



**Prof. M. N. Navale**  
M.E. (Elect.) MIE, MBA  
Founder President

**Dr. (Mrs.) Sunanda M. Navale**  
B.A., M.P.M., Ph.D.  
Founder Secretary

**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

### **Mission Statement of Institute:**

“Holistic development of students and teachers is what we believe in and work for. We strive to achieve this by imbuing a unique value system, transparent work culture, excellent academic and physical environment conducive to learning, creativity and technology transfer. Our mandate is to generate, preserve and share knowledge for developing a vibrant society.”

### **Vision Statement of Institute:**

To be renowned management institute of excellence and responsible leadership, that is Indian in character and global in relevance.

### **Student Grievance Redressal Policy**

SKNSSBM has a Student Grievance Redressal Cell comprising of Director, Faculty members, Non-teaching members and student representatives. This cell maintains gender equality while selecting committee members. SKNSSBM has created a mechanism for redressal of student's grievances related to academic and non-academic matters. The Committee members meet twice in a semester to address all grievances related to the students. The Grievance Redressal Cell is also inbuilt with a mechanism where suggestions for improvement of teaching-learning and other related matters of the College directly or indirectly evolve.

### **Objectives of Grievance Redressal Committee:**

1. Encouraging the Students to discuss their grievances or problems freely without any fear of being victimized.
2. Actively looks for a solution that will satisfy the students without bias.
3. Provide easy accessibility to students for Grievance redressal.
4. Takes necessary action to solve the issues if required.
5. Committee should ensure speedy action and protection of the student.

### **Process to raise the grievances :**

1. Students can contact to committee members directly.
2. Students can raise the Grievance by writing complaints.
3. Students can write mail to Grievance committee members.
4. Students can raise the Grievance through phone to authorized person .

  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041





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### Process to solve the grievances:

The process to solves the complaint is given belowed

**Step 1: Complaint received-** Grievance Redressal committee receiving the complaint through various mode of complaints mentioned above.

**Step 2: Scrutiny of complaint:** if any complaint received, is first verified for the genuineness of its origin.

**Step 3: Action: Committee** is taking action according to require for the presence situation to solve the issues mentioned in complaint.

**Step 4: Complaint resolves-**Committee members are taking action to solve the issue raised by applicant and providing proper solution to satisfy the applicant.

**Dr. Prachi Pargaonkar**  
Director

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STES/SKNSSBM/2022-23/558-E

Date: 05/12/2022

## Grievance Redressal committee

The following committee is formed as **Grievance Redressal committee** for Student, Faculty & Staff members for the year 2022-23 from immediate effect.

Sr. No.	Name of the Committee Member	Profession
1	Dr. Prachi Pargaonkar	Director / Chairperson
2	Prof. Yatin Bokil	Senior Faculty Member - Teaching
3	Dr. Shalaka Sakhrekar	Senior Faculty Member Female - Teaching
4	Dr. Sangitta Gorde	Senior Faculty Member Female - Teaching
5	Mr. Mahesh Shinde	Member Secretary Asst. Administrative Officer


  
**Dr. Prachi Pargaonkar**

**Director A/C**

Director

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Director

STES/SKNSSBM/2022-23/558-F

Date: 05/12/2022

## Students Grievance Redressal Committee

The following committee is formed as **Students Grievance Redressal committee** for the year 2022-23 from immediate effect.

Sr. No.	Name of the Committee Member	Profession
1	Dr. Prachi Pargaonkar	Chairperson
2	Dr. Shalaka Sakhrekar	Senior Faculty Member - Teaching
3	Dr. Dattatraya Rane	Senior Faculty Member - Teaching
4	Dr. Sadhana Ogale	Senior Faculty Member - Teaching
5	Student	Special Invitee

  
**Dr. Prachi Pargaonkar**  
Director A/C

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Director

**Mechanism to redress the student grievances at SKNSSBM for the year 2022-23**

SKN Sinhgad School of business management has a Student Grievance Redressal Cell comprising of Director, Faculty members, Non-teaching members and student representatives. This cell maintains gender equality while selecting committee members. The Committee members meet twice in a semester to address all grievances related to the students. The Grievance Redressal Cell is also inbuilt with a mechanism where suggestions for improvement of teaching-learning and other related matters of the College directly or indirectly evolve.

The Students' Grievance Redressal Cell for the academic year 2020 -21 comprises of the following members:

1	Chairman	Dr.Prachi Pargaonkar	Director, SKNSSBM
2	Core Members	1.Mr.Yatin Bokil 2. Mrs.Shalaka Sakhrekar 3.Dr.D.P.Rane 4.Dr.Sadhana Ogale	Teaching Staff
4	Students	1.Vinaya Aphale 2. Sahil Deshpande 3.Nikita Gullapelli 4.Omsai komawar	Student Representatives

  
Dr.Prachi Pargaonkar

Director

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Director

### Grievances Redressal Committee

Minutes of the meeting for Student Redressal Committee held on 27-10-2022

Members:

1	Chairman	Dr. Prachi Pargaonkar	Director, SKNSSBM	
2	Core Members	1. Dr. Yatin Bokil 2. Dr. Shalaka Sakhrekar 3. Dr. D.P. Rane 4. Dr. Sadhana Ogale	Teaching Staff	
3	Students	1. Vinaya Aphale 2. Sahil Deshpande 3. Nikita Gullapelli 4. Omsai Komawar	Student Representatives	

Points discussed:

1. Regular meeting was held in order to assess if there are any issues.
2. There were no issues recorded related to student activities. Students were very happy with the things.



Director

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M.Com., Ph.D., FCA  
Director

### Grievances Redressal Committee

Minutes of the meeting for Student Redressal Committee held on 20-12-2022

Members:

1	Chairman	Dr. Prachi Pargaonkar	Director, SKNSSBM	
2	Core Members	1. Dr. Yatin Bokil 2. Dr. Shalaka Sakhrekar 3. Dr. D.P. Rane 4. Dr. Sadhana Ogale	Teaching Staff	
3	Students	1. Vinaya Aphale 2. Sahil Deshpande 3. Nikita Gullapelli 4. Omsai Komawar	Student Representatives	

Points discussed:

1. Regular meeting was held in order to assess if there are any issues.
2. Cultural and traditional day celebration was requested by students
3. As Chairman permitted for celebration of Cultural and traditional day. Clear guidelines and instructions were given by Director Madam for celebration. On which students were agreed and promised for decent behavior on behalf of rest all fellow mates.
4. Student's representative members also expressed that there were no such issues and there was enough support from the management and staff members.

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Director

### Grievances Redressal Committee

Minutes of the meeting for Student Redressal Committee held on 10-01-2023.

Members:

1	Chairman	Dr. Prachi Pargaonkar	Director, SKNSSBM	
2	Core Members	1. Dr. Yatin Bokil 2. Dr. Shalaka Sakhrekar 3. Dr. D.P. Rane 4. Dr. Sadhana Ogale	Teaching Staff	
3	Students	1. Vinaya Aphale 2. Sahil Deshpande 3. Nikita Gullapelli 4. Omsai Komawar	Student Representatives	

Points discussed:

1. Regular meeting was held in order to assess if there are any issues.
2. Student representative members also expressed that there are no such issues and there is enough support from the management and staff members.



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Director

## Grievances Redressal Committee

Minutes of the meeting for Student Grievances Redressal Committee held on 22-05-2023

Members:

1	Chairman	Dr. Prachi Pargaonkar	Director, SKNSSBM	
2	Core Members	1. Dr. Yatin Bokil 2. Dr. Shalaka Sakhrekar 3. Dr. D.P. Rane 4. Dr. Sadhana Ogale	Teaching Staff	
3	Students	1. Vinaya Aphale 2. Sahil Deshpande 3. Nikita Gullapelli 4. Omsai Komawar	Student Representatives	

Points discussed:

1. Regular meeting was held in order to assess if there are any issues.
2. There were some issues related to fees reported by student class representatives and they requested to do the arrangements.
3. As Chairman promised to do the necessary arrangements, students were happy with this.
4. There were no big issues recorded related to student activities. Students were very happy with the other things.

Director





# S.K.N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT

(Approved by AICTE, Recognized by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University,  
Accredited by NAAC) S. No. 10/1, Ambegaon (Bk.), Pune - 411041. Phone: + 91 20 24354036  
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Sinhgad Institutes

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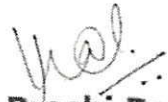
STES/SKNSSBM/2022-23/558

Date: 05/12/2022

## Establishment of Anti - Ragging committee & Squad

The following committee is formed as **Anti - Ragging committee & Squad** for the year 2022-23 from immediate effect.

Sr. No.	Name of the Committee Member	Profession
<b>Anti-Ragging Committee</b>		
1	Dr. Prachi Pargaonkar	Head of the Institute-Teaching and Administration
2	Mrs. Shilpa Bhujbal	Parent Representative
3	Mr. Yogiraj Prabhune	Media Person
4	Dr. Yatin Bokil	Teaching- Gents Faculty
5	Prof. Mayuri Yadav	Teaching-Lady Faculty
6	Mr. Mahesh Shinde	Non-Teaching (Administrative Authority)
7	Mr. Vikrant Dighe	Police Sub Inspector
8	Mr. Mandar Joshi	NGO Representative
9	Ms. Omkar Pise	Jr. Student-SKNSSBM
10	Mr. Rutuja Wankhede	Sr. Student-SKNSSBM
<b>Anti-Ragging Squad</b>		
11	Dr. Roza Parashar	Faculty residing at campus
12	Dr. Sadhana Ogale	Faculty residing at campus
13	Dr. Dattatray Rane	Faculty residing in campus
14	Mr. Yuvraj Navale	Warden, Boys Hostel
15	Ms. Vanashree Navale	Warden, Girls Hostel
16	Dr. Shilpa Gaikwad	Civil Administration

  
**Dr. Prachi Pargaonkar**  
Director A/C

Director  
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Founder Secretary

**Dr. Prachi Pargaonkar**  
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Director

### Mechanism to redress the student ragging at SKNSSBM for the year 2022-23

SKNSSBM has a Student Anti-ragging Redressal Cell comprising of Director, Faculty members, Non-teaching members and student representatives. This cell maintains gender equality while selecting committee members. The Committee members meet twice and if required regularly in a semester to discuss about ragging problem related to the students. The Anti-ragging Cell is also inbuilt with a mechanism where suggestions for improvement related ragging matters of the College directly or indirectly evolve.

SKNSSBM Institute clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.

Each batch of fresher's divided into small groups and each such group assigned to a member of staff. Such staff member regularly interacting individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help

The Students' **Anti-ragging Committee** Cell for the academic year 2022 -23 comprises of the following members:

#### Committee Members:2022-23

1	Dr.Prachi Pargaonkar	Director SKNSSBM
	Mrs.shilpa Bhujbal	Parent Representative
	Mr.Yogiraj Prabhune	Media Representative
	Dr. Yatin Bokil	Teaching Gents Faculty
	Prof. Manjula Dhulipala	Teaching Ladies Faculty
	Mr.Mahesh Shinde	Non teachinh administrative Authority
	Mr. Vikrant Vasant Dighe	Police Administration
	Mr.Mandar Joshi	NGO Representative
2	Mr.Omkar Pise	Jr.students -SKNSSBM
3	MS.Rutuja wankhede	Sr.students -SKNSSBM
	Dr.Roza Parashar	Faculty Residing in campus
	Dr.Sadhana Ogale	Faculty Residing in campus
	Dr.D.P.Rane	Faculty Residing in campus
	Mr.Yuvraj Navale	Warden Boys hostel
	Ms.Vanashree navale	Warden Boys hostel
4	Dr.Shilpa Gaikwad	Civil Administration

Dr.Prachi Pargaonkar  
Director



*Prachi Pargaonkar*

Director



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Founder Secretary

Dr. Prachi Pargaonkar  
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Director

## Anti-Ragging committee

Minutes of Meeting for Anti-Ragging Committee held on 27<sup>th</sup>, October, 2022

Committee Members: 2022-23

Sr.No.	Name of the member	Profession	Signature
1	Dr. Prachi Pargaonkar	Head of institute-Teaching and non-teaching administration	
2	Mrs. Shilpa Bhujbal	Parent representative	
3	Mr. Yogiraj Prabhune	Media Person	
4	Dr. Yatin Bokil	Teaching-Gents Faculty	
5	Prof. Manjula Dhulipala	Teaching-Lady Faculty	
6	Mr. Mahesh Shinde	Non-teaching administrative Authority	
7	Mr. Vikrant Dighe	Police Sub Inspector	
8	Mr. Mandar Joshi	NGO representative	
9	Mr. Omkar Pise	Jr. student-SKNSSBM	
10	Ms. Rutuja Wankhede	Sr. student-SKNSSBM	
11	Dr. Roza Parashar	Faculty Residing in campus	
12	Dr. Sadhana Ogale	Faculty Residing in campus	
13	Dr. Dattatraya Rane	Faculty Residing in campus	
14	Mr. Yuvraj Navale	Warden-Boys hostel	
15	Ms. Vanashree Navale	Warden-Boys hostel	
16	Dr. Shilpa Gaikwad	Civil Administration	

### Agenda of the Meeting

1. Allocation of duties and responsibilities
2. Discussion on the periodic visits to be made.

### Points Discussed in the meeting

1. Dr. Prachi Pargaonkar welcomed members and outlined the duties and responsibilities of all the members for accepting the responsibilities.
2. All members decided to make periodical visits and check ragging activities.
3. The members reported that they will address all the students and warn them against any ragging activity.

Director

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Dr. Prachi Pargaonkar  
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Director

## Anti-Ragging Committee

Minutes of Meeting for Anti-Ragging Committee held on 21<sup>st</sup>, December, 2022

Committee Members: 2022-23

Sr.No.	Name of the member	Profession	Signature
1	Dr. Prachi Pargaonkar	Head of institute-Teaching and non-teaching administration	
2	Mrs. Shilpa Bhujbal	Parent representative	
3	Mr. Yogiraj Prabhune	Media Person	
4	Dr. Yatin Bokil	Teaching-Gents Faculty	
5	Prof. Manjula Dhulipala	Teaching-Lady Faculty	
6	Mr. Mahesh Shinde	Non-teaching administrative Authority	
7	Mr. Vikrant Dighe	Police Sub Inspector	
8	Mr. Mandar Joshi	NGO representative	
9	Mr. Omkar Pise	Jr. student-SKNSSBM	
10	Ms. Rutuja Wankhede	Sr. student-SKNSSBM	
11	Dr. Roza Parashar	Faculty Residing in campus	
12	Dr. Sadhana Ogale	Faculty Residing in campus	
13	Dr. Dattatraya Rane	Faculty Residing in campus	
14	Mr. Yuvraj Navale	Warden-Boys hostel	
15	Ms. Vanashree Navale	Warden-Boys hostel	
16	Dr. Shilpa Gaikwad	Civil Administration	

### Points Discussed in the meeting

1. Dr. Prachi Pargaonkar welcomed members and took the review of all the members.
2. All members decided to make periodical visits and check ragging activities.
3. The members reported that they will address all the students and warn them against any ragging activity.
4. Teacher representative gives information about the mechanism of the college regarding Anti-Ragging

Director  
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Founder Secretary

**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

## Anti-Ragging Committee

Minutes of Meeting for Anti-Ragging Committee held on 22<sup>nd</sup> May, 2023

Committee Members: 2022-23

Sr.No.	Name of the member	Profession	Signature
1	Dr. Prachi Pargaonkar	Head of institute-Teaching and non-teaching administration	
2	Mrs. Shilpa Bhujbal	Parent representative	
3	Mr. Yogiraj Prabhune	Media Person	
4	Dr. Yatin Bokil	Teaching-Gents Faculty	
5	Prof. Manjula Dhulipala	Teaching-Lady Faculty	
6	Mr. Mahesh Shinde	Non-teaching administrative Authority	
7	Mr. Vikrant Dighe	Police Sub Inspector	
8	Mr. Mandar Joshi	NGO representative	
9	Mr. Omkar Pise	Jr. student-SKNSSBM	
10	Ms. Rutuja Wankhede	Sr. student-SKNSSBM	
11	Dr. Roza Parashar	Faculty Residing in campus	
12	Dr. Sadhana Ogale	Faculty Residing in campus	
13	Dr. Dattatraya Rane	Faculty Residing in campus	
14	Mr. Yuvraj Navale	Warden-Boys hostel	
15	Ms. Vanashree Navale	Warden-Boys hostel	
16	Dr. Shilpa Gaikwad	Civil Administration	

### Points discussed:

- 1) Dr. Prachi Pargaonkar welcomed members of the committee
- 2) All members of the committee make periodical visits and check ragging activities.
- 3) There were no any issues reported related to the ragging. All students are living with mutual happiness

Director





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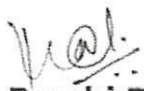
STES/SKNSSBM/2022-23/558-A

Date: 05/12/2022

### Establishment of committee for SC/ST

The following committee is formed as **SC/ST committee** for the year 2022-23 from immediate effect.

Sr. No.	Name of the Committee Member	Profession
1	Dr. Prachi Pargaonkar	Member
2	Dr. Yatin Bokil	Senior Faculty Member
3	Dr. Sadhana Ogale	SC/ST Faculty Member
4	Mr. Mahesh Shinde	SC/ST Non-Teaching Member
5	Ms. Asha Bansode	SC/ST Non-Teaching Member
6	Dr. Ram Kolhe	Faculty Member

  
Dr. Prachi Pargaonkar  
Director A/C

Director

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STES/SKNSSBM/2022-23/558-B

Date: 05/12/2022

## Internal Committee (IC)

The following committee is formed as **Internal Committee (IC)** for the year 2022-23 from immediate effect. The following committee has been formed (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 \*

Sr. No.	Name of the Committee Member	Profession
1	Dr. Sangeeta Gorde	Presiding Officer
2	Dr. Yatin Bokil	Gents Faculty Member
3	Dr. Roza Parashar	Lady Faculty Member
4	Mr. Mahesh Shinde	Gents Non-Teaching
5	Ms. Shailaja Jangam	Lady Non-Teaching
6	Prasad Yadav	Student
7	Sanat Bhujbal	Student
8	Sharvari Ghate	Student
9	Dr. Shilpa Gaikwad	Advocate - Representative non-Govt. Organization

  
Dr. Prachi Pargaonkar

Director A/C

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Director  
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Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S

**S.K.N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT**

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STES/SKNSSBM/2022-23/558-B

Date: 05/12/2022

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The following committee is formed as **Internal Committee (IC)** for the year 2022-23 from immediate effect. The following committee has been formed (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 \*

Sr. No.	Name of the Committee Member	Profession
1	Dr. Sangeeta Gorde	Presiding Officer
2	Dr. Yatin Bokil	Gents Faculty Member
3	Dr. Roza Parashar	Lady Faculty Member
4	Mr. Mahesh Shinde	Gents Non-Teaching
5	Ms. Shailaja Jangam	Lady Non-Teaching
6	Prasad Yadav	Student
7	Sanat Bhujbal	Student
8	Sharvari Ghate	Student
9	Dr. Shilpa Gaikwad	Advocate - Representative non-Govt. Organization

  
Dr. Prachi Pargaonkar

Director A/C

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune 411 041



  
Director

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S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



**Prof. M. N. Navale**  
M.E. (Elect.) MIE, MBA  
Founder President

**Dr. (Mrs.) Sunanda M. Navale**  
B.A., M.P.M., Ph.D.  
Founder Secretary

**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

Minutes of the meeting for Prevention of Sexual Harassment Committee held on 20/12/22

Members:

1	Chairman	Dr. Prachi Pargaonkar	Director, SKNSSBM	<i>Prachi</i>
2	Core Members	1. Dr. Sangita Gorde 2. Dr. Yatin Bokil 3. Dr. Roza Parashar	Presiding officer Gents Faculty member Lady Faculty member	<i>Sangita</i> <i>Yatin</i> <i>Roza</i>
3	Member	Mr. Mahesh Shinde Mrs. Shailaja Jangam	Gents Non-Teaching Staff Lady Non-Teaching member	<i>Mahesh</i> <i>Shailaja</i>
4	Students	1. Prasad Yadav 2. Sanat Bhujbal 3. Sharvari Ghate	Student Representatives	<i>Prasad</i> <i>Sanat</i> <i>Sharvari</i>
5.	Third Party Member	Dr. Shilpa Gaikwad	Advocate	<i>Shilpa</i>

Points discussed:

1. Regular meeting was held in order to asses if there are any issues.
2. Staff members informed that they are continuously in touch with the other female staff members as well as female students.
3. There were no issues observed or reported by any staff or students related to sexual harassment.

Student representative members also expressed that there are no such issues and there is enough support from the management and staff members.

*Prachi*  
Director





**Prof. M. N. Navale**  
M.E. (Elect.) MIE, MBA  
Founder President

**Dr. (Mrs.) Sunanda M. Navale**  
B.A., M.P.M., Ph.D.  
Founder Secretary

**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

Minutes of the meeting for Prevention of Sexual Harassment Committee held on 10/01/23

Members:

1	Chairman	Dr. Prachi Pargaonkar	Director, SKNSSBM	<u>Naval</u>
2	Core Members	1. Dr. Sangita Gorde 2. Dr. Yatin Bokil 3. Dr. Roza Parashar	Presiding officer Gents Faculty member Lady Faculty member	<u>Sangita</u> <u>Yatin</u> <u>Roza</u>
3	Member	Mr. Mahesh Shinde Mrs. Shailaja Jangam	Gents Non-Teaching Staff Lady Non-Teaching member	<u>Mahesh</u> <u>Shailaja</u>
4	Students	1. Prasad Yadav 2. Sanat Bhujbal 3. Sharvari Ghate	Student Representatives	<u>Prasad</u> <u>Sanat</u> <u>Sharvari</u>
5.	Third Party Member	Dr. Shilpa Gaikwad	Advocate	<u>Shilpa</u>

Points discussed:

1. Regular meeting was held in order to assess if there are any issues.
2. Staff members informed that they are continuously in touch with the other female staff members as well as female students.
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Student representative members also expressed that there are no such issues and there is enough support from the management and staff members.

Naval  
Director







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B.A., M.P.M., Ph.D.  
Founder Secretary

Dr. Prachi Pargaonkar  
M.Com., Ph.D., FCA  
Director

Minutes of the meeting for Prevention of Sexual Harassment Committee held on 22/05/23

Members:

1	Chairman	Dr. Prachi Pargaonkar	Director, SKNSSBM	
2	Core Members	1. Dr. Sangita Gorde 2. Dr. Yatin Bokil 3. Dr. Roza Parashar	Presiding officer Gents Faculty member Lady Faculty member	
3	Member	Mr. Mahesh Shinde Mrs. Shailaja Jangam	Gents Non-Teaching Staff Lady Non-Teaching member	
4	Students	1. Prasad Yadav 2. Sanat Bhujbal 3. Sharvari Ghate	Student Representatives	
5.	Third Party Member	Dr. Shilpa Gaikwad	Advocate	

Points discussed:

1. Regular meeting was held in order to asses if there are any issues.
2. Staff members informed that they are continuously in touch with the other female staff members as well as female students.
3. There were no issues observed or reported by any staff or students related to sexual harassment.
4. Student representative members also expressed that there are no such issues and there is enough support from the management and staff members.



Director

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