

Mandatory Disclosures

1. Name of the Institution : Oriental Institute of Science & Technology Lalburra

Address : Lalburra th. Lalburra Dist. Balaghat MP 481441

Telephone : 07633-276615

Mobile : 9425898688, 8223880480, 7000041399

E-Mail : oriental.school2010@gmail.com

2. Name and address of the Society : Saifali Siksha and Samajotthan Samiti

Address : Lalburra th. Lalburra Dist. Balaghat MP 481441

Telephone : 07633-276615

Mobile : 9425898688, 8223880480, 7000041399

E-Mail : oriental.school2010@gmail.com

Member of Society

S. no.	Name	Address	Mobile	E-mail
1.	Dr. H C. Hanwat	Sahle th. Lalburra dist. Balaghat mp	8989524750	oriental.school2010@gmail.com
2.	Saifali Hanwat	Khamghat th. Lalburra dist. Balaghat mp	9425898688	oriental.school2010@gmail.com
3.	Nisha Hanwat	Lalburra th. Lalburra dist. Balaghat mp	8989801789	oriental.school2010@gmail.com
4.	Roopali Hanwat	Lalburra th. Lalburra dist. Balaghat mp	7067117410	oriental.school2010@gmail.com
5.	Ashwary Bisen	Balaghat mp	7000041399	oriental.school2010@gmail.com
6.	Dhalsingh Hanwat	Salhe th. Lalburra dist. Balaghat mp	6268572076	oriental.school2010@gmail.com
7.	Sandhya Hanwat	ChichGoun	9424568980	oriental.school2010@gmail.com

		Lalburra dist. Balaghat mp		
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3. Name of the Principal : Dr. Ravindra Bopche

Address : Barghat Lalburra Th. Lalburra Dist. Balaghat MP 481441

Telephone : 07633276615

Mobile : 8223880480

E-Mail : oriental.school2010@gmail.com

4. Name of the affiliating University : Rajiv Gandhi Technical University Bhopal MP

5. Governance

• Members of the Board and their brief background

S. no.	Name	Address	Mobile	E-mail
1.	Dr. H C. Hanwat	Sahle th. Lalburra dist. Balaghat mp	8989524750	oriental.school2010@gmail.com
2.	Saifali Hanwat	Khamghat th. Lalburra dist. Balaghat mp	9425898688	oriental.school2010@gmail.com
3.	Nisha Hanwat	Lalburra th. Lalburra dist. Balaghat mp	8989801789	oriental.school2010@gmail.com
4.	Roopali Hanwat	Lalburra th. Lalburra dist. Balaghat mp	7067117410	oriental.school2010@gmail.com
5.	Ashwary Bisen	Balaghat mp	7000041399	oriental.school2010@gmail.com
6.	Dhalsingh Hanwat	Salhe th. Lalburra dist. Balaghat mp	6268572076	oriental.school2010@gmail.com
7.	Sandhya Hanwat	ChichGoun Lalburra dist. Balaghat mp	9424568980	oriental.school2010@gmail.com

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Members of Academic Advisory Body

S.No.	Name	Designation
1.	Dr. Ravindra Bopche	Principal
2.	Dr. H.C. Hanwat	Chairman
3.	Mr. Lakesh Kaware	HOD

- Frequently of the Board Meeting and Academic Advisory Body : Once in a year

• **Organizational chart and processes**

- Nature and Extent of involvement of Faculty and students in academic affairs/improvements

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Initiatives taken to inculcate the spirit of research amongst faculty and students are as follows:

Following research policy was framed.

- Financial assistance is provided for publications
 - Facilities such as flexibility in timings, use of laboratories etc are extended to faculty as per requirement
 - Implementing a policy for distribution of Testing and Consultancy charges to motivate faculty for providing consultancy
 - Generating awareness amongst the researchers and providing support related to various proposal formats of different funding agencies, budget, purchases of equipment and material under research schemes, account and audit of project expenditure, any additional infrastructure requirements of the researcher etc.
 - Increasing faculty and student publications by providing financial assistance
 - Assistance is provided for filing patents
 - An Industry Institute Interaction Cell works in close coordination with the industries and the institute for encouraging both students and faculty to work on live projects
 - An initiative is taken by Library to help researchers in understanding recent updates of their publications in terms of citation index, h-index, etc.
 - In-house development of both lab equipment and software
- Mechanism/ Norms and Procedure for democratic/ good Governance :

The management recognizes the need for decentralization for the growth of the institute and accords autonomy commensurate with the level of management. Deans and heads are appointed who are given autonomy for efficient governance. The roles and responsibilities of administrators / decision makers for various assigned jobs listed below clearly depict the delegation of authority, providing operational autonomy leading to a decentralized governance system.

- Principal

To implement and monitor the education system to cater to the institute's vision and mission. Dean Academics• Is responsible for academic development of the institute and monitors progress of various teaching/learning processes.

- Dean R & D

Monitors Research and Development activities in the institute

- Dean Quality

Is the Management Representative for ISO activities and is responsible for monitoring academics, day to day academic activities and assuring quality in teaching and learning process

- Dean Administration

Is responsible for supervision and management of all administrative and operational functions.

- Dean Planning

- To develop a strategic plan for the growth and image of the institute.

- Vice President Student Activities

To initiate and monitor various student activities

- Head of the department

Is responsible for the academic and administrative functions of the department. In addition, Registrar, Accounts Officer, Librarian, Workshop Superintendent take care of office related activities, finance related issues, library resources and workshop related activities. Other support functions are handled by the Admission-in-charge, NBA Coordinator, NAAC Coordinator, College Examination Officer, Industry Institute Interaction Cell Coordinator, Academic & Research Coordinator (BCUD), NSS coordinator.

At the department level:

- Each program has UG and PG coordinators

- Preparation of academic calendar based on time frame set by the University for planning and organizing of activities is done by Time Table co-ordinator

- Each course has a course co-ordinator who, in consultation with the faculty teaching the subject, sets course objectives, prepares the teaching plan for the semester, conducts meetings

with faculty regularly to monitor and review course completion and attainment of course outcomes and submits a report of the same to PAC through the module coordinator

- Class teachers/batch guardians are designated for all classes/batches.

• **Student Feedback on Institutional Governance/ Faculty performance :**

A student feedback mechanism is available in the institution. Once in a semester, the students provide the feedback of staff in the prescribed format.

ORIENTAL INSTITUTE OF SCIENCE AND TECHNOLOGY LALBURRA

STUDENTS EVALUATION FORM

Year:

Semester:

Dept:

Date:

SI No	Name of the Subject	Name of the staff member	Good	Satisfactory	Not satisfactory
1					
2					
3					
4					
5					

• **Grievance Redressal mechanism for Faculty, staff and students**

- System for Redressal of grievances of faculty, staff and students
- The management of the college follows an open system of administration and grievances from staff and students are given the utmost attention.
- Complaints and suggestion boxes are kept at a number of places in the campus and also in the hostels.
- The suggestions and complaints are carefully looked into and remedial measures undertaken. Responses are also publicized through notice boards.
- In case of indiscipline, a committee appointed by the principal enquires into the matter by calling witnesses and recommendations are made about the action to be taken by the management.
- Grievances regarding the staff in terms of salary, promotions etc., are carefully looked into by the HR department in consultation with the Principal and remedial measures taken.
- Class Committee meetings are held in which grievances of students are taken note of and remedial measures taken.
- A student welfare officer looks into the welfare of the students and advises the management for necessary action.

- Establishment of Anti Ragging Committee :

ANTI RAGGING COMMITTEE

Name of Member	Profession	Address	Associated with	Mobile no.
DR. H C HANWAT	Director	Lalburra balaghat	Institute	9425898688
Dr. Ravindra Bopche	Principal	Lalburra	DEPT. OF Engineering & Technology	8223880480
Mr. Rakesh Goutam	Asst. Proff.	Lalburra	DEPT. OF Engineering & Technology	9981995873
Mr.S. R. Bopche	Office Super.	Dadya Lalburra	DEPT. OF Engineering & Technology	9329875489
MR DINESH MASKARE	Offiice Assistant	Lalburra	DEPT. OF Engineering & Technology	8775684210
Miss Priya Neware	Asst. Prof.	Balaghat	DEPT. OF Engineering & Technology	9893562145
Mr Gyaniram Harinkhede	Librarian	Khari lalburra Balaghat	DEPT. OF Engineering & Technology	9770542478
Madusudan Deshmukh	Student	Plakamthi Lalburra Balaghat	DEPT. OF Engineering & Technology	7999854871
Varsha Harinkhede	Student	Khari lalburra Balaghat	DEPT. OF Engineering & Technology	9893256877

- Establishment of Online Grievance Redressal Mechanism :

1. PREAMBLE Karnavati University is committed to providing a safe, fair and harmonious learning and work environment. Grievance Redressal Cell set up in accordance with the University Grants Commission regulations 2012 (The Gazette of India, March 23-29, 2013) for handling day-to-day grievances related to students, parents and staff members. Grievance Redressal Cell facilitates the resolution of grievances in a fair and impartial manner involving the respective College/Dept./Office (dealing with the substantive function connected with the grievance), maintaining necessary confidentiality, as the case may be. Any stakeholder with a genuine grievance may approach Grievance Redressal Cell to submit his/her grievance in writing or send through e-mail on “oriental.school2010@gmail.com”.

2. OBJECTIVES

- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the stakeholders;

- To uphold the dignity of the University by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship;
- To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the University campus;
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized;
- To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.

▪ 3. DEFINITIONS

3.1. Grievance: Grievance means a formal complaint–includes any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with University that a student or parent or staff member thinks, believes, or even feels, is unfair, unjust or inequitable.

3.2. Grievant: Grievant means a student, parent, staff member or group of students or parents or staff members submitting the grievance.

3.3. Days: Days means working days exclusive of Sundays, holidays or vacation days as set forth in the academic calendar. In counting days, the first day shall be the first full working day following the receipt of the grievance.

- Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University

GRIEVANCE REDRESSAL COMMITTEE

Name of Member	Profession	Address	Associated with	Mobile no.
Mr. Devendra Yadav	Asst. Proff.	Balaghat	DEPT. OF Engineering & Technology	7000041399
Dr. S.K. Saxena	Retired Proff.	Balaghat	Education	8989801766
Mr. Mahohar Fulmari	Retired Proff.	Balaghat	GSI	9425976711

Mr. M.M. Ali	Retired Proff.	Balaghat	Education	9667766454
Mr. B. P. Pawar	Retired Proff.	Balaghat	Education	7869530187
Mr. Lakesh Kaware	Asst. Proff.	Balaghat	DEPT. OF Engineering & Technology	8223880909
Mr. Rakesh Gautam	Asst. Proff.	Balaghat	DEPT. OF Engineering & Technology	8223558564

• Establishment of Internal Complaint Committee (ICC)

Name of Member	Profession	Address	Associated with	Mobile no.
MR. JHAMSINGH KATRE	CHAIR PERSON	SIHORA LALBURRA BALAGHAT	DEPT. OF Engineering & Technology	8989801789
MR. KHEMENDRA KATRE	MEMBER	SALHE LALBURRA BALAGHAT	DEPT. OF Engineering & Technology	8775425601
AKANSHA DUBEY	MEMBER	PANDARWANI LALBURRA BALAGHAT	DEPT. OF Engineering & Technology	8223880578
PARAMANAND HARINKHEDE	MEMBER	AMOLI LALBURRA BALAGHAT	DEPT. OF Engineering & Technology	9407854512
MISS. RAKSHA BHAGAT	MEMBER	BALHARPUR LALBURRA BALAGHAT	DEPT. OF Engineering & Technology	9893652501
MR. SHAILENDRA KAWARE	MEMBER	LALBURRA BALAGHAT	DEPT. OF Engineering & Technology	9329854500
MR RAJAT MESHAM	STUDENT	BHARWELI BALAGHAT	DEPT. OF Engineering & Technology	7987565680
MISS CHHYA RAHANGDALE	STUDENT	BAKODA LALBURRA BALAGHAT	DEPT. OF Engineering & Technology	7000052456
MISS. VAISHALI RAHANGDALE	STUDENT	GARRA BALAGHAT	DEPT. OF Engineering & Technology	9770212454

• Establishment of Committee for SC/ST

COMMITTEE FOR ST/SC

Name of Member	Profession	Caste (SC/ST)	Address	Associated with	Mobile no.
Mr. Pratap singh Uikey	Retired Officer	ST	Chichgoun Lalburra	Education	6268572076
Mr. Mahohar Fulmari	Retired Proff.	SC	Moti nagar balaghat	GSI	9425976711
Mr. Rohini Meshram	Asst. Proff	SC	Balaghat	Institute	8989801766
Mr . Manoj Kohare	Staff	ST	Balaghat	Institute	9425976711
Mr. Devsingh Uikey	Student	ST	Balaghat	Institute	8223558564

• Internal Quality Assurance Cell

INTERNAL QUALITY ASSURANCE CELL

Name of Member	Profession	Address	Associated with	Mobile no.
Dr. Ravindra Bopche	Principal	Lalburra	Institute	8223880480
Dr. H. C. Hanwat	Chairman	Lalburra	Institute	9425898688
Mr. Jhamsingh Katre	Asst. Proff.	Sihora Lalburra Balaghat	Institute	7000041399
Mr. B. K. Sonwane	Office	Lalburra Balaghat	Institute	79764415890
Dr. S.K. Saxena	Retired Proff.	Balaghat	Education	8989801766