CRITERION 6 – Governance, Leadership and Management

Key Indicator - 6.1 Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Documents uploaded

Sr.no	Particulars
1.	College Development Committee
2.	Minutes of Meeting of CDC
3.	Online Grievance Redressal Mechanism
4.	Anti Ragging Committee
5.	Committee for GRCC
6.	Internal Complaint Committee (ICC)
7.	SC/ST Committee Cell
8.	IQAC

ZEAL EDUCATION SOCIETY'S
ZEAL INSTITUTES
www.zealeducation.com
ZEAL INSTITUTE OF BUSINESS ADMINISTRATION COMPUTER APPLICATION AND RESEARCH
Sr.No - 39, Narhe Dhayari Road, Narhe, Pune - 411 041(MS) India.
020-6720 6031/32 admin.zibacar@zealeducation.com www.zibacar.in
AISHE Code : C-41828 | DTE Code : MB-6152, MC-6152 | SPPU Pun Code : IMMP013170
Accredited by NAAC

Ref. No.: ZES/ZIBACAR/2023-24/2639A

Date : 3/7/2023

Academic Year 2023-24

College Development Committee

Sr. No.	Name of Members	Designation
1	Shri. S. M. Katkar	Chairman
2	Dr. Jayesh Katkar	Secretary
3	Shri. Sarjerao Poman	Member
4	Dr. Madhavi Shamkuwar	Member
5	Prof. Pandurang Patil	Member
6	Prof. Kirti Samrit	Member
7	Dr. Rupali Pawar	Member
8	Mr. Sachin Kalbhor	Member
9	Dr. Ratnadeep Joshi	Member
10	Mr. G. P. Mohite	Member
11	Dr. Shailesh Kasande	Member
12	Ms. Shivangi Naik	Member
13	Ms. Pratiksha Yadav	Member
14	Mr. Swaraj Bhoite	Member
15	Dr. B. J. Mohite	Member -Secretary

Zeal Institute of Business Administration Computer Application & Research Pune-41.

Director
Zeal Education Society's
Zeal Institute of Business
Administration Computer Application
& Research, Pune- 411041.

Date: 06/04/2024

To,

The Member,

CDC, ZIBACAR, Pune.

Subject: Invitation for the College Development Committee.

Dear Sir/Madam,

I am pleased to inform you that, the meeting of College Development Committee will be held on, Saturday, 13th April, 2024 at 04:00 p.m. in the ZIBACAR Board Room.

The agenda of the meeting is:

1) Review on Minutes of the Meeting held on 4th Nov. 2023.
2) Increase intake of MBA and MCA
3) Infrastructure Development
4) Online resources for students and faculties
5) Review of Training Programs
6) Review of Placement Activities
7) Review of NAAC-SSR status
8) Review of Curricular, Co-curricular and extra-curricular activities
9) Any other point with permission of the Chairman.

I request you to attend the meeting and confirm.

Zeal Institute of Business Administration Computer Application & Research Pune-41.

Yours faithfully,

Director

Zeal Education Society's
Zeal Institute of Business
Administration Computer Application
& Research, Pune- 411041.

Sr.No.	Name of Members	Designation	Signature
1	Shri. S.M. Katkar	Chairman	
2	Dr. Jayesh Katkar	Secretary	
3	Shri. Sarjerao Poman	Member	
4	Dr. Madhavi Shamkuwar	Member	
5	Prof. Pandurang Patil	Member	
6	Prof. Kirti Samrit	Member	
7	Dr. Rupali Pawar	Member	
8	Mr. Sachin Kalbhor	Member	
9	Dr. Ratnadeep Joshi	Member	
10	Mr. G.P.Mohite	Member	
11	Dr. Shailesh Kasande	Member	
12	Ms. Shivangi Naik	Member	
13	Ms. Pratiksha Yadav	Member	
14	Mr. Swaraj Bhoite	Member	
15	Dr. B. J. Mohite	Member -Secretary	

Pune-41.

Date: 13/04/2024

College Development Committee (CDC)

Minutes of Meeting

College Development Committee (CDC) meeting was conducted on 13th April 2024 at 4:00 p.m. The meeting was chaired by Hon. S. M. Katkar, Founder Director and Chairman, Zeal Education Society. The meeting was attended by members of the CDC, attendance is enclosed.

1. Review on Minutes of the Meeting held on 4th Nov 2023:

Resolution: Dr. B. J. Mohite, presented the minutes of meeting of the College Development Committee meeting held on 4th Nov. 2023. Since there were no comments on the same, he requested members to confirm the same.

2. Infrastructure Development:

Resolution: Dr. B. J. Mohite, has addressed the development of infrastructure in ZIBACAR building. The committee was discussed on development on ICT Tools, e-resources, computer labs, Library & Classrooms etc. The Committee members also suggested some improvement areas the institute infrastructure.

3. Online resources for students and faculties:

Resolution: During the meeting, Dr. Madhavi Shamkuwar, IQAC coordinator addressed the updates on uses of library resources. Additionally, the committee proposed to add some library resources for the students.

4. Review of Training Programs

Resolution: Prof. Pandurang Patil has addressed the updates of Campus to Corporate Training program and add on courses for the students. This program is designed to offer students valuable knowledge through interactions with industry experts. Committee members have been appreciated the efforts taken by training team.

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5. **Review of Placement Activities:**

Resolution: Prof. Pandurang Patil, has addressed the updates regarding MBA II year students placement. There was a discussion on devising strategies for securing improved stipends, attractive job profiles, and affiliations with prestigious companies for the Summer Internship Project and placement. The goal is to ensure placement for all students and enhance the overall packages. Committee members have appreciated the efforts taken by placement tam and suggested to maintain records for the same.

6. **Review of NAAC /AQAR status:**

Resolution: Dr. Madhavi Shamkuwar shared the updates regarding ISO audit and NAAC-SSR 2022-23. The improvement areas have been discussed with CDC committee for smooth conduction of NAAC work to get a good grade.

7. **Review of Curricular, Co-curricular and extra-curricular activities:**

Resolution: Prof. Kirti Samrit has addressed the updates on Curricular, Co-curricular and extra-curricular activities for the students. For this institute has set up the various club activities for the holistic development of the students. Committee members have referred the club activities reports and appreciated for the same.

8. **Any other point with permission of the Chairman.**

Resolution: No further points are up for discussion. The meeting concluded with gratitude extended to the chairman and all the members in attendance.

Pune-41.

Director, ZIBACAR

Director
Zeal Education Society's
Zeal Institute of Business
Administration Computer Application
& Research, Pune- 411041.

Date: 30/10/2023

To,

The Member,

CDC, ZIBACAR, Pune.

Subject: Invitation for the College Development Committee.

Dear Sir/Madam,

I am pleased to inform you that, the meeting of College Development Committee will be held on Saturday, 04th November, 2023 at 04:00 p.m. in the ZIBACAR Board Room.

The agenda of the meeting is:

1) Review on Minutes of the Meeting held on 17th April.2023
2) ISO surveillance audit
3) Stakeholders feedback review
4) Campus to Corporate Training Program Module
5) SIP Diary/ Placement Planning
6) Review of NAAC /AQAR status
7) Any other point with permission of the Chairman.

I request you to attend the meeting and confirm.

Pune-41.

Yours faithfully,

Director, ZIBACAR

Director
Zeal Education Society's
Zeal Institute of Business
Administration Computer Application
& Research, Pune- 411041.

Sr.No.	Name of Members	Designation	Signature
1	Shri. S.M. Katkar	Chairman	
2	Dr. Jayesh Katkar	Secretary	
3	Shri. Sarjerao Poman	Member	
4	Dr. Madhavi Shamkuwar	Member	
5	Prof. Pandurang Patil	Member	
6	Prof. Kirti Samrit	Member	
7	Dr. Rupali Pawar	Member	
8	Mr. Sachin Kalbhor	Member	
9	Dr. Ratnadeep Joshi	Member	
10	Mr. G.P.Mohite	Member	
11	Dr. Shailesh Kasande	Member	
12	Ms. Shivangi Naik	Member	
13	Ms. Pratiksha Yadav	Member	
14	Mr. Swaraj Bhoite	Member	
15	Dr. B. J. Mohite	Member -Secretary	

Pune-41.

Date: 04/11/2023

College Development Committee (CDC)

Minutes of Meeting

College Development Committee (CDC) meeting was conducted on 4th Nov. 2023 at 4:00 p.m. The meeting was chaired by Hon. S. M. Katkar, Founder Director and Chairman, Zeal Education Society. The meeting was attended by members of the CDC, attendance is enclosed.

1. Review on Minutes of the Meeting held on 17th April.2023**:**

Resolution: Dr. B. J. Mohite, presented the minutes of meeting of the College Development Committee meeting held on 17th April.2023. Since there were no comments on the same, he requested members to confirm the same.

2. ISO surveillance audit:

Resolution: Dr. Madhavi Shamkuwar, ISO Coordinator has been addressed the overview of ZIBACAR ISO audit. The Committee members also suggested some improvement areas in the ISO processes.

3. Stakeholders feedback review:

Resolution: During the meeting, Prof. Kirti Samrit, Academic head addressed the stakeholder's feedback received from students, alumni, faculty & employer. The committee members acknowledged and commended the faculty members for their significant contributions and dedication, leading to positive feedback. Additionally, the committee proposed a focus on enhancing co-curricular & curricular activities for the students.

4. **Campus to Corporate Training Program Module**

Resolution: The initiation of the Campus to Corporate Training program aims to enhance students' soft skills and provide insights into emerging trends in management and technology. This program is designed to offer students valuable knowledge through interactions with industry experts. Prof. Pandurang Patil, discussed the updates about the C2C Training program.

5. SIP Diary/ Placement Planning:

Resolution: Prof. Kirti Samrit has addressed the updates regarding Summer Internship activities. The SIP Diary has been created for MBA students to ensure their monitoring and guidance by both the institute's mentor and the company's mentor. There was a discussion on devising strategies for securing improved stipends, attractive job profiles, and affiliations with prestigious companies for the Summer Internship Project and placement. The goal is to ensure placement for all students and enhance the overall packages. To facilitate the assessment of students' logical reasoning, quantitative skills, English grammar, and job suitability, the AMCAT test will be conducted.

6. Review of NAAC /AQAR status:

Resolution: Dr. Madhavi Shamkuwar shared the updates regarding NAAC-AQAR 2022-23. The important points have been discussed with CDC committee for smooth conduction of NAAC work.

7. Any other point with permission of the Chairman.

Resolution: No further points are up for discussion. The meeting concluded with gratitude extended to the chairman and all the members in attendance.

Pune-41.

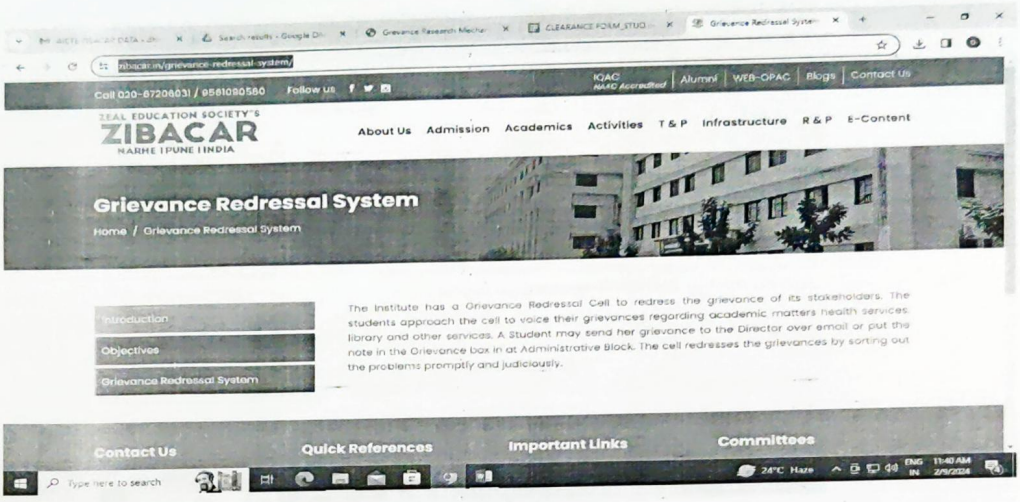
Director ZIBACAR

Director
Zeal Education Society's
Zeal Institute of Business
Administration Computer Application
& Research, Pune- 411041.

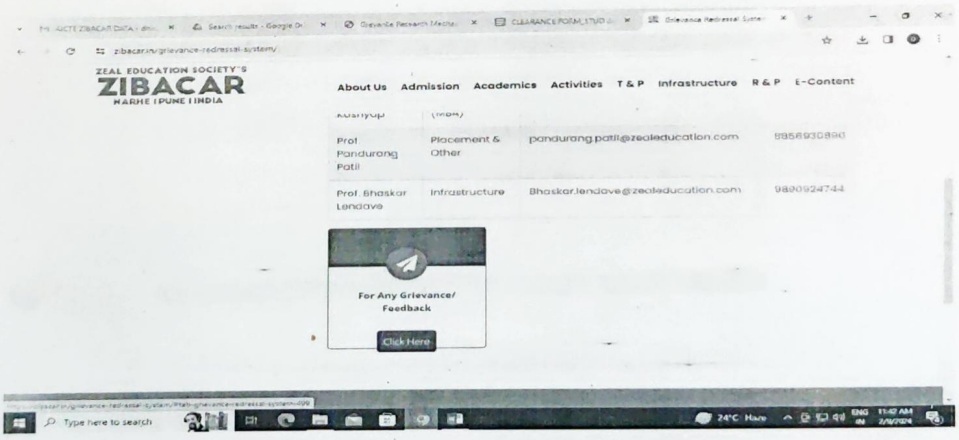
ZEAL EDUCATION SOCIETY'S
ZEAL INSTITUTE OF BUSINESS ADMINISTRATION, COMPUTER APPLICATION AND RESEARCH (ZIBACAR)
NARHE | PUNE | INDIA
PUN CODE: IMMP013170 DTE CODE: 6152 AISHE CODE: C-41828

Establishment of Online Grievance Redressal Mechanism

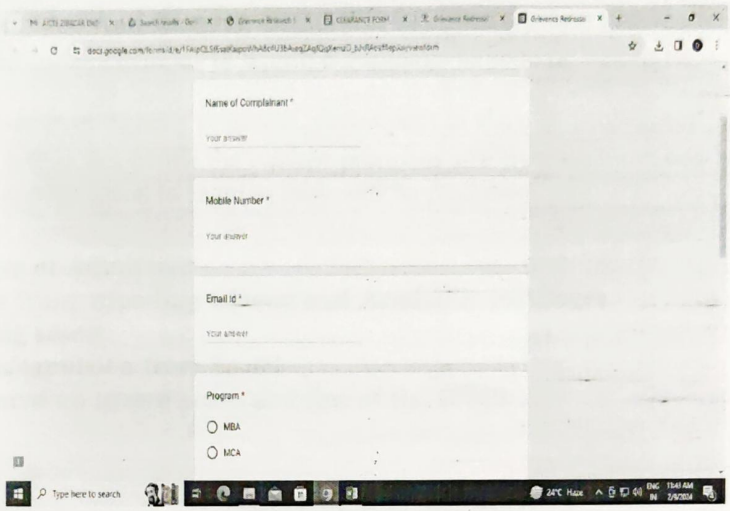
1. Introduction, Objectives and Grievance Redressal System information is shown on ZIBACAR website (URL : https://zibacar.in/grievance-redressal-system/)

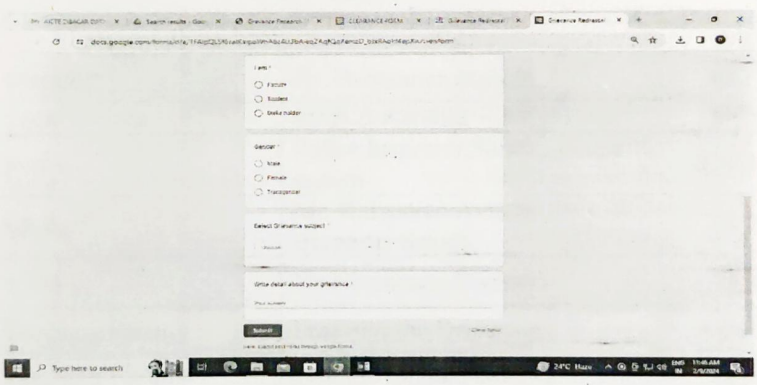


2. Institute Level Committee is formed to handle Grievances if any.



3. Google form is available to accept Grievances if any.
https://docs.google.com/forms/d/e/1FAIpQLSf6salKaipoWhA8c4U3bAieqZAqfQqXemzD_bJxRAokf4epXw/viewform





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HC Director
Director
Zeal Education Society's
Zeal Institute of Business
Administration Computer Application
& Research, Pune- 411041.

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PUN CODE: IMMP013170 DTE CODE: 6152 AISHE CODE: C-41828

REF :- ZES/ZIBACAR/23-24/2736 A Date :- 25/10/2023

CIRCULAR

This is to inform that Anti-Ragging Committee has been revised with the following members in the college campus to whom complaints have to be belonged

All activities whoever directly commits, participant in abets or propagates 'RAGGING" within or outside the college premises strictly prohibited and banned If anybody found involved in ragging they will be punished

Punishment:-

1. **Cancellation of Admission**
2. **Suspension from attending Classes and Academic privileges**
3. **Withholding result.**
4. **Suspension/expulsion from hostel**
5. **Imprisonment up to two years and fine of Rs. 10000/-**

Anti Ragging Committee

Sr.No	Representatives	Name	Mobile No
1	Director	Dr. Babasaheb Mohite	8329302754
2	Local Citizen	Mr.B.A.Kamble	9970904626
3	Police	Police Inspector,Suncity police station	020-243201818
4	Media	Mr. Kalyanrao Avtade (Raporter Sakal)	9850735335
5	NGO	Mr.Nivangune Rajendra	9850698531
6	Teaching Faculty	Prof.Piyusha Deshpande	9595222070
7	Teaching Faculty	Prof.Pravin Suryawanshi	9822078899
8	Non-Teaching Staff	Mr.Dipak Kulkarni	9309842955
9	Parents	Mr.Surendra sudhakar Athavale	9130622691
10	Student	Mr. Adesh S. Pangul	9011555972

Director

Director
Zeal Education Society's
Zeal Institute of Business
Administration Computer Application
& Research, Pune- 411041.

Pune-41.

ZEAL EDUCATION SOCIETY'S
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NARHE | PUNE | INDIA
PUN CODE: MMP013173 DTE CODE: 6152 AISHE CODE: C-41828
25

Ref:- ZES/ZIBACAR/23-24/2736(A)

Date:- 25/10/2023

Anti Ragging Squad

Sr.No.	Names	Departments	Designation	Mobile No.
1	Prof.Pandurang Patil	Admin	Chairman	8856930890
2	Prof.Kirti Samrit	MCA	Member	9359809742
3	Mr.Dipak Kulkarni	Office	Member	9309842955
4	Mr Bhaskar Lendave	Library	Member	9890924744
5	Mrs.Sunita Barse	Girls Hostel	Member	7875620185
6	Prof Piyusha Deshpande	MBA	Member Secretary	9595222070

Director
Zeal Education Society's
Zeal Institute of Business
Administration Computer Application
& Research, Pune- 411041.

Director

Copy to:

1) Concerned Committee Members
2) Notice Board
3) The Chairman, Governing Body,ZIBACAR

Zeal Institute of Business Administration Computer Application & Research
Pune-41.

ZEAL EDUCATION SOCIETY'S
ZEAL INSTITUTE OF BUSINESS ADMINISTRATION, COMPUTER APPLICATION AND RESEARCH (ZIBACAR)
NARHE | PUNE | INDIA
PUN CODE: IMMP013170 DTE CODE: 6152 AISHE CODE: C-41828

Date: 02/09/2023

Constitution of Committee for GRCC

As per the MoM 01/09/2023 and wrt the points mentioned related to constitution of Grievance Redressal Cell Committee, a new committee is formed as follows –

Sr. No.	Name of Member	Contact Number
1.	Prof. Pandurang Patil	8856930890
2.	Dr. Babasaheb Mohite	9850098225
3.	Prof. Kirti Samrit	9370326061
4.	Mr. Sachin Kalbhor	9325463111
5.	Prof. Bhaskar Lendave	9890924744
6.	Ms. Khushi Soni	9737973356
7.	Ms. Komal Sharma	9823772325

The committee members should strictly follow all the rules and regulations mentioned in the policy. Committee can change any rule (if required) through regulations during meeting.

The committee will be in action till further order.

Pune-41.

Director
Zeal Institute of Business
Administration Computer Application
& Research, Pune-411041.

ZEAL EDUCATION SOCIETY'S
ZEAL INSTITUTE OF BUSINESS ADMINISTRATION, COMPUTER APPLICATION AND RESEARCH (ZIBACAR)
NARHE | PUNE | INDIA
PUN CODE: IMMP013170 DTE CODE: 6152 AISHE CODE: C-41828

Ref:- ZES/ZIBACAR/23-24/2745(B)

Date: 15/11/2023

INTERNAL COMPLAINTS COMMITTEE (ICC)

In pursuance of guidelines issued by Supreme Court, UGC and as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, Anti-Sexual Harassment Cell (Internal Complaints Committee) is reconstituted to provide for the effective enforcement of the basic human rights of gender equality and guarantee against sexual harassment and abuse, and to provide conducive atmosphere in the campus, to all the staff members, employees and students of ZIBACAR.

The following members have been appointed as an Internal Complaints Committee for the academic year 2023-24:

Sr. No.	Name of the Member	ICC Designation	Mobile Number
1.	Prof. Shwetal Jadhav	Presiding Officer	9284847542
2.	Dr. Babasaheb Mohite	Faculty Member	9850098225
3.	Mr. Dipak Kulkarni	Non-Teaching Member	8856008989
4.	Mrs. Ashwini Marne	Non-Teaching Member	9527584925
5.	Ms. Shruti Yadav	Student (MCA I)	9284169179
6.	Ms. Rutuja Dusane	Student (MCA II)	8806089467
7.	Ms. Pranali Bhosale	Student (MBA I)	7498604978
8.	Ms. Lopamudra Sahoo	Student (MBA II)	9404117085
9.	Adv. Rajashree Somwanshi	Social Activist	9322202934

Pune-41.

IQAC Coordinator

Director

Director
Zeal Education Society's
Zeal Institute of Business
Administration Computer Application
& Research, Pune- 411041.

ZEAL EDUCATION SOCIETY'S
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PUN CODE: IMMP013170 DTE CODE: 6152 AISHE CODE: C-41828

Date: 13/07/2023

Office Order

Subject: Appointment of SC/ ST Reservation Committee Cell

Ref: 1. UGC Guideline Letter No. F-5 / 2006 (STC)
2. AICTE Approval Process Hand Book 2024-25

As per the requirements of AICTE regarding formation of SC/ ST Committee / Cell at our institute, The following SC/ST Committee / Cell is constituted.

Sr No	Name of the Faculty	Department and Designation	Duties to be performed
1.	Prof. Pandurang Patil	Director	Chairman
2.	Dr. B. J. Mohite	Associate Professor, MBA	Member
3.	Prof. Kirti Samrit	Assistant Professor, MCA	Member
4.	Prof. Bharti Gaikwad	Assistant Professor, MBA	Member
5.	Dr. Madhavi Shamkuwar	Assistant Professor, MCA	Member Secretary

The SC/ ST committee / cell monitors and endeavors to resolve issues/ grievances relation to SC/ST students and staff at the institute level. The complaint if any will be forwarded to the said committee / cell by the Director. The said committee / cell will look into the complaint and call the concerned complainant personally for hearing the grievance.

The coordinator of the committee / cell will forward their report in the sealed envelope to the principal within one week from the date of the receipt of complaint.

Pune-41.

I/C Director
Director
Zeal Institute of Business
Administration Computer Application
& Research, Pune-411041.

ZEAL EDUCATION SOCIETY'S
ZEAL INSTITUTE OF BUSINESS ADMINISTRATION, COMPUTER APPLICATION AND RESEARCH (ZIBACAR)
NARHE | PUNE | INDIA
PUN CODE: IMMP013170 DTE CODE: 6152 AISHE CODE: C-41828

Date: 18/10/2023

OFFICE ORDER

Internal Quality Assurance Cell (IQAC) is reconstituted with effect from 18/10/2023 to streamline the quality assurance in Academics and Administrative process. The revised constitution of the committee is as follows:

Sr. No	Name of the Member	Designation
1.	Dr.Babasaheb Mohite (I/C Director)	Chairman
2.	Prof. Uddhav Shid (Director AAA) Zeal Education Society (Management Representative)	Member
3.	Prof. Pandurang Patil Assistant Professor – MBA (Teachers Representative)	Member
4.	Prof. Kirti Samrit Assistant Professor – MCA (Teachers Representative)	Member
5.	Prof. Shwetal Jadhav Assistant Professor – MBA (Teachers Representative)	Member
6.	Mr. Sachin Kalbhor (Office Superintedent)	Member
7.	Mr. Bhaskar Lendave (Librarian)	Member
8.	Ms. Khushi Soni (Students Representative)	Member
9.	Ms. Komal Sharma (Students Representative)	Member
10.	Dr. Sachin Chavan (Alumni Representative)	Member
11.	Dr. Anand Jumle (Local Representative)	Member
12.	Mr. Rakesh Katkar (Representative from Employers / Industrialist / Stakeholders)	Member
13.	Dr. Madhavi Shamkuwar Coordinator	Member Secretary

Director

Pune-41.

Director
Zeal Education Society's
Zeal Institute of Business
Administration Computer Application
& Research, Pune- 411041.