Criterion-6: Governance, Leadership and Management

6.1   Institutional vision and Leadership

Institute level committees, their functions and responsibilities, frequency of meetings

International Institute of Information Technology (I²IT) functions as per the guidelines from the statutory bodies such as All India Council for Technical Education (AICTE), Directorate of Technical Education (DTE) and Savitribai Phule Pune University (affiliating university).

Institute practices decentralization by way of several committees taking appropriate decisions. There is external Advisory Council comprising of academicians and industry experts of high National and International repute. The Advisory Council recommendations are given to the Board of Trustees / Board of Governors (BoG) comprising of top industry experts, President of the trust, other members of the trust, Principal and academic experts. Board of Governors (BoG) takes strategic decisions keeping in view the vision, mission and growth of the institute and its perspective plan. Thereafter, the decisions of Governing body are communicated to College Development Committee (CDC) consisting of senior faculty and administrative staff members. The Institute has well established Internal Quality Assurance Cell (IQAC) comprising of senior faculty members, external academic experts, industry representatives and administrative staff.

- Principal in consultation with various head of departments allocates institute level portfolios such as Student admission section, Scholarship section, College Examination Officer, NAAC coordinator, NBA coordinator, IQAC coordinator, Academic Planning and Monitoring Committee (APMC) coordinator, National Service Scheme (NSS) coordinator to various faculty and staff members so as to have smooth coordination of various academic and curricular and extra-curricular activities. The department level portfolios are allocated by respective Head of Departments.

- Students cultural and sports activities, Student scholarships and other matters pertaining to student development are handled by the Chief Coordinator-Student Affairs, Student Welfare Officer (SWO) and Physical Education Director respectively. Various student committees, clubs, associations are constituted at the Institute level as well as at the departmental level and they inculcate best social practices among students by means of various co-curricular and extra-curricular activities.

- All administrative matters including compliances of various regulatory bodies, establishment / HR recruitment section, campus maintenance, hostel, cafeteria, student admissions/ scholarships are handled by Registrar and the Principal.

- Institute has separate library advisory committee consisting of senior faculty members from various departments, Librarian and the Principal. The committee reviews overall functioning of library as well as oversees the procurement process of text books, journals, periodicals as per the requirements given by various departments and takes cognizance of suggestions given by library users towards the improvement of library functions.

- Research and Development activities are handled by R & D coordinator. The R & D department applies for grants from Govt. as well as Non Govt. organizations, International bodies for projects.

In addition to above, there are few other important committees. Their composition is given as below,

    (i)   Anti-Ragging Committee
    (ii)   Grievance Redressal Committee (for students and staff)
    (iii)   Internal Complaints Committee (Women Grievance Cell)
    (iv)   Reservation Grievance Committee
    (v)   Departmental Advisory Board (DAB)
    (vi)   Program Assessment Committee (PAC)

As per AICTE guidelines and The Maharashtra Prohibition of Ragging Act 1999, Anti-ragging committee comprising of the Principal, Senior faculty representatives, Civil & Police representative, Hostel wardens, Student and parent representatives is established. The committee ensures students safety inside the college premises

The list of various committees with the respective Chairperson / Convener and frequency of meeting is mentioned in the table below.

List of various committees and their frequency of meeting

Sr. No.	Name of the Committee	Chairperson/ Convener	Functions and Responsibilities	Frequency of meeting
1	Advisory Council	President of the Trust	• Recommends strategic decisions to the Board of Trustees keeping in view the long-term goals and vision and mission of the institute.	Once in a year
2	Board of Trustees	President of the Trust	• Takes cognizance of the recommendations given by Advisory Council and decides the road map.	Once in a year
			• Road map is communicated to	

3	Board of Governors (BoG)	President of the Trust / Principal	various departments and necessary steps are decided to implement the same.	Once in a year
4	College Development Committee (CDC)	Principal	• Periodic review of infrastructure upgradation, budget, new initiatives undertaken etc.	Twice a year
5	Internal Quality Assurance Cell (IQAC)	Principal / IQAC coordinator	• Proposes new initiatives for Teaching-Learning as per directives received from Academic Council and Governing body. • Conducts Academic as well as Administrative Audit (AAA) twice a year. • Provides formats for various IQAC files to be maintained in the department. • AQAR preparation and submission to NAAC.	Twice in a semester
6	Academic Planning and Monitoring Committee (APMC)	Principal / APMC coordinator	• Monitors day-to-day class as well as lab conduction, Syllabus coverage, Course file preparation of faculty members. • Issues new formats, guidelines for improvement of Teaching-Learning process in consultation with IQAC.	Twice in a semester
			• To prepare curriculum gap analysis at the	

7	Program Assessment Committee (PAC)	Head of Dept.	start of academic year. • Monitoring the attainment of Program Outcomes (POs), Program Specific Outcomes (PSOs) and Program Educational Objectives (PEOs). • Prepare periodic reports of the department on program activities, progress, status etc. • Incorporating the suggestions received from IQAC.	Twice in a semester
8	Department Advisory Board (DAB)	Head of Dept.	• To develop and recommend a new or revised vision, mission and objectives of the program. • To identify thrust areas from industry and suggest an appropriate action plan for student's skill development. • To review and analyse the overall progress of the program.	Once in a year
9	Student Affairs Committee		• Reviewing, planning and implementing student activities in coordination with Student Development Officer of the Institute. • Providing guidelines and monitoring activities that promote	

		Chief Coordinator – Student Affairs	well-being of the students. • Promoting co-curricular and extra-curricular activities of students.	Twice in a semester
10	R & D Committee	R & D Coordinator	• To apply for Research grants from various Govt. / Private organizations and implement the research projects. • To seek consultancy from industry for joint research and development projects.	Once in a year
11	Sports and Cultural Committee	Physical Education Director	• To facilitate sports, yoga, cultural activities and encourage students to take part in various State / University / National level competitions.	
12	Training & Placement (T & P) Cell	Head- Corporate Relations /T & P coordinator	• To facilitate soft-skills training, provide Internship and Placement opportunities to the Third year and Final year students through T&P coordinators of respective department. • Provide career guidance and counselling to the students for their higher studies.	As per the opportunities
			• To provide regular hostel maintenance. Ensure supply of	

| 13 | Hostel Committee | Principal / Hostel wardens | • water, electricity to hostels.
 • Monitor in-and-out movement of students from hostel.
 • Maintain discipline and security in hostels. | |

Financial powers are delegated to the Principal, Registrar, Head of departments and section heads. At the beginning of every year, annual budget is prepared by Head of the departments in consultation with the department faculty members. This is further scrutinized by principal and recommended for approval to the Management. The Principal of the Institution has been granted the powers to utilize the amounts for various types of expenses within the yearly budget approved by the Competent authorities of the institute.

Subsequently Principal has the authority to procure the required equipment, consumables or any other material during the Financial Year within the yearly approved budget. Further, Special approving powers have been delegated to the Principal, if the expenditure amount exceeds the approved budget to the extent of 10% to 20% as against the proposed / approved budget.

In addition to the above committees, student financial support committee is constituted to review and decide on student awards / fee concessions and scholarships which are awarded every year by the Institute. Special fee concessions are available to the wards of faculty / staff members of the group institutes under the same trust. Meritorious students and students demonstrating entrepreneurship skills are awarded cash prizes at the time of annual cultural event every year.

Sr. No.	Name of the Committee	Category	Designation
1	Approval Committee	President	Chairperson
2		Principal	Member
3		Trust representative	Member
4	Recommending Committee	HoD (CE)	Member
5		HoD (IT)	Member
6		HoD (E&T/C)	Member
7		HoD (ES)	Member
8		Registrar	Member
9		Assistant Registrar (Student Section)	Member
10		Accounts Officer	Member
11		Scholarship Section Head	Member
12	Reviewing Authority	Chief Coordinator Student Affairs	Member
13		CEO	Member

Composition of Student Financial Support Committee

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[Hope Foundation is recognized as a Scientific and Industrial Research Organization (SIRO) by DSIR, Ministry of Science and Technology, Govt. of India]
AICTE Permanent ID : 1-448945341　|　DTE Code : EN6754　|　AISHE Code : C-41681
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Ref. No.: I²IT/2023-24/CDC/062(A)　　　　　　　　　　　July 3, 2023

COLLEGE DEVELOPMENT COMMITTEE (CDC)

As per the Maharashtra Public Universities Act 2016, Section 97, the Members of the College Development Committee (CDC) for the AY 2023-24 are:

Sr. No.	Name	Designation
1	Ms. Aruna Mukesh Katara	Chairperson of the Management
2	Mr. Saikrishna Bennuru	Secretary of the Management
3	Dr. Ajitkumar S. Shitole	HoD - Nominated
4	Prof. Sarang A. Saoji	Representative - Teaching
5	Dr. V. Rajesh Chowdhary	Representative - Teaching
6	Dr. Sandeep R. Varpe	Representative - Teaching
7	Mr. Pravin D. Patil	Representative - Non Teaching
8	Mr. Vishwanath Patil	Local Member
9	Mr. Narendar Reddy	Local Member
10	Dr. Samita Moolani	Local Member
11	Mr. Harsh Ajit Khajgiwale	Local Member
12	Dr. S M Mahalakshmi Naidu	IQAC Co-ordinator
13	Not Appointed	President of College Student Council
14	Not Appointed	Secretary of College Student Council
15	Dr. Vaishali V. Patil	Member Secretary

Constitution of this committee is valid up to June 30, 2024.

On behalf of Management (I²IT),

Dr. Vaishali V. Patil
Principal

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Ref. No.: I²IT/2023-24/ICC/202(B)   August 1, 2023
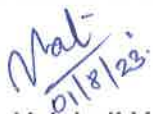
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INTERNAL COMPLAINTS COMMITTEE
(WOMEN GRIEVANCE CELL)

As per Section 4, All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated 10th June, 2016, an Internal Complaints Committee has been constituted for the Institute. In case of any complaint regarding harassment/ sexual abuse etc. the girl students/ women employees may contact any of the committee members in person. The committee comprises of the following members:

Sr. No.	Name	Designation	Position	Contact No.
1	Dr. Varsha N. Degaonkar	Associate Professor	Chairperson	9371276775
2	Prof. Rupali B. Yeole	Assistant Professor	Member	9096113621
3	Mr. Dinesh R. Joje	Registrar	Member	9766114400
4	Ms. Utkarsha U. Joshi	Campus Nurse cum Warden	Member	9130001450
5	Ms. Aanisha R. Shewate	Student	Member	9175593952
6	Ms. Khushi A. Bafana	Student	Member	8767661542
7	Ms. Saba Asif Attar	Student	Member	7447539651
8	Adv. Gauri Nevagi	NGO Member	Member	9011046491
9	Dr. Bhavana R. Kanawade	Associate Professor	Member Secretary	9881410288

Constitution of this committee is valid up to June 30, 2024.

On behalf of Management (I²IT),

Dr. Vaishali V. Patil
Principal

Copy: 1. All concerned Members
        2. Notice Board
        3. File

P-14, Rajiv Gandhi Infotech Park, MIDC, Phase- I, Hinjawadi, Pune - 411 057, Maharashtra, India
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OFFICE ORDER

STUDENTS GRIEVANCE REDRESSAL COMMITTEE

As per All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F. No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019; a Grievance Redressal Committee has been reconstituted for the Academic Year 2023-24. The Committee comprises of following members:

Sr. No.	Name	Designation	Position	Contact No.
1	Dr. Vaishali V. Patil	Principal	Chairperson	9595459547
2	Prof. Mahesh S. Waghmre	Assistant Professor	Member	8805721582
3	Prof. Madhuri Reddy	Assistant Professor & CEO	Member	9370149769
4	Mr. Heramb R. Jaipurkar	Student Representative	Member	9325384224
5	Dr. Bhavana R. Kanawade	Associate Professor	Member Secretary	9881410288

Constitution of this Committee is valid up to June 30, 2024.

Dr. Vaishali V. Patil
Principal

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Ref. No.: I²IT/2023-24/IQAC/62(F)   July 03, 2023

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Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) of the Hope Foundation's International Institute of Information Technology (I²IT) for the A.Y. 2023-24 is as below:

Sr. No.	Name	Category	Designation
1	Dr. Vaishali V. Patil	Principal	Chairperson
2	Mr. Saikrishna Bennuru	Management Representative	Member
3	Prof. Ravindra P. Joshi	Senior Teacher	Member
4	Dr. Deepak S. Uplaonkar	Senior Teacher	Member
5	Prof. Sarang A. Saoji	Senior Teacher	Member
6	Prof. Prashant L. Ahire	Senior Teacher	Member
7	Prof. Rupali B. Yeole	Senior Teacher	Member
8	Mr. Dinesh R. Joje	Senior Administrative Staff	Member
9	Dr. Rajendrakumar A. Patil	External Expert (Local Community)	Member
10	Dr. Vinayak H. Patil	External Expert (Industry)	Member
11	Dr. S. M. Mahalakshmi Naidu	Coordinator	Member Secretary

The constitution of this committee is valid up to June 30, 2024.

Dr. Vaishali V. Patil
Principal

Copy: 1. All concerned Members
          2. File

P-14, Rajiv Gandhi Infotech Park, MIDC, Phase- I, Hinjawadi, Pune - 411 057, Maharashtra, India
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Anti-Ragging Committee

As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009 the Anti-Ragging Committee of Hope Foundation's International Institute of Information Technology (I2IT) for the AY 2023-24 is as below:

Nodal Officer – Anti-Ragging Committee

Name of Nodal Officer	Email Address	Mobile. No.	Valid up to
Prof. Yogiraj Deshmukh	yogirajd@isquareit.edu.in	8698021994	30/06/2023

Anti – Ragging Committee

Name	Designation	Representative	Tel. No.	Mobile No.
Dr. Vaishali V. Patil	Chairman	Head of the Institute	020-22933441	9595459547
API Sandeep A. Deshmukh	Member	Civil & Police Administration	020-22934622	9420057173
Mrs. Yogita Moon	Member	Non Govt. Organization	----------------	9689453329
Prof. Bhavana Kanwade	Member	Faculty Representative	020-22933441	9881410288
Bhausaheb S. Gaiwal	Member	Parent Representative	----------------	7276242367
Satishkumar S. Pawar	Member	Parent Representative	-------------	9850898654
Ms. Palak Oza	Member	Student Representative	----------------	7447477858
Mr. Om Wagh	Member	Student Representative	----------------	9881040650
Mr. Vilas Gaiwal	Member	Staff Representative	020-22933441	9860867311
Ms. Jini J. Bharnikulangara	Member	Staff Representative	020-22933441	8380054855

Anti-Ragging Squad

Name	Designation	Tel. No.	Mobile No.
Mr. Vilas Gaiwal	Member	020-22933441	8380054854
Mr. Mohan Swaminathan	Member	020-22933441	8380054851
Mr. Bharat S. Gaikwad	Member	020-22933441	8380054859
Ms. Jini J. Bharnikulangara	Member	020-22933441	8380054855
Ms. Utkarsha Joshi	Member	020-22933441	9130001450

Constitution of this committee is valid up to June 30, 2024.

Dr. Vaishali V. Patil
Principal

Copy: 1. Concerned Members   2. Notice Board
            3. Website   4. File

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