"Techno - Social Excellence"
Marathwada Mitramandal's
Institute of Technology (MMIT)
Accredited with "A" Grade by NAAC
Survey No. 35, Vadgaon Shinde Road, Lohgaon, Pune - 411 047
Approved by AICTE, New Delhi, Recognised by DTE, M.S.Mumbai, Affiliated to Savitribai Phule Pune University
Email : principal@mmit.edu.in   Website : www.mmit.edu.in
Tel No. : +91 7447786623 / +91 7447786624   DTE Institute Code : 6203

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WOMEN'S GRIEVANCE REDRESSAL CELL / INTERNAL COMPLAINTS COMMITTEE (ICC)

Roles and responsibilities

1. To promote healthy working environment for all female staff, students and faculty
2. To work towards building a gender-sensitized environment at our institute
3. To organize workshops and awareness programmes at regular intervals towards building gender neutral workplace
4. To ensure fair and timely resolution of sexual harassment complaints, if received.

Sr.	Name of Members	Designation	Department
1	**Dr. Meghna R. Yashwante**	**Chairperson**	**Engineering Sciences**
2	Dr. Anjali J. Joshi	Secretary	Mechanical / ROAI / Mechatronics
3	Mrs. Devyani J. Bonde	Member	Computer
4	Ms. Leena Deshmukh	Member	Civil
5	Mrs. Pallavi R. Gulve	Member	AI&DS
6	Ms. Aishwarya Pawar	Member	PE & Sports
7	Adv. Mrs. V. M. Temgire	Lawyer	Local Body
8	Mrs. Laxmi P. Shinde	Member	Non-Teaching Staff
9	Ms. Sneha Somwanshi	Member	Student, BE Civil Engg.
10	Ms. Bharati Pokale	Member	Student, BE AI & DS
11	Ms. Deesha Dhabale	Member	Student, BE Computer
12	Ms. Gayatri Lokhande	Member	Student, BE Mechatronics

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Dean (Administration)   **VP (Administration)**   **Principal**

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SC / ST Committee

1. To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
2. To ensure provisions of an environment where all such students feel safe and secure.
3. To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
4. To provide the mechanism to redress the grievance of SC/ST students, if any
5. To ensure protection and reservation as provided in the constitution of India.
6. To arrange for special opportunities to enhance the career growth
7. To aware the SC/ST students regarding various scholarships programs of the Government.
8. To take follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.

Sr.	Name of Members	Designation	Department
1	**Mrs. Tejaswini Bhoye**	**Functional Head**	**Computer**
2	Dr. Meghna Yashwante	Member	Engineering Sciences
3	Mrs. Reena Kokane	Member	Librarian
4	Ms. Kasbe Kshitija	Member	Student, SE Mechanical
5	Ms. Gaikwad Shravani	Member	Student, TE Computer

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MINORITY CELL

The minority cell of the college was established with the purpose of empowering the minority communities in the college. "Every student has a right of education" by following the fact our institute is very much keen to provide services to the educational and cultural needs of the Minority community along with other caste, creed and Nationality. The Minority Cell basically helps minority students including Christian, Muslim, Jain, Buddhists etc. for their academic development.

Objectives:

1. To enhance equal opportunities for education of minorities.
2. To facilitate financial support to students from minority communities from governmental agencies and other sources.
3. To aware the minority students regarding various scholarships programs of the State Government and UGC.
4. To ensure provisions for an environment where all such students feel safe and secure.
5. To encourage enrolling for career orientation programs which would empower and equip them with the necessary skills to choose career options.
6. To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
7. To ensure protection and reservation as provided in the constitution of India

Sr.	Name of Member	Designation	Department
1	**Mr. Nisar Shaikh**	**Functional Head**	**AI & DS**
2	Mr. Naresh Dhamane	Member	Mechanical
3	Mrs. Poonam Nakhate	Member	Engg. Science
4	Mr. Altamash Shaikh	Student Member	Student, TE Mechanical

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5	Mr. Sayyed Ayyan Unus	Student Member	Student, SE Civil

OBC Cell

OBC cell is established with the purpose to empower OBC students in the institute. Institute provides guidance to these students in facilitating financial support in the form of scholarship and freeship from the government. Students are also encouraged to enroll for career orientation programs, which would equip them with the necessary skills to choose a career option.

Objectives:

1. To counsel and guide OBC students and help them to manage academic and personal issues of college life effectively.
2. To ensure provisions of an environment where all such students feel safe and secure.
3. To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
4. To provide the mechanism to redress the grievance of OBC students, if any
5. To ensure protection and reservation as provided in the constitution of India.
6. To arrange for special opportunities to enhance the career growth
7. To inform the OBC students regarding various scholarships programs of the Government.
8. To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.

Sr.	Name of Members	Designation	Department
1	**Mr. Swapnil Chaudhari**	**Functional Head**	**Computer**
2	Mr. Uday Wankhede	Member	Office
3	Dr. Yogita Pimpale	Member	Mechatronics
4	Mr. Pankaj Thombare	Member	Mechanical
5	Miss. Nikita Baravkar	Member	Student, SE Computer

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LAB MAINTENANCE & WRITE-OFF

The objectives of the **Lab Maintenance and Write-off** committee is to guide and instruct the members to provide a well maintained, clean and safe educational environment for effective Laboratory resource utilization

Roles and responsibilities

1. Carry out preventive maintenance regularly
2. Schedule inspection of all the related labs before commencement of semester.
3. Prepare consolidated report and submit to Dean (Admin)
4. Identify Lab equipment/ machines which are non repairable for write off
5. Obtain approval for write off from authorities
6. Ensure necessary updation made at respective DSR

Sr.	Name of Members	Designation	Department
1	**Mr. Y. B. Dongare**	**Functional Head**	**Computer**
2	Mr. Dhananjay M. Bhoge	Member	Mechanical
3	Dr Jayshree Deka	Member	Mechatronics
4	All Lab Incharges	Member	All departments
5	Dr. Shubhangi Kakade	Member	Civil
6	Mrs. Laxmi Shinde	Member	Engg. Sciences
7	Mr. R. D. Tapkir	Member	Workshop
8	Mr. Abhay S. Jadhav	Member	Computer

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9	Mr. Pankaj S. Thombare	Member	Mechanical
10	Mr. Hemant Bhalerao	Member	AI & DS

AICTE / NIRF / DTE / AISHE

1. Grant approval for starting new technical institutions, courses, and programs in engineering and allied disciplines.
2. Collect accurate data from institutions and verify authenticity.
3. Provide feedback to institutions on areas of improvement.
4. Grant affiliation to colleges with universities and maintain academic standards.
5. Monitor functioning of engineering institutes and ensure compliance with regulations.
6. Collect comprehensive data from engineering institutes on enrollment, faculty, infrastructure, finance, etc.

Sr.	Name of Committee Members	Designation	Department
1	**Dr. Yogendra Patil**	**Functional Head**	**Computer**
2	Mr. Uday R. Wankhede	Member	Office
3	Dr. G. L. Allampallewar	Member	Mechanical
4	Dr. Shreekant Dhamdhere	Member	AI & DS
5	Dr. Nilesh Satonkar	Member	Ro & AI
6	Dr. Megha Kadam	Member	Computer

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7	Ms. Madhuri Shejal	Member	Mechatronics
8	Mrs. Manisha D. Bhise	Member	Engineering Science
9	Mr. Kishor Narwade	Member	Civil
10	Mrs. Reena Kokane	Member	Library
11	Mr. Kishor Gadakh	Member	Office
12	Mr. Santosh Gund	Member	Office

LIBRARY COMMITTEE

1. Develop and recommend policies for the efficient functioning and management of the library.
2. Ensure library policies align with the academic and research goals of the institute.
3. Oversee the procurement of books, journals, digital resources, and other learning materials relevant to engineering disciplines. Approve budget allocation for purchasing new materials and subscriptions.
4. Ensure the timely updating and weeding out of outdated or damaged materials.
5. Review and audit the physical infrastructure, books of the library to ensure a conducive study environment.
6. Recommend improvements related to seating capacity, lighting, ventilation, and digital access points.
7. Encourage reading habits and support research activities by ensuring availability of relevant literature.
8. Collaborate with academic departments to understand specific resource needs.

Sr.	Name of Committee Members	Designation	Department
1	**Mrs. Reena Kokane**	**Functional Head**	**Library**
2	Dr. M. D. Salunke	Member	Computer
3	Dr. Kiran Gaikwad	Member	AI & DS
4	Mr. Naresh Dhamane	Member	Mechanical
5	Mr. Sanket Barde	Member	Engineering Science

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6	Mr. Madan Pawar	Member	Civil
7	Ms. Shital Khande	Member	Mechatronics
8	Ms. Shilpa Tambe	Member	Ro & AI
9	Mr. Rushikesh Arote	Member	Student, BE Mechanical
10	Ms. Harshita Jadhav	Member	Student , BE Computer
11	Mr. Yash Bhalsing	Member	Student, TE Civil
12	Mr. Ashutosh Agrawal	Member	Student, BE Mechatronics
13	Ms. Mayuri Udar	Member	Student, BE AI & DS
14	Mr. Kunal Thakur	Member	Student, SE Comp
15	Ms. Soumya Bacchuwar	Member	Student, FE
16	Mr. Aamin Sohel Khan	Member	Student, FE

STUDENT FEEDBACK AND FACULTY APPRAISAL

Objectives

● To set a framework and guidelines for performance appraisal.
● To carry out the assessment procedure

Roles and Responsibilities

● **Functional Head:**
   o To devise parameters for faculty and staff appraisal in discussion with HODs, Deans, Principal.
   o To set the guidelines / interval of feedback.

● **Members (HODs):**
   o To ensure that feedback of the faculties by students is conducted at regular intervals as scheduled in the academic calendar.
   o To assess the strength and weakness of the faculties and staff. Guide them for further improvement.

● **Members:**
   o Interaction with the faculties and staff for cross-verification of appraisal form

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Sr.	Name of Committee Members	Designation	Department
1	**Dr. Umesh P. Moharil**	**Functional Head**	**Engg. Sciences**
2	Dr. Meghna R. Yashwante	Member	**Engg. Sciences**
3	Dr. Subhash G. Rathod	Member	Computer
4	Dr. Anjali J. Joshi	Member	Mechanical
5	Dr. Atul Khatri	Member	Civil
6	Dr. Sonali Patil	Member	Mechatronics
7	Dr. A. S. Bhanage	Member	Robotics & AI
8	Dr. J. Y. Deshmukh	Member	AI & DS
9	Mr. Sanjay A. Agrawal	Member	Computer
10	Mr. Uday R. Wankhede	Member	Office

FACILITY MAINTENANCE AND AUDIT (IT, COMMON FACILITIES)

1. Preventive and corrective Maintenance of all common facilities (Lift, RO, Bio Gas, Fire fighting, etc)
2. Carry out Audits of all above common facilities
3. Oversee installation, maintenance, and upgrade of IT infrastructure (computers, servers, networking equipment).
4. Ensure all software usage complies with licensing agreements and legal norms.
5. Provide technical support to faculty, staff, and students for IT-related issues.
6. Plan and monitor the IT budget including expenses for hardware, software, and services.
7. Dispose of scrap related to stationary, workshop from time to time.

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Sr.	Name of Committee Members	Designation	Department
1	**Mr. Rajesh Dharmale**	**Functional Head**	**Mechanical**
2	Mr. Kishor Narwade	Member	Civil
3	Dr. Kiran Gaikwad	Member	AI & DS
4	Dr. Jayashree P. Shinde	Member	Computer
5	Mr. Harshal Vaidya	Member	Engg. Sciences
6	Mr. Leena Deshmukh	Member	Civil
7	Mrs. Madhuri Shejal	Member	Mechatronics
8	Mr. Abhay S. Jadhav	Member	Computer
9	Mr. Ganesh Shinde	Member	Computer
10	Mr. B. B. Khawale	Member	Workshop
11	Mr. S. L. Adsure	Member	Mechanical
12	Mrs. Laxmi Shinde	Member	Engg. Sciences
13	Mr. Manohar Gaikwad	Member	Campus Supervisor
14	Mr. Gorakh Adagale	Member	Campus Supervisor
15	Mr. A. V. Kolekar	Member	Boys' Hostel
16	Mr. Manojkumar Bachewar	Member	Boys' Hostel
17	Ms. Milan Yetane	Member	Girls' Hostel
18	Mr. Chetan Shapure	Member	Office

WEB DEVELOPMENT AND UPDATION

1. To Supervise, interpret, and amending the existing website policy.
2. To Manage the maintenance and updates of website content.
3. To Monitor the renewal of the mmit.edu.in domain and hosting services.

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4. To Coordinate structural alterations with the vendor and ensure their execution.

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1	**Dr. Shwetal Patil**	**Functional Head**	**Computer**
2	Ms. Mrunal Jagtap	Member	Computer
3	Dr. Shubhangi Kakade	Member	Civil
4	Ms. Madhuri Shejal	Member	Mechatronics
5	Mr. Hrushikesh Gadekar	Member	Mechanical
6	Ms. Savitri Mane	Member	AI & DS
7	Ms. Laxmi Shinde	Member	Engineering Sciences

HOUSEKEEPING DAILY REPORT

1. Daily monitoring for cleanliness of classrooms, labs, toilets and common areas.

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2. Prepare, approve, and monitor cleaning schedules.
3. Maintaining a clean, green, and healthy campus environment and record of Housekeeping.

Sr.	Name of Committee Members	Designation	Department
1	**Ms. Aishwarya Pawar**	**Functional Head**	**Physical Education**
2	Ms. Sonali Murumkar	Member	Computer
3	Ms. Gayatri Kulkarni	Member	Engg Sciences
4	Mr. S. L. Adsure	Member	Mechanical
5	Mr. Laxman Mohite	Member	Office
6	Ms. Rupali Paralkar	Member	Library

PURCHASE, DSR AND STOCK VERIFICATION FURNITURE

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1. Identify the requirement of materials, equipment, and services in coordination with academic and administrative departments.
2. Follow the institute's procurement policy for comparative statements, purchase orders
3. Identify and evaluate vendors and suppliers.
4. Negotiate prices, delivery schedules, and terms of purchase.
5. Maintain vendor records and coordinate with suppliers for timely delivery.
6. Ensure compliance with institute guidelines and statutory regulations (e.g., GST, local tax rules).
7. Upkeep the Dead stock registers, maintain for verification

Sr.	Name of Committee Members	Designation	Department
1	**Mr. Naresh B. Dhamane**	**Functional Head**	**Mechanical**
2	Mr. Sanjay A. Agrawal	Member	Computer
3	Mrs. Devyani J. Bonde	Member	Computer
4	Dr. Shrikant Dhamdhere	Member	AI & DS
5	Mr. Madan Pawar	Member	Civil
6	Mr. R. P. Dharmale	Member	Workshop
7	Mrs. Manisha D. Bhise	Member	Engg. Sciences
8	Dr. Nilesh Satonkar	Member	Robotics & AI
9	Mrs. Laxmi Shinde	Member	Engg. Sciences
10	Mr. Abhay S. Jadhav	Member	Computer
11	Mrs. Aishwarya Pawar	Member	Sports
12	Mr. Ganesh Shinde	Member	Network Admin
13	Mr. Uday R. Wankhede	Member	Office
15	Mr. Kishor C. Kale	Member	Office
16	Mr. Pankaj S. Thombare	Member	Mechanical
17	Mrs. Reena Kokane	Member	Library
18	Mr. S. L. Adsure	Member	Mechanical

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19	Mr. A. V. Kolekar	Member	Boys' Hostel
20	Mr. Manojkumar Bachewar	Member	Boys' Hostel
21	Ms. Milan Yetane	Member	Girls' Hostel

Fees and Scholarship Committee

1. Recommend fee waivers or concessions for deserving students based on economic hardship or academic excellence.
2. Facilitate application and selection processes for Government scholarships and Private or NGO-sponsored scholarships
3. Maintain documentation and reports for review.
4. Investigate and resolve issues related Fees payment, Scholarship disbursal.
5. Submit periodic reports, data to the respective authorities

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1	**Dr. G. L. Allampallewar**	**Functional Head**	**Mechanical**
2	Dr. A. J. Joshi	Member	Mechanical
3	Dr. A. P. Khatri	Member	Civil
4	Dr. Sonali Patil	Member	Mechatronics
5	Dr. S. G. Rathod	Member	Computer
6	Dr. U. P. Moharil	Member	Engineering Sciences
7	Dr. J. Y. Deshmukh	Member	AI & DS
8	Dr. A. S. Bhanage	Member	Robotics & AI
9	Mr. Kishor Gadakh	Member	Office
10	Mr. S. A. Patil	Member	Office

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