

**Pankaj Laddhad Institute of Technology and Management Studies,
Diploma in Engineering**

Chikhali Road, Yelgaon, BULDANA – 443002 (M.S.), INDIA.

url:plit.ac.in, Mail id: plitprincipal@gmail.com, Contact: +918080237640

OFFICE ORDER

No./PLITMS/2023-24/

Date:29-08-2023

An Anti-Harassment Committee of the following members is constituted for preventing the harassment of the students in the campus for session 2023-24. The members of committee are:

Sr. No	Name of member	Representation	Designation	Mobile No.
1	Mr. P.N.Kolhe	Chairman	Sr. Lecturer, AC	7447669507
2	Mr. D. A.Mathe	Member	Lecturer	9922712060
3	Miss. M.S.Sarode	Member	Lecturer	8554828883
4	Mr. S. R. Bhandare	Member(Non-Teaching)	clerk	9763067895
5	Mr. P.R. Bhalerao	Member secretary	SR. Lecturer	7447669507

Roles and Responsibilities of Anti-Harassment Committee:

- 1) They should form duty chart & carryout regular vigilance for any Harassment in their areas
- 2) They should carryout surprise visits in probable areas.
- 3) In case of any incidence noticed on the spot, assessment of the incidence is made and necessary action to be taken and inform the Head of the institute immediately.
- 4) Make ensure that anti-Harassment instructions are displayed at prominent places in their areas of control
- 5) Committee in charge will brief all members of his squad about their duties / action regarding anti-Harassment.

Principal

- Copy to:** 1) Hon'ble Management
2) All above members for information
3) Office copy

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OFFICE ORDER

No./PLITMS/2023-24/

Date:29-08-2023

An Anti-Ragging Committee of the following members is constituted for preventing ragging activities of the students in the campus for session 2023-24. The members of committee are:

Sr. No	Name of member	Representation	Designation	Mobile no
1	Dr. P. M. Jawandhiya	Chairman	Principal	9422880399
2	Miss. Priyanka Gore	Member-Police Representation	API, women safety Cell, SP office Buldana	9764357955
3	Mr. Prabhakar M.Wghmare	Member-NGO	Secretary S.S.M, Educated unemployed cooperative society, Buldana	9604112797
4	Mr. Nitin Shirsat	Local correspondence		9881717828
5	Mr. R. J. Sarkate	Member-Teaching	Lecturer	9763391003
6	Ms. A. S. Padgan	Member-Teaching	Lecturer	8080851726
7	Mr. Anil Pachpande	Member-Parent	Parent Representative	8805478433
8	Mr. S. R. Bhandare	Member-Non Teaching	Clerk	9763067895
9	Mr. Ganesh Raut	Member-Student	Student Representative	9765616865
10	Ms. Rupali Deshmukh	Member-Student	Student Representative	9657727171
11	Mr. P. N. Kolhe	Member-Secretary	Sr. Lecturer, AC	7774003505

Roles and Responsibilities of Anti-Ragging Committee:

- 1) They should form duty chart & carryout regular vigilance for any Ragging activity in their areas
- 2) They should carryout surprise visits in probable areas of ragging
- 3) In case of any incidence noticed on the spot, assessment of the incidence is made and necessary action to be taken and inform the control cell immediately.
- 4) Make ensure that anti-ragging instructions are displayed at prominent places in their areas of control
- 5) Committee in charge will brief all members of his squad about their duties / action regarding anti-ragging.

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An Anti-Ragging Squad of the following members is constituted for preventing ragging activities of the students in the campus for session 2023-24. The members of committee are:

Sr. No	Name of member	Representation	Designation	Mobile No.
1	Dr. P. M. Jawandhiya	Chairman	Principal	9422880399
2	Mr. R.J Sarkate	Member	Lecturer	9763391003
3	Mr. D. A. Mathe	Member	Lecturer	9922712066
4	Mr. V. N. Magar	Member-Secretary	Lecturer	9096998683

Roles and Responsibilities of Anti-Ragging Squad:

- 1.Continuously maintain surveillance/ vigilance in the college campus
- 2.Monitor the activities of the students.
- 3.Conduct patrolling of canteen areas, parking area and college building.
- 4.Overall maintain the discipline in college campus.

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No./PLITMS/2023-24/

Date:29-08-2023

Women grievance cell of the following members is constituted for helping out the students regarding their academics and other related problems and grievances concerned with the institute for session 2023-24. The members of the committee are:

Sr. No	Name of member	Representation	Designation	Mobile No
1	Miss. M.S. Sarode	Chairman (WWO)	Lecturer	8554828883
2	Miss. Priyanka Rajput	Member (AWW)	Accountant	7350676456
3	Miss. Nikita Ubarhande	Member(AWW)	Lecturer	8308216120
4	Miss. A.S. Padghan	Member secretary	Lecturer	8080851726

Roles and Responsibilities of mentoring and grievance cell are:

- 1) To arrange, monitor & conduct the extra classes, especially for failure students (Students with backlog)
- 2) To check & monitor for, solving the board question papers in the interest of students.
- 3) To give personal attention towards students.
- 4) To provide additional books from library to facilitate study for backlog students.
- 5) To take care of inputs received from students, observers & staff regarding indiscipline, ragging & sexual harassment

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No./PLITMS/2023-24/

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An institute level curriculum implementation unit of the following members is constituted for smoothening out the academics for session 2023-24. The members of committee are:

Sr. No.	Name of member	Representation	Designation
1	Hon. Ravindraji Laddhad	Ex-officio Chairman	Management Representative
2	Dr. P. M. Jawandhiya	Ex-officio Chairman	Principal
3	Ms. A. S. Padghan	Member	Lecturer
4	Mr. P.R.Bhalerao	Member	Sr. Lecturer
5	Mr. V. N. Magar	Member	Lecturer
6	Mr. D.A Mathe	Member	Lecturer
7	Mr. Dilip Chaudhari	Member-parent	Parent Representative
9	Ms. Sanika Awale	Member-Student	Student Representative
10	Mr..Om Ingle	Member-Student	Student Representative
11	Mr. P. N. Kolhe	Member-Secretary	Sr. Lecturer, AC

Roles and Responsibilities of ICIU:

1. Study Curriculum development process and prepare curriculum implementation plan at institute level.
2. Identify the resource gaps at institute level and develop plan to make up the deficiencies.
3. Plan for Academic Calendar of the institute taking into consideration the calendar from MSBTE.
4. Guide the departments regarding the philosophy of curriculum design and its implementation.
5. Ensure uniform implementation of MSBTE norms for student assessment.
6. Analyze the reports of internal and external monitoring committees and take remedial action.
7. Maintain the records of all activities in the prescribed profarmas.

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No./PLITMS/2023-24/

Date:29-08-2023

An Internal Academic Monitoring Committee (IAMC) of the following members is constituted for internal academic monitoring of the institute to improve the academic excellence for the session 2023-24. The members of committee are:

Sr No	Name of member	Designation	Representation
1	Mr. P. M. Jawandhiya	Chairman	Principal
2	Mr. D.A. Mathe	Member	Lecturer
3	Mr. P.R. Bhalerao	Member	Sr. Lecturer
4	Mr. A. N. Patole	Member	Sr. Lecturer
5	Mr. V.N.Magar	Member	Lecturer
6	Mr. P. N. Kolhe	Member-Secretary	Sr. Lecturer, AC

Roles and Responsibilities of IAMC:

1. IAMC shall carryout monitoring once in a semester prior to visit of EAMC.
2. IAMC shall follow the criteria and sub criteria wise system given in Revised KPI norms 2018-19
3. Members of IAMC shall provide guidance to the faculties in improving the academics.

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Date:29-08-2023

Student mentoring, redressal and grievance cell of the following members is constituted for helping out the students regarding their academics and other related problems and grievances concerned with the institute for session 2023-24. The members of the committee are:

Sr No	Name of member	Representation	Designation
1	Mr. P. M. Jawandhiya	Chairman (SWO)	Principal
2	Dr. Shubham Agrawal	Member(ASW)	Medical Help Counselor
3	Ms. M.S. Sarode	Member(ASW)	Lecturer
4	Mr. A.N.Patole	Member	Sr. Lecturer
5	Mr. D.A. Mathe	Member(ASW)	Lecturer
6	Mr. V. N. Magar	Member(ASW)	Lecturer
7	Mr. P. N. Kolhe	Member-Secretary (ASW)	Sr. Lecturer, AC

Roles and Responsibilities of mentoring and grievance cell are:

- 1) To arrange, monitor & conduct the extra classes, especially for failure students (Students with backlog)
- 2) To check & monitor for, solving the board question papers in the interest of students.
- 3) To give personal attention towards students.
- 4) To provide additional books from library to facilitate study for backlog students.
- 5) To take care of inputs received from students, observers & staff regarding indiscipline, ragging & sexual harassment

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No./PLITMS/2023-24/

Date:29-08-2023

An Anti-Sexual Harassment Committee of the following members is constituted for preventing the sexual harassment of the students in the campus for session 2023-24. The members of committee are:

Sr. No	Name of member	Representation	Designation	Mobile No.
1	Mr. V.N.Magar	Chairman	Lecturer	9730995312
2	Mr. P.R. Bhalerao	Member	Sr. Lecturer	7447669507
3	Miss. M.S.Sarode	Member	Lecturer	8554828883
4	Mr. S. R. Bhandare	Member(Non-Teaching)	clerk	9763067895
5	Mr. P.N.Kolhe	Member-Secretary	Sr. Lecturer, AC	7774003505

Roles and Responsibilities of Anti-Harassment Committee:

- 1) They should form duty chart & carryout regular vigilance for any h Sexual arassment in their areas
- 2) They should carryout surprise visits in probable areas.
- 3) In case of any incidence noticed on the spot, assessment of the incidence is made and necessary action to be taken and inform the Head of the institute immediately.
- 4) Make ensure that anti-sexual harassment instructions are displayed at prominent places in their areas of control
- 5) Committee in charge will brief all members of his squad about their duties / action regarding anti-Harassment.

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Faculty grievance and redressal cell of the following members is constituted for helping out the staff members regarding their problems and grievances concerned with the institute for session 2023-24. The members of the committee are:

Sr No	Name of member	Representation	Designation
1	Mr. P. M. Jawandhiya	Chairman	Principal
2	Mr. A. N. Patole	Member	Sr. Lecturer
3	Mr. P. R. Bhalerao	Member	Sr. Lecturer
4	Mr. P. N. Kolhe	Member-Secretary	Sr. Lecturer, AC

Principal

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OFFICE ORDER

(Sanstha Letter Head)

Date: 00/00/2023

**To,
Dr.,
_____Hospital,
Buldana.**

Subject: Your appointment as a medical counselor at Vision Buldana Educational and welfare society, Pankaj laddhad institute of technology and management studies, yelgaon, buldana

Respected Sir,

As per our discussion the management has decided to appoint you as a medical counselor for Vision Buldana Educational and welfare society, Pankaj laddhad institute of technology and management studies, Yelgaon, Buldana. Your services will be required for our students as and when needed.

The following arrangements will be made at the college premises:

1. First Aid room with bed
2. First Aid kit
3. Medical equipment's

Chairman