



**ABHINAV EDUCATION SOCIETY'S  
INSTITUTE OF MANAGEMENT & RESEARCH**

(Approved by AICTE New Delhi, Affiliated to Savitribai Phule Pune University)

S.No. 23/3/2/2, A/P Narhe, Tal. -Haveli, Pune -411041

Email: abhinavmba.institute@yahoo.com



**Sri. Rajeev Jagtap**  
(B.SC, MMS)  
FOUNDER PRESIDENT

**Mrs. Sunita R. Jagtap**  
(B.COM, L.L.B.)  
FOUNDER SECRETARY

**Dr Abhijeet Kaiwade**  
(Ph.D., M.C.A., M.B.A.)  
DIRECTOR

<b>CRITERION- V</b>	
<b>KEY INDICATOR</b>	<b>5.1 Student Support</b>
<b>METRIC NO.</b>	<b>5.1.4</b>

5.1.4: The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases:

- 1.Implementation of guidelines of statutory /regulatory bodies
- 2.Organization wide awareness and undertakings on policies with zero tolerance
- 3.Mechanisms for submission of online/offline students grievances
- 4.Timely redressal of the grievances through appropriate committees

  
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## Anti-Ragging Constitution & Committee

### 1. Aim

To ensure that no ragging takes place in the Institute and its hostel premises, by promulgating and enforcing stringent anti-ragging measures, and making provisions for deterrent and hard punishment to defaulters.

### 2. References

- Judgements of the Supreme Court of India
- Report of the R.K. Raghavan Committee appointed by the Supreme Court
- Regulations and Guidelines from the University Grants Commission of India, and other sources

**Thus, our motto is: Zero Tolerance to Ragging! A firm NO to ragging in any form!!**

We have put in place a structured mechanism to monitor ragging related issues and mete out the most stringent punishment to the wrong-doers. Most areas of our academic block, hostels and mess are under constant camera surveillance; we have Anti-ragging Squads in the Institute and Hostels, and an Institute-level Anti-ragging Committee to oversee and enforce the anti-ragging regulations in letter and spirit.

The students will be divided into groups, and each group assigned to a Faculty Advisor who would take general care of the particular student group, and interact with them on a day to day basis. The freshers are encouraged to make full use of this, and interact with the Faculty Advisor on any academic or personal problem and seek help and counsel to overcome that.

### 4. What Constitutes Ragging

According to the Honourable Supreme Court of India, ragging means: **“Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student, or asking the students to do any actor perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.”**

Specifically,ragging constitutes any one or more of the following acts (the list is only illustrative):

(a) 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.



(b) Indulging in rowdy or undisciplined activities by any student or students which causes or are likely to cause annoyance, hardship or psychological or physical harm or to raise the fear or apprehension thereof in a fresher or any other student.

(c) Asking the students to do or perform 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.

(d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or fresher.

(e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

(f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by other students.

(g) Any act of physical abuse including all of its variants, viz., sexual abuse, homosexual assaults, stripping, and forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

(h) Any act or abuse by spoken words, e-mails, posts, or public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill, or showing off power, authority or superiority, or passively participating in the discomfiture to any fresher or any other student.

(i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority over any fresher.

#### **5. Prohibition of Ragging**

Ragging in any form is strictly prohibited

(a) within the Institute Campus including the Departments, Canteen, etc.,

(b) in Hostels, Messes, Canteens, Cafeteria, etc., and

(c) in Playgrounds, Transport Vehicles, etc.

#### **6. Punishment**

**(a) By the Institute:**

- Cancellation of admission, suspension, rustication or expulsion from the Institute/ Hostel.



- Filing FIR with the police.
- Collective punishment may be imposed where the persons involved are not identified.

**(b) By the Law & Order Agencies:** Over and above the Institute-level action, there will be strong police and legal action. Ragging is a cognizable offence under the law of the land, and the Supreme Court has ruled that the punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent. According to relevant sections of the The Indian Penal Code (IPC), those found guilty of a ragging related offence can be punished with imprisonment or fine or both. The quantum of punishment varies with the gravity of the crime. For example, Section 323 which deals with the cases of voluntarily causing hurt, can lead to imprisonment up to one year or fine or both; Section 306 which deals with abetment to suicide, specifies the punishment as imprisonment up to ten years with or without fine. Some other sections of IPC in this context include Section 341 (wrongful restraint), Section 506 (criminal intimidation), Section 302 (murder), Section 307 (attempt to murder), etc.

## 7. Measures to Curb Ragging

### (a) Before Admission:

(i) The Admission and Registration Form at the time of registration for a semester will require two Affidavits, one signed by the student and the other signed by the parent. Draft of the Affidavits required are given at:

- Annexure I – Anti-Ragging Affidavit by the student
- Annexure II – Anti-Ragging Affidavit by the parent

(ii) A student will not be admitted /registered until both the Affidavits mentioned above are submitted.

### (b) On Admission and Registration:

(i) Every student, at the time of Registration will be given a copy of this handbook outlining details of the Anti-Ragging Regulation for which he / she shall sign having received it, and its record will be maintained in the Institution.

(ii) This handbook has the necessary instructions to freshers on whom to contact in case of any ragging incident or any attempt at ragging. This includes the contact mobile numbers of the Institute Anti-Ragging Squad members, Anti-Ragging Committee members, Hostel Anti-Ragging Squad members, Faculty Advisors and designated persons of the Institute Administration.

## 8. General Instructions



**(a) Anti-Ragging Committee:** The Institute has set up an Anti-Ragging Committee headed by a Senior Professor. It will comprise senior faculty members, staff and a Police representative .

This Committee will ensure that no incidents of ragging as given in this Regulation takes place, and it will also monitor and ensure that the instructions of this regulation are fully followed in letter and spirit at all times.

The Committee will also maintain the strictest vigil at all times and ensure that the Anti-Ragging Squad of the Institute carries out its functions properly. It will deliberate on the reports of the Anti-Ragging Squads or of any other person who witnesses the incident of ragging, or on the complaint of any fresher or other students, and determine the punishment, namely, Institute level disciplinary action or filing FIR with police or both.

**(b) Institute-level Anti-Ragging Squad:** The Anti-Ragging Squad of the Institute comprises senior faculty members, and representatives of students. Its function includes going around / patrolling the Departments, common areas of the Campus and other premises like playground, and maintain vigil at all times on all days and take action if they notice any incident of ragging or attempt at it.

The Anti-Ragging Squad also has the responsibility to investigate incidents of ragging and report it forthwith to the Anti-Ragging Committee. The Anti-Ragging Committee may also entrust the Squad with specific investigative jobs.

**(c) Anti-Ragging Squad (Hostel):** The Anti-Ragging Squad of the Hostel comprises the Hostel Warden and several staff members and students who would be staying in the Hostel. Its function is to keep vigil in the hostel and mess premises, and take action when ragging related complaints or issues crop up.

**(d) Faculty Advisors:** Each student will be assigned to a Faculty Advisor. The Faculty Advisors would frequently interact with the students, or the students can freely approach them for any help or advice. The Faculty Advisors will also coordinate with the Hostel Wardens and make surprise visits to the hostels to monitor and look after the welfare of the students.

**(e) Do's and Don'ts for Fresher Students:**

- Be courteous to all. It will make a favorable impression of you.
- Always speak the truth, but never be blunt.
- Always keep your cell phone with you. Keep it on silent / vibration mode.
- Load your cell phone with all important contact numbers of the Institute / hostels / your parents.



## 9. Instructions Specific to Hostels

The accommodation for the fresher students will be in a separate hostel block. The fresher hostel block will be clearly demarcated and entry into the freshers' hostel will be managed by security staff round the clock. No one, particularly senior students, will be permitted to enter the freshers' hostel at any time, except with express permission from the Warden. Similarly, fresher students are not permitted to visit hostels of senior students. The responsibility for ensuring the above instructions will be of the security guard/guards on duty at the entry points to the freshers' hostels. All students shall report back in their respective hostel rooms latest by 9:00 PM. Attendance of hostel students, both freshers and seniors, will be taken at 9:00 PM and the report submitted to the Anti-Ragging Squad. All students shall abide by the Hostel Rules and the Anti-Ragging Regulations.

## 10. Anti-Ragging Patrols

If necessary, Anti-Ragging Patrols may be specifically detailed by the Chairman, Anti-Ragging Committee. These patrols may operate 24 hours in the campus, hostels, and nearby premises.

## 11. Reporting of Ragging Incidents or Apprehension thereof

Freshers are requested to report any ragging-related matter to the Hostel Warden, any faculty or staff member, Faculty Advisor, or any member of the Anti-Ragging Committee or Squads. Any fresher student who went through or is apprehensive of an impending ragging incident shall promptly report it to any member of the Anti-Ragging Squad or the Anti-Ragging Committee, or to the Staff Advisor, or any faculty member or staff by any means such as, in person, by phone call, by e-mail, by written note, etc. The written complaints may also be dropped in the drop boxes kept prominently for this purpose at various locations in the academic buildings and hostels. The complaints can even be anonymous.

## 12. Action Procedure

Anti-Ragging Patrol or Anti-Ragging Squads shall immediately report any incident of ragging or attempt or conspiracy for ragging, or any related complaint to the Anti-Ragging Committee. The Anti-Ragging Committee will consider the matter, investigate and take immediate action as per the situation.

## 13. Instructions to Parents

- Instruct your wards to desist from ragging freshers or other students in any form.
- Keep regular contact with your wards and monitor their well being and academic progress.
- Frequently interact with the Faculty Advisor and other faculty members to track the welfare and progress of your wards (every student will have a faculty advisor).



#### 14. Freshers' Induction

The academic session begins with a special two-week orientation-cum-induction programme to wean the freshers . This is a structured programme consisting of a variety of activities including discussions, cultural programmes, sports and yoga; the idea is to bring about healthy social interactions among students, faculty and staff, and to introduce the newcomers to the local environment and culture. The junior students are advised to take full advantage of this programme, and interact with their peers, seniors, teachers and other staff, and tide over any homesickness or other difficulties.



11/09/2022

## Notice

All members of Anti Ragging Committee are requested to remain present for the meeting on date 13/09/2022 at 11am.

Agenda of the meetings are as follows:

- To decide the members if the committee
- To inform all members regarding rules & regulation of committee
- To maintain records the relevant cases
- To establish guidelines with respected to anti ragging committee.
- To create the awareness among the students.



  
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Anti Ragging Committee Members:

Sr No	Name	Designation	Sign
1	Dr.Shama Mulla	Chaireperson	
2	Prof.Anita Nalawde	Member	
3	Prof.Jigisha Pardeshi	Member	
4.	Prof.Rahul Patil	Memeber	
5	Mr.Dilip Jagtap	Member	



## POLICY ON SEXUAL HARASSMENT

### Preamble:

The Internal Complaint Committee of Institute is committed to provide a conducive environment, free from violence, harassment, and exploitation amongst the students, teaching & non-teaching staff on the college campus. This includes all forms of gender violence, sexual harassment against women. The Committee members are expected to render full assistance to the "aggrieved woman" in writing the complaint of Sexual Harassment, the members should also be aware of the responsibilities and duties under the UGC Regulations as well as under the Sexual Harassment of Women at Workplace Act, 2013.

### Formation of the Internal Complaint Committee:

The Internal Complaint Committee of the Institute is formed under Section 4 of University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institution) Regulation, 2015 & under Section 4 of Sexual Harassment of Women at Workplace (Prohibition, Prevention & Redressal) Act, 2013. Historical Background of the Sexual Harassment of Women at Workplace Act, 2013: The writ petition was filed before the Supreme Court expressing the lacuna in the legislative policy in the matters of Sexual Harassment of Women at Workplace as it violates Articles 14, 15, 19 & 21 of the Constitution of India. To fill the legislative gap, the Supreme Court laid down the following guidelines for the redressal of Sexual Harassment of Women at Workplace, the guidelines as also known as the "Vishaka Guidelines":

- i) Duty of the employer to prevent the sexual harassment of women at the workplace & to provide for the procedures for resolution and settlement.
- ii) The rules and regulations relating to conduct and discipline in any Government or Private enterprise should include rules and regulations relating to sexual harassment of women at the workplace.
- iii) Appropriate work conditions for women to ensure that there is no hostile environment for women at workplaces.
- iv) An appropriate Complaint Mechanism should be made for the victim to ensure time-bound redressal of the cases.
- v) The Head of the Complaint Committee should be a woman & more than half of the members should be women & to maintain impartiality, the Complaint Committee should involve a third party

In 2013, Parliament made legislation on Sexual Harassment named "Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 (POSH Act). The Act was enacted with the basic objective of preventing and protecting sexual harassment at the workplace & to ensure redressal mechanism.



**Declaration of the Policy:**

Abhinav Education Society's Institute of Management & Research shall value the dignity of women & guarantee full respect for the "Fundamental Rights" under Article 14, 15, 19 & 21 of the Constitution of India. To achieve Gender Equality amongst the employees & students, all forms of sexual harassment in the employment, education, or training environment are declared as unlawful under the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 & UGC Regulations as well as under the Sexual Harassment of Women at Workplace Act, 2013.

**Objectives of the Policy:**

- To fulfill the requirements of the Sexual Harassment of Women at Workplace At, 2013 (POSH Act).
- To ensure that the in-house Grievance Redressal Mechanism as mentioned under the Act is implemented to the full letter and spirit.
- To provide an environment free of gender discrimination.
- To assist the "Aggrieved Woman" to make the complaint relating to Sexual Harassment of Women at Workplace.
- To create a secure physical and social environment that will deter acts of sexual harassment

**Definitions:**

- **Aggrieved Woman:** Section 2 (a) of the Act mentions as:

"Aggrieved woman" means—

- (i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
- (ii) in relation to a dwelling place or house, a woman of any age who is employed in such a dwelling place or house

- **Sexual Harassment:** Section 2(n) of the Act mentions as:

"Sexual Harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

- (i) physical contact and advances; or
- (ii) a demand or request for sexual favors; or
- (iii) making sexually colored remarks; or
- (iv) showing pornography; or
- (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;



● **Workplace:** Section 2(o) of the Act mentions as:

- (i) any department, organization, undertaking, establishment, enterprise, institution, office, branch, or unit which is established, owned, controlled, or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society;
- (ii) any private sector organization or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organization, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service;
- (iii) hospitals or nursing homes;
- (iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports, or other activities relating thereto;
- (v) any place visited by the employee arising out of or during the course of employment including transportation by the employer for undertaking such journey;
- (vi) a dwelling place or a house;

**Composition of the Committee:**

- i) A Presiding Officer who shall be a woman employed at a senior level at the workplace from amongst the employees: Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace
- ii) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have the legal knowledge
- iii) at least one-half of the total Members so nominated shall be women.
- iv) If the case involves against the student at the college, then two members of the Committee shall be taken from the student community.

**Jurisdiction of the Committee:**

The Rules and Regulations outlined in this policy shall be applicable to all the complaints relating to Sexual Harassment at Workplace: When one member (faculty or the student) has sexually harassed the other member within the educational institution.

**Powers of the Committee:**

- i) The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
- ii) The Committee shall have the power to issue interim directions to any person participating in the proceedings before it.
- iii) The Committee before initiating an inquiry under the Act may undergo "Conciliation" under Section 10 of the Act if both the parties agree to it.



**Procedure to be followed by the Committee:**

- i) The Committee shall meet as and when any complaint is received by it. Complaints may be received by any member of the committee.
- ii) The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of five (5) days from such direction, the Committee members shall assist in writing the complaint.
- iii) The Committee shall direct the accused employee(s)/student(s) to prepare and submit a written response to the complaint/allegations within a period of five (5) days from such direction or such other time period as the Committee may decide.
- iv) Each party shall be provided with a copy of the written statement(s) submitted by the other.
- v) The Committee shall allow both parties to produce relevant documents and witnesses to support their case. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
- vi) The Committee shall make all endeavors to complete its proceedings within a period of Ninety (90) days from the date of receipt of the complaint.
- vii) On the completion of an inquiry under this Act, the Internal Committee shall provide a report of its findings to the employer within a period of ten days (10) from the date of completion of the inquiry, and such report be made available to the concerned parties.
- viii) Where the Internal Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the Employer to act for sexual harassment as a misconduct in accordance with the provisions of the Service Rules applicable to the respondent & he shall also be liable to pay to the victim, the compensation amount of as decided by the Committee, which shall be deducted from the salary or wages of the respondent.

**Internal Complaint Committee (ICC)**

	<b>Member</b>	<b>Designation</b>
1	Mrs. Anita Nalawade	Presiding Officer
2	Mr. Dilip Jadhav	Member (Teaching Staff)
3	Mrs. Sonali Gaikwad	Member (Teaching Staff)
4	Mr. Santosh Salunke	Member (Non – Teaching Staff)
5	Mr. Vishal Jagtap	Member (Non – Teaching Staff)
6	Mr. Yogesh Gore	Member (Student Representative)
7	Ms. Divya Ghorpade	Member (Student Representative)
8	Ms. Sakshi Pakhale	Member (Student Representative)



  
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09/08/2022

## Notice

All members of POSH Committee are requested to remain present for the meeting on date 11/08/2022 at 11am.

Objectives of the meetings are as follows

- To decide the members of the committee
- To inform all members regarding rules & regulation of committee
- To maintain records of the relevant cases
- To establish guidelines with respect to POSH committee.



  
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Minutes Of Meeting:

The Anti- Sexual Harassment Committee ("Committee") unanimously appointed and accorded the responsibility of setting out the agenda and general conduct of the meeting.

The Chairperson thanked the Committee for her selection and agreed to conduct the current and all future meetings of the Committee and setting the agenda in discussion with all members. The Chairperson, after deliberations with the members, announced the agenda for the meeting as under:

- (i) General introductions of all members;
- (ii) Brief discussion on case-law relating to sexual harassment;
- (iii) Any other issue which members wanted to discuss.

Following general introductions by all members, the Chairperson invited external counsel to brief other members of the Committee to speak briefly on the manner in which courts have dealt with matters relating to sexual harassment. Expert spoke briefly of the decisions of the Hon'ble Supreme Court and other State courts.

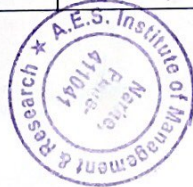
The Chairperson and other members of the Committee thanked the guest and members

The Committee agreed to meet on quarterly basis or when any case arises. The Committee agreed that should there be any modification to the above the revised schedule and agenda will be communicated to all members by email / telephone.

There being no other agenda for discussion or consideration of the Committee, the meeting was adjourned.

Internal Complaint Committee (ICC)

	Member	Designation	Sign
1	Mrs. Anita Nalawade	Presiding Officer	<i>Anita Nalawade</i>
2	Mr. Dilip Jadhav	Member (Teaching Staff)	<i>Dilip</i>
3	Mrs. Sonali Gaikwad	Member (Teaching Staff)	<i>Sonali Gaikwad</i>
4	Mr. Santosh Salunke	Member (Non – Teaching Staff)	<i>Santosh Salunke</i>
5	Mr. Vishal Jagtap	Member (Non – Teaching Staff)	<i>Vishal Jagtap</i>
6	Mr. Yogesh Gore	Member (Student Representative)	<i>Yogesh Gore</i>
7	Ms. Divya Ghorpade	Member (Student Representative)	<i>Divya Ghorpade</i>
8	Ms. Sakshi Pakhale	Member (Student Representative)	<i>Sakshi Pakhale</i>



24/01/2023

## Notice

All members of Grievance-Redressal Committee are requested to remain present for the meeting on date 26/01/2023 at 11am.

Agenda of the meetings are as follows:

- To decide the members of the committee
- To inform all members regarding rules & regulation of committee
- To maintain records the relevant cases
- To establish guidelines with respected to Grievance-Redressal committee.
- To create the awareness among the students.
- Suggestion given by members will be noted.



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Grievance Redressal committee held on 26/01/2023 at 11 am in Director Office.

Following Members are Present.

Sr.no	Name	Designation	Sign
1	Dr.Shama Mulla	Chairperson	<i>Shama Mulla</i>
2	Prof.Suraj Hingane	Member	<i>Suraj Hingane</i>
3.	Prof.Anita Nalawade	Member	<i>Anita Nalawade</i>



## Notice

All members of Divyang Committee are requested to remain present for the meeting on date 26/01/2023 at 11:00 am.

Agenda of the meetings are as follows:

- To decide the members of the committee
- To inform all members regarding rules & regulation of committee
- To maintain records the relevant cases
- To establish guidelines with respected to Divyang committee.
- To create the awareness among the students.
- suggestion given by members will be noted.



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Divyang committee held on 26/01/2023 at 11 am in Director Office.

Following Members are Present.

Sr.no	Name	Designation	Sign
1	Dr.Shama Mulla	Chairperson	SM
2	Prof.Suraj Hingane	Member	Suraj
3.	Prof.Anita Nalawade	Member	Anita Nalawade
4	Prof.Rahul Patil	Member	Rahul Patil
5	Priyanka Khopde	Member	Priyanka Khopde
6	Mr.Dilip Jagtap	Member	Dilip Jagtap
7	Mr.Vijay Bhambure	Member	Vijay



24/01/2023


## Notice

All members of Equal Opportunity Committee are requested to remain present for the meeting on date 26/01/2023 at 11am.

Agenda of the meetings are as follows:

- To decide the members of the committee
- To inform all members regarding rules & regulation of committee
- To maintain records the relevant cases
- To establish guidelines with respected to Equal Opportunity committee.
- To create the awareness among the students.
- Suggestion given by members will be noted.



  
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Equal Opportunity committee held on 26/01/2023 at 11 am in Director Office.

Following Members are Present.

Sr.no	Name	Designation	Sign
1	Dr.Shama Mulla	Chairperson	<i>Smulla</i>
2	Prof.Suraj Hingane	Member	<i>Suraj</i>
3.	Prof.Rahul Patil	Member	<i>Rpatil</i>

