

**GRIEVANCE CELL****INDEX**

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INDIRA COLEEGE OF ENGINEERING & MANAGEMENT,  
PARANDWADI, PUNE

Date:13/09/2021

## NOTICE

To : Grievance Committee Members

Sub : Grievance Committee Meeting

Date : 29/09/2021

Time ; 3.00 to 4.00 pm

Venue: Principal's Cabin

A meeting of all grievance committee members has to been convened to attend the demonstration by Prof. Sanjay Bankar about the students' issues.

Prof. Sanjay banker  
Secretary

Dr. Sunil Ingole  
Director-ICEM  
**Principal**

Shree Chanakya Education Society's  
Indira College of Engineering & Management  
Parandwadi, Pune.



**Circular No-24/2021**

Date: 24/08/2021

Subject: Grievance Committee/Student Development Cell for 2021 -2022

This is to inform that following staff/faculties are appointed for stated committee work. This appointment is for academic year 2021 -2022. All are instructed to work accordingly.

Sr. No.	Name of Faculty	Department
1	Dr.Sunil Ingole	Chairman
2	Prof.Sanjay Bankar	Secretary
3	Prof. Mahesh Bhong	Member
4	Prof.Pranali Khatke	Member
5	Nikhil Kale	General Secretary (Student Council)

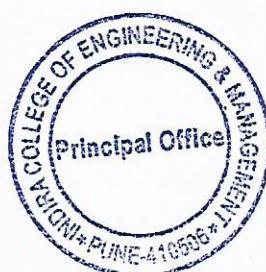
All these members are responsible for maintaining record, conducting meetings, maintaining minutes of meeting and giving feedback to the authority as and when anything required.

Chairman/Secretary/Coordinator are required to discuss activities with Principal.

Dr.Sunil B. Ingole

I/c, Principal  
I/C PrincipalIndira College of Engineering  
& Management, Pune

Copy to : HR, ICEM





"a journey of Aspiration to Inspiration"

SHREE CHANAKYA EDUCATION SOCIETY'S

**INDIRA COLLEGE OF ENGINEERING AND MANAGEMENT**

Approved by All India Council of Technical Education (AICTE), New Delhi Govt. of Maharashtra and  
Affiliated to the University of Pune

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**CODE OF CONDUCT, HANDBOOK EXISTS FOR  
STUDENTS, TEACHERS, GOVERNING BODY,  
ADMINISTRATION INCLUDING PRINCIPAL  
OFFICIALS & SUPPORTING STAFF**

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Gat No. 276, Parandwadi, Off-Pune – Mumbai Highway, Near Somatane Phata, Tal  
:Maval, Dist : Pune 410506

## **CONTENT**

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### **General**

- 1.1 About the Society and Institute
- 1.2 Our Vision
- 1.3 Our Mission
- 1.4 Approval and Affiliation
- 1.5 Academic Programme

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### **Role of different authority's**

- 2.1 Governing Body
- 2.2 Local Managing Committee / College Development Committee
- 2.3 Chairperson
- 2.4 Trustee Director
- 2.5 Director Admin
- 2.6 Director - Project

**3**

### **Role and responsibilities of Institutional hierarchy**

- 3.1 Principal
- 3.2 Vice Principal
- 3.3 DEAN R & D
- 3.4 DEAN Industry Relation
- 3.5 DEAN Talent Development & Corporate Relation
- 3.6 Head of Department
- 3.7 Department Academic Coordinator
- 3.8 Teaching Faculty

**Laboratory**

4.1 Laboratory In-charge

4.2 Lab Assistants

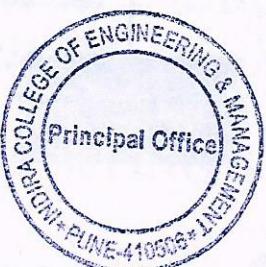
**Statutory Committees**

- 5.1 Internal Complaint Committee
- 5.2 R&D Committee
- 5.3 Incubation Committee
- 5.4 Industry Relation Committee
- 5.5 Alumni Committee
- 5.6 ERP Committee
- 5.7 Student Affair Committee
- 5.8 Academic Monitoring Committee
- 5.9 Mentoring Committee
- 5.10 Library Committee
- 5.11 Website Committee
- 5.12 Event/Cultural Committee
- 5.13 College magazine committee
- 5.14 Professional Body Committee
- 5.15 NSS Committee
- 5.16 Staff Welfare Committee
- 5.17 IUCEE Committee
- 5.18 Press and Publicity Committee
- 5.19 Purchase Committee
- 5.20 Parent Meet Coordinator
- 5.21 Women Cell Committee
- 5.22 Grievance Committee
- 5.23 NIRF Committee
- 5.24 Professional Development Programme Committee
- 5.25 Student Curricular Activity Committee
- 5.26 SC / ST Committee
- 5.27 Competitive Examination Cell Committee
- 5.28 Anti-Ragging Cell Committee
- 5.29 Entrepreneurship development Committee

6. Student Rules and Regulation

5. Regulation & Responsibilities of Committee are as follows:-

- To encourage students to confidently share their ideas, innovation without fear of losing its secrecy.
- Build the gap between idea on paper to the sustainable product in market.
- Making aware students about various funding schemes provided by govt. for startup.
- Guide the students about idea protection - Patent filing.



Bg 2  
Dr. Sunil B Ingole  
Director-ICEM

**Principal**

Shree Chanakya Education Society's  
Indira College of Engineering & Management  
Parandwadi, Pune:



Date: 29/09/2021

## Students Grievance Committee Meeting

### Attendance

Sr. No	Name of Staff/Members	Designation	Signature
1	Dr. Sunil Ingole	Chairman	
2	Prof. Sanjay Bankar	Secretary	
3	Prof. Mahesh Bhong	Member	
4	Prof. Pranali Khatke	Member	
5	Mr. Nikhil Kale	Student Representative	

Prof. Sanjay Bankar  
Secretary

Dr. Sunil B. Ingole  
Director ICEM

Principal  
Shree Chanakya Education Society's  
Indira College of Engineering & Management  
Parandwadi, Pune.





INDIRA COLLEGE OF ENGINEERING & MANAGEMENT,  
PARANDWADI, PUNE

Date : 29/09/2021

**Students Grievance Committee**

**Minutes of the meeting**

Venue: Principal's Cabin

Time: 3.00 pm to 4.00 pm

Agnda : Discussing the Issues and taking proper actions on students' grievance.

**The discussion topics are as follows:**

1. Appeal Name – Khizar Ansar Khan  
Issue: - Ansar was a student in the Final year B.E. Due to his personal issues Ansar is not able to pay full fees. So, he gets a concession.  
( The issue was discussed and resolve)
2. Committee had discussed with students regarding issues of Canteen, hostel, college fees etc.
3. Committee had discussed about the grievance policies and decided that respective HOD and department has to convey and discuss the policy with respective students.
4. Committee had discussed the issue about sexual harassment, ragging etc,. In the meeting it has found that no issues has been detected.

➤ **Members who were present in the meeting:**

Sr. No	Name of Staff/Members	Designation	Signature
1	Dr. Sunil Ingole	Chairman	
2	Prof. Sanjay Bankar	Secretary	
3	Prof. Mahesh Bhong	Member	
4	Prof. Pranali Khatke	Member	
5	Mr. Nikhil Kale	Student Representative	

Prof. Sanjay Bankar  
Secretary

Dr. Sunil B. Ingole  
Director -ICEM



Principal  
Shree Chanakya Education Society's  
Indira College of Engineering & Management  
Parandwadi, Pune.

Date: 17/Dec/21

To  
The Honorable,  
Principal

Indira College of Engineering and Management.  
Pune.

Subject: Application for fees Concession.

Applicant: Khizar Ansar Khan.

Respected Sir,

I, undersigned is a student of your college in BE (Mechanical). Sir I was detained in Third year due to lack of attendance. The extra detained year fees is 42500/- and 4th year pending fees is 23808/-. Total Pending fees is 66,308/- My family is not in position to pay this fees, because my father suffering from depression and no other source of income are there. Earlier I had already discussed my problem with Sanjay Bhanwar Sir, Mahesh Bhang Sir, Smriti Shahu Mam. Therefore, I kindly request you to for Concession in my fees, ~~as less~~ so please consider this application for which I shall be very thankful. Expecting Kindness from you.

Your truly Student

Khizar Ansar Khan

Branch: BE (Mechanical)

Mobile No: 8888148681

Issue is resolved.

## **Circular No-22/2021:Internal Complaints Committee (ICC) for 2021 -2022**

registrar <registrar@indiraicem.ac.in>

Wed 8/25/2021 7:02 AM

To: All <all@indiraicem.ac.in>

Cc: Principal ICEM <principal@indiraicem.ac.in>; hr <hr@indiraicem.ac.in>

### **Circular No-22/2021**

Date: 24/08/2021

### **Subject: Internal Complaints Committee (ICC) for 2021 -2022**

This is to inform that following staff/faculties are appointed for stated committee work. This appointment is for academic year 2021 -2022. All are instructed to work accordingly.

Sr. No.	Name of Faculty	Department
1	Dr.(Ms)Manjusha Ashwin Tomar	Chairman
2	Prof.(Ms)Pranali Khatake	Secretary
3	Dr.Vinayak Mohan Kale	Member
4	Ms.Anita Tukaram Surve	Member

All these members are responsible for maintaining record, conducting meetings, maintaining minutes of meeting and giving feedback to the authority as and when anything required.

Chairman/Secretary/Coordinator are required to discuss activities with Principal.

Copy to : HR,ICEM

<https://drive.google.com/file/d/1a0M1dwNg0l0DsgWR49VFbsc4QeiOFjne/view?usp=sharing>



Dr.Sunil B. Ingole  
I/c Principal  
Shree Chanakya Education Society's  
Indira College of Engineering & Management  
Parandwai, PUNE - 411050

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With Regards

Mr. Gajanan Adke  
Registrar, SCES's



Attendance of ICC/Women Cell Club Meeting on 21/02/2022

**Venue:** Mechanical Drawing Hall

**Time:** 2.00 p.m.

**Agenda:** Women's day celebration

S. No.	Attendees	Sign
1	Dr. Vinayak Kale	
2	Dr. Manjusha Tomar	
3	Prof. Pranali Khatake	
4	Ms. Anita Surve	

Manjusha Tomar  
ICC Coordinator



**Minutes of ICC/Women Cell Club Meeting on 21/02/2022****Venue:** Mechanical Drawing Hall**Time:** 2.00 p.m.**Agenda:** Women's day celebration**Minutes of the Meeting:**

Following points are discussed in meeting:

1. After discussion entertainment program on women's day is finalized.
2. If anyone (girl student/staff) is interested they can perform cultural activities.
3. Health checkup will planned on next month.

Mandarha Tomy  
ICC Coordinator





Attendance of ICC/Women Cell Club Meeting on 01/09/2021

Venue: Mechanical Drawing Hall

Time: 2.00 p.m.

Agenda: Activity planning

S. No.	Attendees	Sign
1	Dr. Vinayak Kale	
2	Dr. Manjusha Tomar	
3	Prof. Pranali Khatake	
4	Ms. Anita Surve	

Mandir Tomar  
ICC Coordinator





## INDIRA COLLEGE OF ENGINEERING AND MANAGEMENT

Parandwadi, Pune – 410506, Ph. 02114 661500, www.indraicem.ac.in

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### Minutes of ICC/Women Cell Club Meeting on 01/09/2021

**Venue:** Mechanical Drawing Hall

**Time:** 2.00 p.m.

**Agenda:** Activity planning

#### **Minutes of the Meeting:**

Following points are discussed in meeting:

1. Yoga session for all ladies staff.
2. Hygiene and self defense program also scheduled.
3. ICC policy also prepared for smooth conduction.
4. To organize any activity we can also include other club.

  
Mandisha Tomar  
ICC Coordinator

