6.2.2 The Functioning of the Institutional bodies in Effective and efficient as visible from Politics - administrative Set up – appointment and service rules procedures etc.

The institute has defined the proper organogram to articulate apt governance as well as the escalation matrix. Zeal Education Society is the apex body and the Founder Director and Secretary takes policy decisions which are taken based on the directives of the statutory, regulatory and affiliating bodies, the inputs from stakeholders, the recommendations from the various Committees, Cells, and Director of the Institutes. etc., for smooth functioning of the Institute. The overall functioning of the Institute is supervised by the Executive Director and the Director of the institute. The Director acts as an operational authority for the day-t0-day running of the Institute to ensure full compliance of norms and directives of the Management and the respective regulatory bodies.

The governance system includes the following bodies:

- Governing Council

- College Development Committee

- Various committees for respective institutional processes.

entrepreneurship

The Institute established institutional committees to carry-out all the academic and administrative processes. which are substantial to achieve the Institute's vision, are as follows: Admission committee responsible for fulfilling the sanctioned intake Academic Committee responsible for teaching-learning and evaluation Research and Incubation Cell responsible for Developing Research Culture Training and Placement Committee responsible for Industry interaction

Entrepreneurship Development Cell responsible for encouraging students for entrepreneurship.

IQAC responsible for quality assurance. The Constitution of the institutional committees as well as their Standard Operating Procedures are stated and available on the institute's website. These bodies keep in view the Vision, Mission, Strategic Goals and Objectives, Values and Quality Policy of the Institute for taking decisions and making recommendations on various institutional matters.

The Institute adheres to norms and regulations laid down by the various government and statutory bodies and frames its rules and procedures in accordance with:

- All India Council for Technical Education (AICTE)

- University Grants Commission (UGC)

- Directorate of Technical Education (DTE)

- Savitribai Phule Pune University (SPPU)

- Fee Regulatory Authority (FRA)

- Admission Regulatory Authority (ARA)

The Institute has developed an Employee Handbook which comprises all the service rules for faculty and staff. Code of Conduct, Policies and Procedures, Welfare measures, Recruitment and Induction Policy, Performance Appraisal., Whistle-Blowing Policy, etc. and the same is available for each and every staff on Institute website at dedicated admin office and IQAC Cell for information and compliance. The Institute provides a conducive work environment for teaching-learning process, research, and development consultancy, industry interaction, besides the administrative matters. There are Committees for redressal of grievances, unfair means inquiry committee, sexual harassment committee, student council committee, etc, there are encouraging schemes for faculty development including sponsorship for conferences, workshops-seminars, for interaction with industry, participation in foreign tie-ups, for higher study leading to Ph.D., for revenue earning consultancy etc. giving them a healthy career path

Ref. No.: ZES/ZIMCA/2021-22/1784

Date : 20/04/2022

College Development Committee

(Constitute under "Section 97" of Maharashtra Public University act 2016)

Sr. No.	Name of Members	Designation	Field
1.	Shri. S. M. Katkar	Chairman	Founder-Director, Zeal Education Socie Pune
2.	Shri. Jayesh Katkar	Secretary	Secretary of the Management or his nominee
3.	Shri. Sarjerao Poman	Member	Management or his nominee
4.	Prof. Vikrant Nangare	Member	One Head of Department nominated by the Director or Head of Institution
5.	Prof. Sanjay Mahadik Prof.Sachin Wadekar Prof. Varsha Kedar	Members	Three faculty members (at least one shall be women)
6.	Mr. ShivajiMahanvar	Member	Non-teaching representative by elected
7.	Dr. Ratndeep Joshi Mr. G. P. Mohite Dr. Vivek Deshpande Mr. Chandrashekhar Pasalkar	Members	Education Industry Research Alumni
8.	Dr. Ekta Talwar	Member	IQAC Coordinator
9.	Ms. Vinaya Marane	Member	Student Representative
10.	Dr. Ravindra Patil	Member-Secretary	Director

I/C Director

Dr. Ravindra Patil

Director
Zeal Institute of Management
& Computer Application
Pune - 411 041.

Ref. No.: ZES/ZIMCA/2021-22/1787

Date : 20/04/2022

Faculty Grievance Redressal Committee

Sr.No.	Faculty Grievance Redressal Committee	Member Type	Category
1	Dr. Ravindra Patil	Chairman	Director of the College
2	Prof. Sanjay Mahadik	Members	Senior Faculty
3	Prof. Vikrant Nangre	Members	Senior Faculty
4	Dr. Ekta Talwar	Members	Senior Faculty

I/C Director

Dr. Ravindra Patil

Director
Zeal Institute of Management
& Computer Application
Pune - 411 041.