

GRIEVANCE REDRESSAL MECHANISM AT NIM

NIM is committed in providing a safe, fair and harmonious learning and work environment. According to the AICTE's Establishment of Mechanism for Grievance Redressal Regulation 2012, the Grievance Redressal Committee has been constituted with the objective of resolving the grievances of students and staff.

Grievance Redressal Committee facilitates the resolution of grievances in a fair and impartial manner, maintaining necessary confidentiality, as the case may be. Any staff or student with a genuine grievance may approach Grievance Redressal Committee to submit his/her grievance in online form or send through suggestion/Grievance box kept outside the administrative office.

OBJECTIVES

- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the stakeholders;
- To uphold the dignity of the institution by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship;
- To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the campus;
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized;
- To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.

Procedure for lodging complaint:

- Any stakeholder may lodge a complaint.
- Complaint should be made to Grievance Redressal Committee.
- The students can lodge their grievance online by clicking below link.
(https://docs.google.com/forms/d/1Tybsm61DR8aYh_zE8xDm43aGXwTqQK7mikCAFmVpofQ/edit)
- The staff can lodge their grievance online by clicking below link.
(https://docs.google.com/forms/d/1SQvJ4_eVXvBG8CtmMIHgiS2N_f2p9ABKXHTThX7KkNM/edit)
- The students may feel free to drop the writing (can be anonymous if required) in the grievance/suggestion box kept outside administrative office

- Upon receipt of complaint, the Chairperson of the Committee will send a response to the complainant acknowledging the receipt of grievance immediately.
- At this stage, based on the nature of the complaint and severity of its possible impact, the chairman will call upon the Grievance redressal committee meeting.
- The Grievance redressal committee will act upon those cases which have been forwarded along with the necessary documents.

Exclusions

SGC shall not entertain following issues.

1. Decisions of the Academic Council / Board of studies and other academic / administrative committees constituted by the Institute.
2. Decisions with regard to award of scholarships / fee concessions / awards / medals as per norms by concerned authority.
3. Decisions made by Institute under the Discipline Rules and Misconduct.
4. Decisions of the Institute in admissions of my courses.
5. Decisions of the competent authority on assessment and examination result.

GRIEVANCE REDRESSAL COMMITTEE

Following are the members of the committee for the year 2022-2023

Sr No	Name	Designation	Role
1	Dr. Suvarna R. Shinde	Director I/C, NIM	Chairperson
2	Dr Nutan P Pawar	Asst Professor, NIM	Member

3	Prof Yateen Nandanwar	Asst Professor, NIM	Member
4	Prof Shreya Sonar	Asst Professor, NIM	Member
5	Prof Priyanka Mhaskar	Asst Professor, NIM	Member
6	Mr Mangesh Yadav	O/S	Member
7	Ms Mayuri Mutadak	Student	Member
8	Mr Gaurav Pawar	Student	Member
9	Ms SnehaVathore	Student	Member

ANTI RAGGING COMMITTEE

As per the notification in regard to prevention and prohibition of ragging in the University and UGC act, the committee has been constituted 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 unfair means 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.

If 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, to all students. To achieve these objectives the committee has been constituted.

In case of emergency the students / parents in distress owing to ragging must inform Anti Ragging committee. Ragging is totally banned in the Institute and anyone found guilty of ragging and/or abetting ragging is liable to be punished as it is a criminal offence.

INTERNAL COMPLAINTS COMMITTEE (ICC)

Sr No	Name	Role
1	Dr Suvarna R Shinde	Director I/C
2	Dr. Nutan P Pawar	Teaching Staff Rep
3	Mr. Sanjay Patil	Media Representative
4	Mrs. Suvarna Kharjule	NGO Representative
5	Mr. Vishal Mule (PSI Ambad Station)	Police Representative
6	Dr. Nutan Pawar	Teaching Staff Rep
7	Asst. Prof. Yateen S Nandanwar	Teaching Staff Rep
8	Mr. Mangesh Yadav	Non-Teaching Representative
9	Mr Karbhari Sanap	Parents' Representative
10	Ms Swapnali Sanap	Students' Representative
11	Mr Gaurav Nikumbh	Students' Representative

The Internal Complaints Committee (ICC) has been constituted in the Institute for the sexual harassment of women at the workplace (prevention, prohibition, and redressal). ICC is headed by a senior female faculty of the institute. ICC meets on a need basis to address any complaints from students, teaching and non teaching members and takes necessary action. The Institute has a zero-tolerance policy towards any such transgression. The Institute is committed to providing a safe and conducive work and academic environment to students and its employees and is extremely alert to

matters pertaining to any kind of harassment and gender sensitivity. Posters are displayed at strategic places within the campus to communicate the philosophy of institute in such matters.

Sr No	Name	Role
1	Dr. Suvarna R. Shinde	Chairperson
2	Dr Nutan P Pawar	Member
3	Asst. Prof. Yateen S Nandanwar	Member
4	Mr Mangesh Yadav	Member
5	Mr Arun Bhalerao	Member
6	Mrs. Suvarna N. Kharjule	External Member
7	Ms. Kalyani Kokate	Student Representative
8	Ms Simran Swani	Student Representative

SC/ST Grievance cell (2022-23)

The Scheduled Caste (SC) and Scheduled Tribes (ST) Cell in the institute promotes the special interests of students in the reserved category and guides the students to utilize the benefits of the schemes offered by the Government. The SC/ST cell in Navjeevan Institute of Management, Nashik adheres to the guidelines of the UGC and state government with respect to the upliftment of the students and employees belonging to the SC/ST categories and other weaker classes. They are also

encouraged to enroll for career orientation programs, which would equip them with the necessary skills to choose a career option.

Objectives of the Committee

1. To counsel and guide SC/ ST students and help them to manage academic and personal issues of Institute 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 carrier growth
7. To aware the SC/ST students regarding various scholarships program of State Govt. and UGC.
8. To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.

Equal Opportunity Cell

Sr No	Name	Role
1	Dr. Suvarna R. Shinde	Chairman
2	Asst. Prof. Priyanka R. Mhaskar	Teaching Staff Rep
3	Ms Archana Dongade	Member
4	Mr Hire Siddharth	Member
5	M Harshada Pargharmol	Member

SR No	Name	Role
1	Dr Suvarna R Shinde	Chairperson
2	Dr Nutan P Pawar	Member

3	Asst Prof Yateen Nandanwar	Member
4	Mr Mangesh Yadav	Member

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Objectives of the IQAC

The IQAC of the Institute is constituted to achieve the following objectives:

- To develop and progress a heightened level of clarity and focus in institutional functioning towards creation, sustenance and enhancement of quality and facilitate internalization of the quality culture permeating every sphere of the Institution.
- To facilitate the integration of the various activities of the institution and institutionalize the best practices.
- To provide a sound basis for decision making imbining all the dimensions of service quality to improve institutional functioning.
- To act as a change agent in the Institution.
- To coordinate and improve internal communication to facilitate greater policy implementation and quality assurance towards its stakeholders.

Functions of the IQAC

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institute.
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on the various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities of the Institute, leading to quality improvement.
- Acting as a nodal agency of the Institute for coordinating quality-related activities, including adoption and dissemination of good practices.
- Development and maintenance of Institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- Development of Quality Culture in the Institute.
- Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format.
- Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of the Institute based on the AQAR.
- In terms of UGC Regulations 2010, IQAC shall act as the Documentation and Record-Keeping cell.

Sr No	Name	Role
1	Dr. Suvarna R Shinde	Chairperson

2	Mr. Vijay Kale	Management Representative
3	Mrs. Mangal pawar	Nominee from local society
4	Dr. Bhiwa Wagh	External Expert
5	Mr. Sandeep Bhabad	Industrial Expert
6	Mr. Santosh Mandlecha	Industrial Expert
7	Dr Nutan P Pawar	IQAC Coordinator
8	Prof Yateen Nandanwar	Teacher Representative
9	Prof Priyanka Mhaskar	Teacher Representative
10	Mr Arun Bhalerao	Senior Admin Staff
11	Mr Mangesh Yadav	Senior Admin Staff
12	Mr Jobin	Alumni Representative
13	Mr Rupesh Rupwate	Alumni Representative
15	Mr Gaurav Pawar	Student Representative
15	Ms Mayuri Raneja	Student Representative
16	Ms Clency Pillai	Student Representative

SELF DECLARATION

Facilitate teachers for undergoing Pedagogical training through NITTT Guidelines

With reference to above point, faculty of Navjeevan Institute of Management has registered for the courses under Swayam portal.

Following is the list of Faculty and courses registered

Sr No	Name of the Faculty	Courses
1	Dr. Suvarna R. Shinde	Online Refresher Course in Management
2	Dr Nutan P Pawar	Introduction to Banking and Financial Market, IIMB
3	Dr Nutan P Pawar	Financial Accounting and Analysis
4	Dr Nutan P Pawar	Ancient Indian Management. (AICTE)
5	Dr Nutan P Pawar	ARPIT courses in Financial Markets and Emerging Business Models
6	Asst Prof. Yateen Nandanwar	Leadership and Governance in Higher Education- Level 2

I/C Director

SELF DECLARATION

Provision/ facilities to conduct online meetings, webinars, classes and examination

Below are the Provision/ Facilities available in the Institute for conducting online meetings, webinars, classes and examination.

Sr No	Particulars
1	Laptop
2	Computer with Web camera
3	Wifi Connection
4	Internet Wired connection 200 Mbps
5	Headphone with micro phone
6	Speaker 2.0 , Ahuja Amplifier With Sound System
7	Dell Projector
8	Application Software (Google meet, Zoom and Microsoft Team)
9	Examination - SPPU Online Exam Portal (For External Exam)
10	Examination – Google Form (For Internal Exam)

SELF DECLARATION

Safety and security measures in the campus (as per Chapter VII of the Approval Process Handbook)

With reference to above point, faculty of Navjeevan Institute of Management has taken following Safety and security measures in the campus.

1. CCTV Camera are installed in the campus at the following location
 - Entrance Gate
 - Ground Floor
 - 1st Floor
 - 2nd Floor
 - Each classrooms and Tutorial Room
 - Library
 - Computer Lab
 - Security cabin
 - Examination cell
2. Institute ID Cards are issued to the students and staff.
3. Annual Safety Programme is conducted by the institute to train Students and staff.
4. Special needs of students, Faculty and Staff with disabilities have been taken care in the event of an emergency.
5. All Covid related Norms for safety and security issued by Government and other concerned Authority is strictly followed in the institute.
6. Counseling arrangements for the affected individuals is taken care of by Anti ragging committee, ICC, mentors and Director as well.

SELF DECLARATION

Digital payment or all financial transactions as per MoE Directives.

With reference to above point, faculty of Navjeevan Institute of Management has following digital payment system for all financial transactions

1. Institute has been provided MCB app by ICICI bank for digital Payment
2. Payment through Debit card (Via Payment App)
3. Payment through credit card (Via Payment App)
4. Mobile Wallets
5. NEFT
6. RTGS
7. Unified Payment Interface (UPI)
8. Bharat Interface for Money (BHIM)
9. IMPS

SELF DECLARATION

We at Navjeevan Institute of Management, Nashik have established Internal Complaint Committee (Sexual Harassment at Workplace Act,2013). **The Internal Complaints Committee (ICC)** has been constituted in the Institute for the sexual harassment of women at the workplace (prevention, prohibition, and redressal). ICC is headed by a senior female faculty of the institute. ICC meets on a need basis to address any complaints from students, teaching and non teaching members and takes necessary action. The Institute has a zero-tolerance policy towards any such transgression. The Institute is committed to providing a safe and conducive work and academic environment to students and its employees and is extremely alert to matters pertaining to any kind of harassment and gender sensitivity. Posters are displayed at strategic places within the campus to communicate the philosophy of institute in such matters.

Along with the committee even institute have established 24x7 women helpline numbers which are as follow:

Helpline Number: 9604101118, 7276196284, 0253-2393827

Security system in the campus for providing safety to students and female faculty and non-teaching faculty are as follow:

- 1 – CCTV Camera at the prime location in the campus.
- 2 – 24x7 Security guards in the premises.
- 3 – ICC Committee (Committee formation as below)

Sr. No.	Name	Role
1	Dr. Suvarna R. Shinde	Chairperson
2	Dr Nutan P Pawar	Member
3	Asst. Prof. Yateen S Nandanwar	Member
4	Mr Mangesh M. Yadav	Member
5	Mr Arun E. Bhalerao	Member
6	Mrs. Suvarna N. Kharjule	External Member
7	Ms. Kalyani K. Kokate	Student Representative
8	Ms Simran Swani	Student Representative

SELF DECLARATION

We at, Navjeevan Institute of Management, Nashik have hired counsellors for seeking help and guidance w.r.t psychological counselling related to Mental Health for Students, faculty and non-teaching faculty. Counselor visits the institute once in a month or whenever his/her presence is required. Apart from counsellors we also have assigned mentors to the students (mentee) who meets twice a week. NIM keeps all information confidential of each students, faculty and non-teaching staff.

The counselor details are as follow:

Name – Dr. Poonam Ram Hiray

Qualification – BHMS, MD, PGDPC

Mobile - +91 92848 60835

Email ID – poonamhiray2016@gmail.com

SELF DECLARATION

We at Navjeevan Institute of Management, Nashik have established media cell. The Media Cell is responsible for handling PR activities of the institute. It caters to the three major domains of the institute including Public Relations, Institute Web Site, Facebook page , Instagram, YouTube Channel and Management and Official news paper of the institute.

Following are the committee member of the media cell

S.R.	Name	Designation
1	Dr. Suvarna R. Shinde	Chairperson
2	Dr. Nutan P. Pawar	Co-ordinator
3	Dr. Rita S. Chaudhary	Member (Faculty)
4	Ms. Harshali Dond	Students Representative (MBA-I)
5	Mr. Harshad Gangurde	Students Representative (MBA-II)

Place:-Nashik

Date:-27/04/2023

I/C Director

TO WHOM SOEVER IT MAY CONCERN

We at Navjeevan Institute of Management, Nashik have Implementation of the Schemes Announced by Government of India

Government of India Post-Matric Scholarship SC AND ST CATEGORY

Post Matric Scholarship Scheme (Government Of India)

Date:27/04/2023

Place: Nashik




DIRECTOR
Navjeevan Institute of Management
CIDCO, Nashik-08.