, Seminars, travel grants, etc.
5. To organize value addition courses pro industry activities involving alumni
6. To host annual alumni get together and organize periodical meets as and when required
7. To recognize and felicitate alumni
8. To give awards to meritorious students

Functions

1. To organize personality development programs with the assistance of Alumni
2. To organize value addition courses as co-curricular pro industry activities involving alumni
3. To host annual alumni get together and organize periodical meets as and when required
4. To recognize and felicitate distinguished alumni
5. To give awards to meritorious students



[Signature]
Director
 Arthant Institute of Business Management
 Bavdhan (Bk.) Pune - 21.

Ref.: AEF / AIBM /

Date: / /

Academic Advisory Committee

Aim:

The Academic Advisory Committee is a committee to study Academic needs while striving to uphold academic integrity and equity for students across Institutes and classes. The Committee is concerned with the Curriculum designing, development, enrichment and academic performance of Post graduates and makes recommendations to the faculty on effective implementation of Curriculum.

Objectives:

To facilitate intellectual stimulation to generate, maintain and disseminate knowledge and the smooth functioning of the Academic process towards achievement of Academic Excellence.

To provide relevancy to the academic programmes offered by the Institute.

To conduct student and staff development programmes.

Functions:

1. To plan and implement academic functions
2. To ensure the timeliness and quality imparting of teaching Learning plan and process
3. To conduct Student development programmes for the overall development of the students
4. To receive feedback from all the stake holders regarding teaching learning process.
5. To plan bridge courses, value additional programmes Additional skill development, Add on Programmes/Courses for slow and advance learners
6. To advise and recommend for learning of faculty members through workshops, seminars, conferences and Faculty Development Programmes.
7. To Ensure effective implementation of all academic activities
8. To prepare strategy for the optimum utilization of library and e-resources.
9. To report to the IQAC Committee to demonstrate that the committee has completed responsibilities listed in this charter.



[Signature]
Director
Arihant Institute of Business Management
Bavdhan (BK) Pune - 21.

Research, Innovation and Extension Committee

Aim:

The Research Committee is to develop implement and monitor the Research, Innovation and Extension Program.

Objectives:

To promote and encourage the faculty members & students to undertake research activities, deliver quality research outputs to enhance the reputation of institute by the quality of their research work and publication.

1. To motivate the faculty/professional to do research
2. To enhance and achieve consistency in research activity
3. To motivate the faculty/professional for writing Research Paper
4. To motivate the institute's faculty to get various funding projects (AICTE/SPPU, Etc.)
5. To guide students for Summer Internship Projects

Functions:

1. To call experts as review panel members for guiding & blind review process.
2. To print Monograph, conference proceedings, edited books and activity report.
3. To finalize Research Budget and Research Policy for the Academic Year.
4. To undertake and guide various research projects, sponsored project
5. To develop the aptitude for entrepreneurship in students by arranging the lectures or by involving them in various projects or research activities handled in the Institute.
6. To plan and implement the extension activities and outreach program through research.
7. To publicise research results by means of lectures at national and international subject conferences.



[Signature]
Director
Arhant Institute of Business Management
Bavdhan (Bk.) Pune - 21.

Ref.: AEF / AIBM /

Date: / /

Library Committee

Aim:

The Library Committee is a committee to act as Learning Resource Centre for faculty and student to enrich their knowledge.

Objectives:

To collect, organize and disseminate print and electronic information to the academic community of the Institution, to enhance and support the research activity of the Institution and to act as Learning Resource Centre.

Functions:

1. The powers and duties of the Library committee shall be
2. To Formulate and present policies to the Librarian for its consideration;
3. To be responsible for the execution of University policies in so far as they affect the Library To prepare an annual report that will be submitted to the IQAC
4. To prepare the budget of the Library in consultation with the Local Managing Committee and other appropriate committees.
5. To provide for proper documentation services and updating the Library collection.
6. To work towards modernization and improvement of Library and documentation Services.
7. To maintain the required books, magazines, Journals, CDs/DVDs as per the University Syllabus and the requirement given by the students and staff.
8. To monitor the usage of library.
9. To Motivate and encourage the students and staff to read by conducting various activities, competitions.



[Signature]
Director
Arihant Institute of Business Management
Bavdhan (BK), Pune - 21.

Ref.: AEF / AIBM /

Date: / /

Industry Interaction Committee

Aim:

The Industry- Institute Interaction Committee is a student initiative which acts as a bridge between industries and the institute. It seeks to provide the industry with quality solutions from time to time and developing projects that cater to their needs. The faculty also avails support from our members for their research.

Objectives of Industry Interaction Committee:

1. Conducting comprehensive Industrial Visits
2. Organizing workshops, seminars and guest lectures by experts and eminent industrialists to increase awareness on the latest technological developments
3. To connect the future managers with the current one's and provide a platform for active interaction and knowledge sharing for the benefit of all the parties involved

Functions:

1. To give industrial exposure to Faculty members and students, thus enabling them to tune their knowledge to cope with the industrial culture
2. To assist the Institutes in organizing workshops, conferences and symposia with joint participation with the industries
3. Participation of experts from industries, in curriculum enrichment
4. To organize industrial visits for Faculty members and students
5. To encourage Faculty members to use their expertise in solving the problems faced by the industries, thus creating opportunity for consultancy
6. To organize training for the students
7. To assist the Institute in establishing rapport with industries for taking up mini projects and projects. To strengthen Alumni relations
8. To assist the Training and Placement Division
9. Memorandum of Understanding between the institute and industries to bring the two sides emotionally and strategically closer
10. Visiting faculty from industries



[Signature]
Director
Arihant Institute of Business Management
Bavdhan (BK) Pune - 21.

Ref.: AEF / AIBM /

Date: / /

Co-Curricular Committee

Aim:

This committee is established to standardize the process of all co-curricular activities in the institute. This committee ensures effective implementation of all co- curricular event/activities.

Objectives of Committee:

1. To organize and manage co- curricular events in the institute
2. To ensure participative culture in the institute and build team work
3. To ensure perfect planning and execution without errors. To create professional image of the institute in front of the guests / external organizations

Functions:

1. To ensure smooth functioning of the co- curricular event
2. To monitor the process continuously
3. To motivate and encourage the students and staff about co-curricular events through circular and notices
4. To co-ordinate with all the concerned faculty / students of every co- curricular events.
5. To provide support for the concerned people involved in the process
6. To maintain the complete report, photographs of the event and display it on the website.
7. To display the paper cuttings on the Notice board (if any)
8. To formulate SOP's for grand success of the event
9. To prepare budget and proposals in the beginning of the academic year
10. To adopt Innovative practices to make the process more successful
11. To take feedback from all who have attended the co- curricular event
12. To do feedback analysis of every co- curricular event and take appropriate actions accordingly



[Signature]
Director
Arihant Institute of Business Management
Bavdhan (Bk.) Pune - 21.