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ZEAL EDUCATION SOCIETY'S  
**ZEAL INSTITUTE OF MANAGEMENT AND  
COMPUTER APPLICATION**

Sr.No - 39, Narhe Dhayari Road, Narhe, Pune - 411 041( MS) India.  
020-6720 6041/42 | director.zimca@zealeducation.com | www.zimca.in  
AISHE Code : C-50909 | DTE Code : MB-6195 | SPPU Pun Code : IMMP015570

ISO:21001 Certified

Ref. No.: ZES/ZIMCA/2022-23/1820(A)

Date : 30/06/2022

**COLLEGE DEVELOPMENT COMMITTEE (CDC)  
AY-2022-23**

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

Sr.No.	Name of Member	Name of Member	Designation
1	Shri.Jayesh Katkar	श्री. जयेश काटकर	Secretary of the management
2	Mr. Sanjay Mahadik	प्रा. संजय महाडीक	Teachers
3	Mr. G.P. Mohite	श्री. जि. पी. मोहिते	Local Members
4	Dr. Vivek Deshpande	डॉ. विवेक देशपांडे	Local Members
5	Ms. Vinaya Marne	विनया मारने	Secretary of College Students Council
6	Dr. Ratndeeep Joshi	डॉ. रत्नदीप जोशी	Local Members
7	Shri. S. M. Katkar	श्री एस. एम. काटकर	Chairperson of the management
8	Mr. Sachin Wadekar	श्री. सचिन वाडेकर	Head of Department
9	Dr. Ravindra Mahadev Patil	डॉ रवींद्र महादेव पाटील	I/C Director
10	Shri. Sarjerao Poman	श्री सर्जेराव पोमण	Local Members
11	Mr. Shivaji Mahanvar	श्री शिवाजी महानवार	Non-Teaching
12	Mr. Chandrashekar Pasalkar	श्री चंद्रशेकर पासलकर	President of College Students Council
13	Mrs. Varsha Kedar	सौ वर्षा केदार	Teachers
14	Mr. Vikrant Nangare	श्री विक्रांत नांगरे	Co-ordinator(IQAC)
15	Deepak Shirke	श्री दिपक शिर्के	Teachers



*[Signature]*  
Director



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Ref. No.: ZES/ ZIMCA /2022-23/ 1935A

Date : 09/02/2023

**ANTI-RAGGING SQUAD**

Sr. No.	Names	Department	Designation	Mobile No.
1	Prof. Ravindra M Patil	Admin	Chairman	9422414023
2	Prof. Sayli Wankhade	MBA	Member	7972187156
4	Mr. Dhiraj Yadav	Office	Member	9168181920
5	Mrs. Sampada Deshmukh	Library	Member	9511755785
6	Mrs. S.A. Barse	Girls Hostel	Member	8775620185

Prof. Sanjay Mahadik  
Director

Copy to : 1) Concerned Committee members.

2) Notice Board.







ZEAL EDUCATION SOCIETY'S  
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 APPLICATION (ZIMCA)**  
 NARHE | PUNE | INDIA



PUN CODE: IMMP015570

DTE CODE: MB6195

AISHE CODE: C-50909

Ref- ZES/ZIMCA/2022-23/1955

Date - 13/04/2023

### WOMEN ANTI SEXUAL HARASSMENT COMMITTEE

As per the guidelines of AICTE and the UGC, an Anti-Sexual Harassment Committee has been established by the Institute to provide a healthy and safe atmosphere for the students of the Institute and all female employees of the Institute

The following committee members have been appointed for the academic year 2022-23:

Sr. No	Name	Designation Department	Position	Contact Number
1	Prof. Sanjay Mahadik	Director	Chairman	9527473157
2	Prof. Sayali Wankhade	Assistant Professor	Coordinator	7972187156
3	Dr. Ravindra Patil	Professor	IQAC Coordinator	9422414023
4	Ms. Ashwini Jadhav	Office Staff	Member	8484871569
5	Prof. Vikrant Nangre	Assistant Professor	Member	7972230511
6	Prof. Sampada Deshmukh	Library staff	Member	9511755785
7	Miss. Kiran P. Gaikwad	Student	Member	7219751725
8	Miss. Prachi S. Yadav	Student	Member	9860185211

Women Anti Sexual Harassment Committee deals with issues relating to sexual harassment. The committee is formed to prevent sexual assault, discrimination in work place and other related crimes on girl students and female employees.

The said committee will responsible to resolve all issues related to Sexual Harassment in Institute Level. The said committee will try to resolve grievances as soon as possible with hearing all the party involve in complaint.



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### CIRCULAR

This is to inform that the Anti-raging Committee has been revised with the following members in the college campus, to whom the complaints have to be lodged.

All activities whoever directly commits, participants in, abets or propagates 'RAGGING' within or outside the college premises are strictly prohibited and banned. If anybody is 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 a fine of Rs. 10000/

### ANTI-RAGGING COMMITTEE

Sr. No.	Representatives	Names	Mobile No
1	Director	Prof. Sanjay Mahadik	9527473157
2	Local citizen	Mr. B. A. Kamble	9970904626
3	Police	Police Inspector, Sun City Police Station	020-243201818
4	Media	Mr. Kalyanrao Avtade (Reporter Sakal)	9850735335
5	NGO	Mr. Nivangune Rajendra	9850698531
6	Teaching Faculty	Prof. Deepak Shirke	7350495158
7	Teaching Faculty	Prof. Vikrant Nangare	9158417471
8	Non-Teaching Staff	Mr. Ashwini Jadhav	8484871569
9	Parents	Mr. Sudhakar Mahadev Kokane	9420395545
10	Students	Ms. Nikhil Kokane	7972987071



  
Prof. Sanjay Mahadik  
Director





## WOMEN ANTI SEXUAL HARASSMENT COMMITTEE

### WOMEN HELPLINE NUMBERS (24 x 7)

#### A. Women Helpline ( All India ) -

Sr. No.	Particulars	Helpline Number
1.	Women In Distress	1091
2.	Women Helpline Domestic Abuse	181
3.	National Commission For Women (NCW) ( Domestic violence 24x7 helpline for Sexual Violence and harassment )	7827170170
4.	National Commission For Women (NCW)	011-26942369, 26944754
5.	Student / Child Helpline	1098
6.	Maharashtra Women Helpline	022-26111103,1298,103
7.	Maharashtra Women's Commission	07477722424, 022-26592707

#### B. Institute Helpline Number

Prof. Sayali Wankhade - 7972187156



  
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Ref. No.: ZES/ZIMCA/2022-23/1926A

Date : 09/02/2023

### 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 ZIMCA.

The following members have been appointed as an Internal Complaints Committee for the academic year 2022-23:

Sr. No	Name of the Member	ICC Designation	Mobile Number
1.	Prof. Sayli Wankhade	Presiding Officer	7972187156
2.	Dr. Ravindra Patil	Faculty Member	9422414023
3.	Prof. Vikrant Nangare	Faculty Member	9158417471
4.	Mr. Dhiraj Yadav	Non-Teaching Member	9168181920
5.	Mrs. Ashwini Jadhav	Non-Teaching Member	8484871569
6.	Ms. Eshwari Bidri	Student (MBA I)	7083752068
7.	Ms. Pooja Dhumal	Student (MBA II)	7820943545
8.	Ms. Pallavi Vairat	Student (MBA II)	7276465223
9.	Adv. Saili Karandikar	Social Activist	9881007704



  
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Date : 06 / 09 / 2022

### 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 ZIMCA.

The following members have been appointed as an Internal Complaints Committee for the academic year 2022-23:

Sr. No.	Name of the Member	ICC Designation	Mobile Number
1.	Prof. Sachin Wadekar	Presiding Officer	9561090580
2.	Prof. Vikrant Nangare	Faculty Member	9158417471
3.	Mr. Dhiraj Yadav	Non-Teaching Member	9168181920
4.	Mrs. Ashwini Jadhav	Non-Teaching Member	8484871569
5.	Ms. Eshwari Bidri	Student (MBA I)	7083752068
6.	Ms. Pooja Dhumal	Student (MBA II)	7820943545
7.	Adv. Saili Karandikar	Social Activist	9881007704

Dr. R. M. Patil

Director



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Date : 09/02/23

## GRIEVANCE REDRESSAL COMMITTEE

As per Notification dated 25 May 2012 - F. No. 37-3/Legal/2012, Clause 1 of Section 23 of the All India Council for Technical Education, Act. 1987 (52 of 1987) S. B. Patil Institute of Management has Grievance Redressal Committee to ensure transparency and support for teaching, non-teaching staff and students admitted and with paramount objective of preventing unfair practices and to provide a mechanism for fair redressal of grievance.

This Committee takes care of all grievances submitted in writing to any of the committee member by any of the teaching, non-teaching staff and students of the Institute. The committee studies the grievance submitted and accesses to all confidential files or otherwise documents relevant to the individual's grievance and submits its recommendations and reports to the Director as expeditiously as possible. Thus makes final settlement of any grievance within a reasonable period (normally not exceeding one month).

### COMPOSITION OF THE COMMITTEE

SR. NO.	NAME OF THE MEMBER	REPRESENTATION
1	Dr. Sanjay Mahadik	Director, ZIMCA
2	Dr. Ravindra Patil	Teaching Representative and Secretary
3	Prof. Vikrant Nangare	Teaching Representative
4	Prof. Sayli Wankhade	Member
5	Mr. Dhiraj Yadav	Non-Teaching Representatives
6	Mrs. Ashwini Jadhav	Non-Teaching Representatives
7	Mr. Nikhil Kokane	Student Representative
8	Ms. Eshwari Bidri	Student Representative



  
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Date : 07/04/23

## 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-2021-22

As per 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	Designation	Duties to be performed
1.	Prof. Sanjay Mahadik	Director	Chairman
2.	Prof. Vikrant Nangare	Assistant Professor	Member
3.	Prof. Sayali Wankhede	Assistant Professor	Member
4.	Mrs. Seema Ovhal	Non-Teaching	Member
5.	Prof. Bharti Gaikwad	Assistant Professor	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.



Prof. Sanjay Mahadik

Director  
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## Internal Quality Assurance Cell (IQAC)

Every institution may form an IQAC under the chairperson of the institution's president, with heads of significant academic and administrative units, a few professors, and a few famous educationists/local committee representatives. Prior to ISO 21001: 2018 accreditation, the Institute established an Quality Assurance cell in 2017, the institute chosen for NAAC cycle 1 in 2019-2020, IQAC, which was established work for the quality betterment of the Institute and holistic development of the students.

### Aim:

- The Institute established the cell to evaluate the Institute's internal quality, which reports to the Governing Council and strives to disseminate and implement the Institute's quality policy.
- The academic advisory committees of each department, as well as other quality-related groups, provide proposals, strategies, and judgments to the IQAC cell. During its meetings, the IQAC cell makes decisions on the matter.

### Objective:

- To design a quality system for consistent and decisive action to improve the institute's academic and administrative performance.
- To prepare the institute's quality policy and promote awareness about it.
- To encourage the integration of a quality culture and the implementation of best practises as a means of improving institutional performance.

**Reference:** NAAC Manual Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC)

**Tenure:** Two years.

For the IQAC Academic Years 2022-23 and 2023-24, this is the third term.

**Frequency of Meetings:** four times per year or as needed.







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Date : 06/02/2023

### Functions:

- Establishing and implementing quality benchmarks/parameters for the Institution's numerous academic and administrative activities
- Assisting in the construction of a learner-centred environment conducive to high-quality education and faculty maturation in terms of knowledge and technology adoption for participatory teaching and learning:
- To collect the student, parent, and other stakeholders feedback to provide input on quality-related institutional processes;
- Dissemination of data on higher education's numerous quality indicators;
- Inter- and intra-institutional workshops, seminars on quality-related topics, and quality circles promotion;
- Documentation of the institute's numerous programs/activities, resulting in quality improvement;
- Acting as a nodal agency for coordinating quality-related activities, including the adoption and dissemination of good practises;
- Establishment of a quality culture within the institute.
- Preparation of the Institute's Annual Quality Assurance Report (AQAR) in the prescribed format, using quality parameters/assessment criteria developed by the applicable quality assurance authority (such as NAAC, NBA).
- To keep track of the teaching-learning process and provide guidance.
- To provide advice and assistance in the planning of various activities and events for the benefit of the students.
- To collect quality inputs, opinions and suggestions from various stakeholders and to incorporate them into the strategic plan.





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Date : 06/02/2023

The following is a possible IQAC composition

Internal Quality Assurance Cell (IQAC) is reconstituted with effect from 06<sup>th</sup> Feb. 2023 to streamline the quality assurance in academic and administrative processes. The revised constitution of the committee is as follows:

Sr. No	Name	Role
1	Prof. Sanjay Mahadik	Chairman
2	Mr. Jayesh Katkar	Management Representative
3	Mr. U.S.Shid	Local society representative
4	Dr. Rishikaysh Kaakandikar	Head Management Programmes
5	Prof. Vikrant Nangare	Head of Department (Academics)
6	Prof. Sachin Wadekar	Head of Department (Research )
7	Dr. Ravindra Patil	IQAC Co-ordinator
8	Prof. Sayli Wankhade	Teaching Representative
9	Prof. Deepak Shirke	Teaching Representative
10	Mr. Dhiraj S. Yadav	Non-teaching Representative
11	Mr. Prafull Nale	Alumni Representative
12	Mr. Gokul Mohite	Industry Representative
13	Mr. Rohit Sonawane	Student Representative



  
Prof. Sanjay Mahadik  
Director

Director  
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## TEACHER TRAINING POLICY

### 1. INTRODUCTION

Teaching is a profession defined by essential competencies that evolve as our educational community's requirements change. These shifts are driven by the community of academics, practitioners, students, and others we serve. Faculty members acquire their competence in these critical qualities throughout the course of their careers. The teacher's needs to undergo training as per guidelines given by regulators-Savitribai Phule Pune University, AICTE, BCUD and as mandated through Syllabus and other mandates.

Faculty Development programs, Workshops, Short term training programs conducted by recognised institutes, Organisations and AICTE assist all faculty members in expanding their professional practises, develop Competencies, enhance their skills. Faculty development is a process by work systematically to improve their skills in the following areas:

- (1) educational skills,
- (2) leadership skills,
- (3) skills necessary to engage in research activities,
- (4) personal development, and
- (5) skills in designing and implementing a professional development plan.

### 2. OBJECTIVES

- a. To empower faculty/staff members to develop competencies, enhance skills and implement them in academic /non-academic process.







### 3. SCOPE

- a. In a semester, faculty members will be permitted to undergo training for two FDP.
- b. The FDP may be conducted mostly during non-academic time period. During, academic sessions, the faculty members should make necessary provision for their teaching sessions.
- c. The faculty members are encouraged to attend training programs related to their current profile, teaching pedagogy, course allotment, interest and current trends.
- d. The faculty members should submit training program and Certificate one page report (Annexure -1) after training completion highlighting the outcomes of training program attended.

### 4. INPUT

- No. of teaching staff
- No. of non-teaching staff
- List of training areas (ref. Syllabus copies, recent trends and technical development)
- University/AICTE/BCUD regulations

### 5. PROCESS

The training process is divided into TWO sub-processes consisting of:

1. Training program conducted at the Institute
2. Training program conducted by other Institute/*Government bodies*

#### *5.1 Teaching Staff Training at Institute*





- 5.1.1.1 Training area should be identified based on discussion of current trends in technical development, through Programme Coordinator and Director in meeting conducted as per their profile. For teaching faculty training area will be on subjects, syllabus, interest and/or role assigned. For Lab/technical assistant training topic identified on hardware, software and related processes. For Admin staff the training will be based on Financial softwares, MS-Excel, mandates by University, AICTE, DTE, SSS and other regulatory bodies.
- 5.1.2 Contents and resource persons should be recognized based on finalized training area.
- 5.1.3 Proposal and budget should be submitted to the Director for approval.
- 5.1.4 Allotment of responsibilities should be done by Programme Coordinator and Director.
- 5.1.5 Brochure/ Leaflet, Agenda and day wise schedule should be prepared.
- 5.1.6 Convey the information related to training program to related eligible participants through proper channel.
- 5.1.7 The Programme Coordinator ensures status of allotted duties on regular intervals.
- 5.1.8 Required arrangements should be done by the respective aids.
- 5.1.9 Records of registration, attendance of the participants should be maintained by the respective coordinator.
- 5.1.10 Records of Feedback / Assessment should be maintained.
- 5.1.11 After the conduction of Training, brief report should be prepared.
- 5.1.12 Outcome of the training program must be assessed. Training should be given to the other teaching/nonteaching/Admin staff of the learnt skills/competencies.

## ***5.2 Teaching Staff Training by other Institute/Government bodies***

- 5.2.1 Training area should be identified based on discussion of current trends in technical development, through Programme Coordinator and Director in meeting conducted as per their profile. For teaching faculty training area will be on subjects, syllabus, interest and/or role assigned. For Lab/technical assistant







training topic identified on hardware, software and related processes. For Admin staff the training will be based on Financial softwares, MS-Excel, mandates by University, AICTE, DTE, SSS and other regulatory bodies.

- 5.2.2 The recognised institutes, AICTE, University, DTE portal must be continuously look after for the updates on faculty development programs.
- 5.2.3 Proposal including Brochure/ Leaflet, Agenda and day wise schedule should be submitted to the Director for approval and Programme Coordinator for their intimation.
- 5.2.4 After the conduction of Training, brief report should be prepared and submitted to the Centre for Research and Consultancy committee.
- 5.2.5 Outcome of the training program must be assessed. Training should be given to the other teaching/nonteaching/Admin staff of the learnt skills/competencies.

## 6. OUTCOME

- a. Faculty competencies, skills and knowledge development.
- b. Students better learning experience.
- c. Knowledge Up gradation.
- d. Syllabus Up gradation and Academics related benefits.
- e. Lab development
- f. New Strategy Establishment.
- g. Up gradation in Processes.

## 7. DOCUMENTARY EVIDENCES

- a. Report
- b. Agenda of Training.
- c. Brochure / Leaflet of Training Program.
- d. Proposal
- e. Budget sanctioned
- f. List of Participants





- g. Feedback / Assessment
- h. Invitation/Letter of gratitude
- i. Learning resources (if any)
- j. News coverage
- k. Certificate
- l. Any other details

#### **8. PROCESS OWNER**

- a. Director
- b. Programme Coordinator

#### **7. DOMAINS/AREAS OF FACULTY DEVELOPMENT**

- a. Teaching
- b. Instructional Design and Curriculum Development
- c. Research Activity including writing, conducting research, presenting at conferences, etc.
- d. Leadership, Administration, and Organizational Development
- e. Personal and Professional Development

Note: The Policy will be in effect for academic year 2022-23.

  
**Director**

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Date: 13/01/2023

### Office Order

Following staff members are appointed for the Media Cell the said committee will be in function till further order.

Sr.	Name of the Member	Committee Designation	Mobile	Email
1	Prof. Sanjay Mahadik	Chairman	9527473157	sanjay.mahadik@zealeducation.com
2	Mr. U. S. Shid	Management Representative	8793540892	uddhav.shid@zealeducation.com
3	Mr. V. J. Jagdale	Twitter, Google Services, Website, LinkedIn, Instagram, Facebook, YouTube	7620704614	vishal.jagdale@zealeducation.com
4	Mr. Sachin Wadekar	WhatsApp Message, SMS	9011177811	sachin.wadekar@zealeducation.com
5	Dr. Ravindra Patil	Member	7020239929	ravindra.patil@zealeducation.com
6	Dr. R. M. Kakandikar	Overall Media Head (Member Secretary)	9175077357	rishikaysh.kakandikar@zealeducation.com

### **Roles & Responsibility**

- Media cell need to ensure publicity of all events and activities during academic year in institute.
- Media cell need to make sure that all news will be published and visible on print and digital media.



*F. Venu*  
I/C Director

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



Date: 11/04/2023

### IMPLEMENTATION OF STARTUP POLICY

A Guiding Framework for Higher Education Institutions The National Innovation and Startup Policy 2019 for students and faculty of Higher Education Institutions (HEIs) will enable the institutes to actively engage students, faculties and staff in innovation and entrepreneurship related activities. This framework will also facilitate Ministry of Human Resource Development in bringing uniformity across HEIs in terms of Intellectual Property ownership management, technology licensing and institutional Startup policy, thus enabling creation of a robust innovation and Start up ecosystem across all HEIs.

As per the norms a Startup Cell has been established in the Institute.

### START UP CELL CONSTITUTION

Startup Cell is constituted with effect from 07/01/2023 to streamline the innovative ecosystem with required infrastructure that can enable students and faculty for ideation and pre-incubation of ideas. The revised constitution of the committee is as follows:

Sr. No.	Name	Designation	Sign
1.	Prof. Sanjay Mahadik	Chairman (I/C Director)	
2.	Dr. R.M. Patil	Associate Professor	
3.	Mr. Sachin Wadekar	Male Teaching Representative	
4.	Ms. Eshwari Bidri	MBA I Class Representative	
5.	Mr. Nikhil Konkane	MBA II Class Representative	
6.	Mrs. Sampada Deshmukh	Female Teaching Representative	
7.	Prof. Vikrant Nangare	Member-Secretary	



Director





ZEAL EDUCATION SOCIETY'S  
**ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER  
 APPLICATION (ZIMCA)**  
 NARHE | PUNE | INDIA



PUN CODE: IMMP015570

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AISHE CODE: C-50909

Date: 11/04/2023

## OFFICE ORDER

### INNOVATION CELL CONSTITUTION

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Sr. No.	Name	Designation	Sign
1.	Prof. Sanjay Mahadik	Chairman (I/C Director)	
2.	Dr. R.M. Patil	Associate Professor	
3.	Mr. Sachin Wadekar	Account Officer	
4.	Ms. Eshwari Bidri	MBA I Class Representative	
5.	Mr. Nikhil Konkane	MBA II Class Representative	
6.	Mrs. Sampada Deshmukh	Female Teaching Representative	
7.	Prof. Vikrant Nangare	Member-Secretary	



DIRECTOR

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