

IAEER'S

**Pune Institute Of Business Management**

Approved by AICTE, Ministry of HRD, Govt. of India & Affiliated to University of Pune



# **Statutory Declaration under Section 4 (1) (b) of the RTI Act, 2005**

1	<b>Name of Organization</b>	<b>Pune Institute of Business Management</b>
2	<b>Postal Address of Organization</b>	<b>GUT no. 605/1 Lavasa Road, Pirangut, Pune-412115, Maharashtra</b>
3	<b>Website</b>	<b><a href="http://www.pibm.in">www.pibm.in</a></b>
4	<b>E mail</b>	<b><a href="mailto:pibmpune@pibm.in">pibmpune@pibm.in</a></b>
5	<b>Phone no</b>	020 - 66575045
6	<p><b>Brief History and background for institute establishment :</b></p> <p>Pune Institute of Business Management (PIBM) located in Pirangut area and spread across 2.5 Acres, PIBM is strategically located in calm and serene valley on the outskirts of Pune.</p> <p>PIBM was established in 2007 to provide management education. Institute was recognized by AICTE for PGDM program in 2010 &amp; MBA Program affiliated to Savitribai Phule Pune University in year 2012. PIBM is one of the top B-Schools in India where our aim is to provide high value business management education to <b>produce educated and skilled Management Graduates.</b></p> <p>IAEER's Pune Institute of Business Management was established with the sole vision of creating better educational and professional avenues for the youth of India. With the advent of the new millennia, there was an acute awareness about educated unemployment and the talent drain on Indian economy. Professional education institutes which were offering quality education were doing so for only the intellectual cream of the population and had no way of reaching the masses. As a result quality education which could lead to employability was not only inaccessible but also unimaginable for student populace in general.</p> <p>PIBM's Post Graduate Diploma in Management (PGDM, Accredited by AICTE) and Masters of Business Administration (MBA degree, Affiliated to Pune University) was, therefore, initiated and sustained to offer quality education to masses. As a premiere professional institute, PIBM has grown over the years in terms of training quality, infrastructure and placements potential.</p> <p>The governing bodies are responsible for strategic planning and functioning at PIBM.</p>	
7	<b>Approved &amp; Affiliated</b>	<b>PGDM &amp; MBA programs offered by PIBM are approved by AICTE PIBM's MBA program is affiliated to Savitribai Phule Pune University</b>
8	<b>Founder &amp; Chairman PIBM Group of Institutes</b>	<b>Mr. Raman Preet</b>

9	<b>Principal Director PIBM Group of Institutes</b>	<b>Mr. M K Tamuly</b>
10	<b>Director PIBM, Pune</b>	<b>Dr. Ajit Sane</b>
11	<b>RTI Officer</b>	<b>Dr. Pranav Ranjan</b>
12	<b>Aims &amp; Objectives of Organization</b>	<p><b>Vision</b> Pune Institute of Business Management strives to skill the youth of our country as well as whole of Asia &amp; the World to make them employable so that they can either</p> <p><b>JOIN A COMPANY OR START YOUR OWN COMPANY THEREBY CREATING MORE JOBS</b></p> <p>We want to achieve global identity through our innovative and unconventional methods and efforts for the betterment of the community by producing skilled workforce with values, dynamism and entrepreneurial skills. Our vision is to become the hallmark of professional excellence by adopting a holistic approach to learning.</p> <p><b>Mission</b></p> <p>We endeavour to become the finest Institute in Management Education where equal emphasis is laid upon both personal and academic development. Our aim is to create role models that can play a pivotal role in shaping our society as they climb the corporate ladder. Our mission is to develop action oriented leaders of extraordinary tenacity and stamina to make things happen as they should be.</p> <p>PIBM stands strong on the robust foundation of key core values which envisions the Student Growth &amp; Empowerment.</p>

13	<b>Objectives</b>	<ul style="list-style-type: none"> <li>• <b>Continual Improvement</b> Consciously identifying gaps and deficiencies in the processes and improving them to build more robust systems. Raising benchmarks of performance continually.</li> <li>• <b>Holistic Student Development</b> Building Content, Confidence and Communication in students for developing strong employment ability in them. Building entrepreneurs and intra-preneurs of tomorrow</li> <li>• <b>Sustainable Growth</b> Developing robust process orientation and digitizing processes for sustainable growth.</li> <li>• <b>Transparency &amp; Empowerment</b> Building an empowered and transparent culture giving equal and fair opportunities to all employees</li> </ul>
14	<b>Road Map of institute location</b>	<a href="https://goo.gl/maps/6oojvDf2Mt22">https://goo.gl/maps/6oojvDf2Mt22</a>
15	<b>Working Hours</b>	<p>Working hours of the office:  Monday to Saturday:  For office : 09:00 AM to 06.00 PM  Lunch Time : 01.00 PM to 02.00 PM  Sunday Holiday</p>
16	<b>Committees</b>	<ul style="list-style-type: none"> <li>a) Governing Body</li> <li>b) Local Management Committee</li> <li>c) Academic Advisory Council</li> <li>d) Grievance Redressal Cell (SGRC)</li> <li>e) Internal Complaint Committee</li> <li>f) Anti-Ragging Committee</li> <li>g) Alumni Association</li> <li>h) Library Advisory Committee</li> </ul>
17	<b>Compensation Norms</b>	All teaching and non-teaching staff at PIBM are receiving remuneration as per 6 <sup>th</sup> Pay Commission

## **18. Duties and Responsibilities of the Officers and Other Employees of the Institute**

### **Director**

The Director shall be the Executive Head of the Institution appointed by the Governing Body of the Institute and shall exercise general supervision and control over the affairs of the Institution and implement the decisions of all authorities of the Institution.

- Overall administration of Institute.
- To re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Governing Body.
- Keep abreast of advanced developments in academic issues, methodologies and technologies.
- Building and improving of the quality of education and research.
- Staffing of teaching, non-teaching and supporting staff.
- Budgetary optimization of income and expenditure.
- MBA admissions as per admission authority of Govt. of Maharashtra & driving PGDM admissions as per procedure.
- Drive academic growth of college & monitor of conduct of lectures of all programs.
- Building of corporate linkages for institute and initiate MDP programs
- To coordinate PGDM curriculum design and updating the syllabus.
- To implement innovative methods in teaching, learning and evaluation.
- To comply with all statutory obligations pertaining to the Institution & submit reports to Government authorities from time to time.
- To conduct internal, external and other examinations and results declaration.
- To correspond with Social Welfare Department (for submission of scholarship applications for students of PIBM) and all other relevant Govt. offices as required.

### **Dy. Director**

- Assist Director in operations of institute.
- Drive academic growth of college & monitor of conduct of lectures of all programs.
- To prepare year-plan for organizing Seminars/Guest lectures/Expert lectures/Add-on courses/Student Paper contests/Exhibitions/Workshops/FDPs in consultation with HODs and to monitor proper execution of the programs.
- Preparation of academic calendar for all programs in consultation with Director.
- Building and improving of the quality of education and research.
- Building of corporate linkages for institute and initiate MDP programs.
- To implement innovative methods in teaching, learning and evaluation.
- To coordinate PGDM curriculum design and updating the syllabus.
- Keep abreast of advanced developments in academic issues, methodologies and technologies.

- Drive Faculty Exchange, Student Exchange and linkages with Indian & Foreign universities and corporate world in consultation with director.
- To monitor progress of students, including attendance, performance in all the examinations etc and advice Director on taking appropriate action.
- Collect Feedback from all stakeholders and initiate corrective actions on approval from Governing Body & Director.

### **HODs**

- Actively assisting the Director & Dy. Director.
- Monitoring academic profile of the department.
- Coordinating the teaching and learning of the subjects/courses.
- Assigning teaching schedules and workloads to all faculty and staff.
- Develop and implement key academic performance metrics.
- Conduct regular departmental meetings to monitor developmental activities.
- Motivate faculty to publish research articles and participate in conferences /workshops/symposium.
- Building and improving of the quality of education and research.
- Building of corporate linkages for institute and initiate MDP programs.
- Students counseling & mentoring.
- Conduct of lectures as per teaching load and assigned by Director, Dy. Director.
- To coordinate PGDM curriculum design and updating the syllabus.
- To implement innovative methods in teaching, learning and evaluation.
- Keep abreast of advanced developments in academic issues, methodologies and technologies.
- Submitting performance appraisals of faculty and staff.

### **PIBM Controller of Examinations**

#### **MBA Program Savitribai Phule Pune University (SPPU)**

- Acquire and maintain an up-to-date knowledge of the examinations circulars issued by Savitribai Phule Pune University (SPPU).
- Plan and display to students & staff the examinations schedule & filing of exam forms regular/backlog for MBA programs after receipt from Pune University (SPPU).
- Assign duties related to invigilation as per procedure for MBA programs.
- Smooth conduct of all University examinations Regular/Backlog, Internal Examination, Online examinations of Savitribai Phule Pune University MBA Program as per procedure.
- Submission of Internal Assessment Marks to Savitribai Phule Pune University (SPPU) as per procedure, time limit & guidelines.
- Handover of answer sheets after immediately completion of exam to University for evaluation process as per standard procedure and guidelines from Savitribai Phule Pune University (SPPU) from time to time.

- Conduct of Internal & External Viva Voce for Summer Internship Project MBA program as per procedure of Pune University (SPPU).
- Distribution of Semester/Year Mark Sheets & Final Year Passing Certificate received from Pune University (SPPU) to students.
- To maintain documents related to functioning of exam department.
- To strictly follow rules/regulations of the examination of Savitribai Phule Pune University MBA Program.
- To resolve students grievances pertaining to exam.
- Prompt correspondence and rapport with University Exam Department (SPPU).

### **PGDM Program**

- Maintain SOP for PGDM exam process.
- Issue circulars to students & staff pertaining to PGDM examination process from time to time.
- To arrange paper setting process as per approved course structure & syllabus from faculty for PGDM Regular/Backlog Semester End examinations, Internal Exams as per procedure & requirement.
- Plan and display to students & staff the examinations schedule Regular/Backlog for PGDM programs.
- Assign duties related to invigilation as per procedure for PGDM programs.
- Smooth conduct of Internal & External (Regular/Backlog) exams of PGDM programs as per Academic Calendar.
- Conduct of Project Evaluation for Winter Internship Project (WIP)/Summer Internship Project (SIP) program as per procedure in coordination with Academics Department.
- To arrange answer sheets evaluation from faculty as per procedure of all Internal & Semester end (Regular/Backlog) examinations, result declaration and award of mark sheets & certificates. Arranging convocation for PGDM successful students. Dispatch of Certificates/Marksheets of pass out students as per their request.
- To maintain documents related to functioning of exam department.
- To resolve students grievances pertaining to exam.
- To follow AICTE rules/regulations & guidelines for examination process.

## **Faculty**

- Development of teaching material, session planning, unscheduled teaching activities for students.
- Conduct of lectures as per teaching load and assigned by Director, Dy. Director & HODs
- Mentoring & Counselling of students as assigned.
- Monitor student progress and identify slow learners to initiate suitable remedial teaching methods to improve their performance.
- Paper setting and arranging and conducting tests & complete evaluation.
- Conduct of Invigilation and other exam duties as assigned by University & PIBM authorities.
- Curriculum development due to the ever expanding demand of knowledge and changing needs of the industry.
- Monitor & drive Students activities.
- To improve training & research standards in teaching methodology and implement them in curriculum delivery.
- To attend conferences, seminars & FDPs as per management requirement & for self-development. To present quality research papers in UGC approved journals & other approved journals and take efforts to publish books from time to time.
- To undertake industry research projects and other research projects and submit reports to management.
- Perform the duties and responsibilities assigned by Director, Dy. Director & Departmental Head from time to time.

### **Batch In-charge**

- Heads Academic Administration for Batches assigned.
- To coordinate with Director, Dy. Director, HODs, Mentors & Faculty for academic administration issues.
- Maintain the high standards in academic administration activities and functions.
- Supervise the learning management systems and processes.
- Coordinate with faculty in developing academic curriculum for students.
- Time table planning & implementation.
- Respond to and resolve student academic issues, programs and concerns and grievances handling.
- Keep abreast of advanced developments in academic issues, methodologies and technologies.
- Monitor students' academic progress and performances.
- Ensure student discipline & maintain attendance/leave records.
- Coordinate with mentors for resolving students issues.
- Develop innovative methods in academic administration functions.