

Anti- Ragging Committee

Ragging in any form is strictly prohibited and the students involved would be punished according to the legal provisions. Anti-Ragging committee is formed as per Clause 6.3 (c), (d) and (e) the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 in this institute.

Function of Anti-Ragging Committee:

It shall monitor the Anti-Ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.

The Constitution of the Anti-Ragging Committee is as follows:

Sr.NO	NAME	DESIGNATION
1.	DR. ANITA P. KHETAL, PRINCIPAL	CHAIR PERSON
2.	DR. RIMA SOLANKI, ASST. PROF.	CO-ORDINATOR
3.	DR. NIDHI MATHUR, ASST. PROF.	MEMBER- FACULTY REPRESENTATIVE
4.	MS. SONALI BHARADWAJ, ASST.PROF.	MEMBER- FACULTY REPRESENTATIVE
5.	DR. DEEPTI PARDHI, ASST. PROF.	MEMBER- FACULTY REPRESENTATIVE
6.	MR. JAWAHAR VAIDYA, LECTURER	MEMBER- FACULTY REPRESENTATIVE
7.	MISS. KANISHKA JASANI	MEMBER- STUDENT REPRESENTATIVE
8.	MR. HARISH NEVE	
9.	MISS. SHWETA JAISWAL	
10.	MISS. SHIFA KHAN	

Minority Cell

Minority cell of the College is meant to empower the minority communities in the college. This is a mechanism which offers assistance to minority students for their social and academic development. It facilitates financial support to the minority communities from Government agencies and other sources. This also helps them to enrol for career orientation programmes which would empower and equip them with the necessary skills for various career options.

Establishment year

The minority cell was established in the year in 2005.

Objectives

- To enhance equal opportunities for education of minorities.
- To facilitate financial support to students from minority communities from governmental agencies and other sources
- To create awareness among the minority students regarding various scholarships program of State Government and UGC.
- To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
- To ensure provisions for an environment where all such students feel safe and secure.
- To encourage enrolling for career orientation programs which would empower and equip them with the necessary skills to choose a career option.
- To provide prompt counselling for any emotional emergencies arising on account of any event at the campus.
- To ensure protection and reservation as provided in the constitution of

DUTIES & RESPONSIBILITIES OF MINORITY CELL

- Ensuring an environment where students from these categories feel safe and secure.
- Making students from these communities aware of the various scholarship programmes of Govt. of India and other sources.
- Motivating and assisting students from these communities to apply for the various scholarships.
- Collecting data about students who have received scholarship
- Providing a mechanism to redress the grievance of students from these communities

MEMBERS OF MINORITY CELL

Sr. No.	Name of Official	Designation
1	Dr. Anita P. Khetal, Principal	Chairperson
2	Mr. Ganesh Prasad, Asst. Prof.	Member, Teacher representative
3	Dr. Nidhi Mathur, Asst. Prof.	Member, Teacher representative
4	Mr. Jawaharlal F. Vaidya, Lecturer	Member, Teacher representative
5	Mr. Suraj Borkar	Member, Scholarship Clerk
6	Ms. Suhasini Dhamgaye	Member, Librarian

Grievance Redressal Committee

The College has a Faculty/Staff Grievance Redressal Committee. This committee aims to look into the complaints lodged by any staff and redress it as per requirement.

Functions of the committee

- To receive written complaints or emails from teaching, non-teaching staff regarding any kind of grievances and suggest appropriate remedies.
- Work environment
- Faculty Co-ordination
- Work overload
- Hygiene
- Transportation
- To forward recommendations to the Principal for consideration and necessary action

The committee comprises of the following designated officials:-

Sr. No.	Name	Designation
1.	Ms. Dimpny D. Bajaj, Treasurer B.S.M.S.	Management Representative
2.	Dr. Anita P. Khetal	Principal
3.	Mr. Ganesh Prasad	Member, Teacher Representative
4.	Dr. Sujata Ramteke	Member, Teacher Representative
5.	Dr. Nidhi Mathur	Member, Teacher Representative
6.	Mr. K.N. Dewangan	Member, Non-Teaching Representative

Committee Members responsibilities:

- Arranges the meeting for the committee members periodically.
- Maintains minutes for every meeting held with committee members.
- Make resolutions during gathering of committee members.
- Provides environment for lodging the complaints from the staff.
- Furnish report on grievance redressal position to the Principal.
- Every grievance is expected to be resolved within a reasonable period.

Procedure for lodging a complaint:

The staff may feel free to put up a grievance in writing and drop it in boxes.

INTERNAL COMPLIANT COMMITTEE

The Internal Complaints Committees is established in Chirayu K.C.Bajaj College of Education under the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015. Chirayu K.C.Bajaj College of Education advocates the empowerment of women and has zero tolerance for any kind of sexual harassment. ICC diligently work towards providing a secure environment to students, teaching and non-teaching staff. Complaint boxes have been placed in the college premises.

Primary Goals:

- a) To develop a policy against sexual harassment of women at the Institute.
- b) To develop a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence at the Institute.
- c) To maintain the commitment of the Institute to provide an environment free of gender-based discrimination.
- d) To create a secure physical and social environment to deter any act of sexual harassment.

Functions:

- a) To develop a mechanism for registering complaints which should be safe, accessible, and sensitive.
- b) To take cognisance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend disciplinary action or take immediate action against the harasser, if necessary.
- c) To follow-up action and monitor the same.
- d) To recommend the college authority to provide assistance to the complainant if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time-being in force.
- e) To recommend the college authority to provide the medical intervention with the consent of the complainant or even without consent in such cases where the complainant is physically or mentally incapacitated to give her consent.
- f) To recommend the college authority to arrange for appropriate psychological, emotional, and physical support (in the form of counselling, security and other assistance) to the victim if she so desires.

The committee comprises of the following designated officials:-

Sr.No.	Members	Designation
1	Dr. Anita P. Khetal, Principal	Coordinator
2	Ms. Dimpy D. Bajaj	Treasurer, B.S.M.S.- Representative Civic Body
3	Dr. Rima Solanki	Member, Teacher Representative
4	Dr. Kalpana Bhujade	Member, Teacher Representative
5	Mr. Ganesh Prasad	Member, Teacher Representative
6	Ms. Suhasini Dhamgaye	Librarian, Non-Teaching Representative
7	Mr. K.N. Dewangan	Non-Teaching Representative
8	Mr. Suraj Borkar	Non-Teaching Representative
9	Miss. Payal Katre	Student Members
10	Mr. Rahul Raque	
11	Miss. Megha Singh	

**Internal Quality Assurance Cell (IQAC) for Composite TEIs- Chirayu K.C. Bajaj
College of Education (B.Ed.) & Chirayu Smt. Kaushalyadevi Bajaj Adhyapak
Vidyalaya (D.El.Ed.), Jaripatka, Nagpur- 14**

As per UGC's XII Plan Guidelines for establishment of Internal Quality Assurance Cell (IQAC) in colleges, IQAC was formed/established on 05/09/2019 at TEI's level. The Cell comprises of the following designated officials

COMPOSITION OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Designation	Name of Official	Department
Chairperson	Dr. Anita P. Khetal	Principal
Member Secretary	Mrs. Veena D. Bajaj	President, Bharat Sindhu Multipurpose Society (Management Representative)
Director/Co-ordinator	Dr. Sujata Ramteke, Asst. Prof.	Co-ordinator
Administrative Officer	Mr. Ganesh Prasad, Asst. Prof.	Office Administration
Members	Ms. Sonali Bhardwaj, Asst.Prof. Ms. Aruna Kawale, Asst Prof. Ms. Prabharaje Vaidya, Lecturer	Linguistic Department
	Dr. Nidhi Mathur, Asst. Prof. Ms. Shital Pawar, Lecturer Ms. Subhra Mahato, Lecturer	Humanities (Social Science)
	Dr. Deepti Pardhi, Asst. Prof. Ms. M. Imran, Lecturer	Science Department
	Dr. Rima Solanki, Asst Prof. Dr. Sujata Ramteke, Asst Prof	Mathematics Department
	Ms. Suhasini Dhamgaye, Librarian Ms. Chhaya Sharma, Asst. Prof. Ms. Vandana Mathankar, Asst.Prof	Library
	Experts (Member) Local Community/Industry	Ms. Sarita R. Udasi Block No. 16, Gurunanak Nagar, Jaripatka, Nagpur (M.S.)- 440014 Mob No. 9021310889 e-mail ID: anju.udasi@gmail.com

OBJECTIVES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

The primary aim of IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. It also promotes the measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

STRATEGIES:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes
- Equitable access to affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad.

FUNCTIONS OF THE IQAC ARE:

- **Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution**
- **Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process**
- **Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes**
- **Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles**
- **Acting as a nodal agency of the Institution for coordinating quality-related activities.**
- **Development of Quality Culture in the institution**
- **Periodical conduct of Academic and Administrative Audit (AAA) and its follow-up.**
- **Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC**

OBC Cell

A special Cell to look into the affairs of Other Backward Class students and staff of the institution is constituted in the year 2006 and functioning in the campus in accordance with the XI plan guidelines of the University Grants Commission. The primary aim of this cell is to empower the OBC students in the College and assist them in their curricular, co-curricular and extra-curricular activities. This cell has been set up to help students from these communities become part of the mainstream and achieve all- round development.

Objectives:

- To ensure equal opportunities for education of OBC students.
- To facilitate financial support to students from these communities from governmental agencies and other sources.
- To make the OBC students aware of the various scholarship schemes of the Central and State Government.
- Maintain social relationship among the admitted students in the college and resolve issues, grievances, representations etc.,

Activities:

- To circulate State Government and UGC's decisions about different scholarship programs.
- To communicate with the students and motivate them for better future planning.
- To deal with representations received from Other Backward Classes (OBC) Candidates regarding their admission, scholarships and other similar matters in the College.

Committee 2018-19 and onwards

The committee consisted of the following:

Sr.No.	Name	Designation	MobileNo.
1.	Dr. Anita P. Khetal, Principal	Chairman	9371742636
2.	Mr. Ganesh Prasad, Asst. Prof.	HOD	9823826615
3.	Ms. Aruna Kawale, Asst. Prof	Member	9021083508
4.	Mr. Sameer Raut, Scholarship Clerk	Member	9595609337

The Committee was revised &re-constituted in the month of AUGUST 2022. Now committee consists of the following:

Sr.No.	Name	Designation	MobileNo.
1.	Dr. Anita P. Khetal, Principal	Chairman	9371742636
2.	Mr. Ganesh Prasad, Asst. Prof.	HOD	9823826615
3.	Ms. Aruna Kawale, Asst. Prof.	Member	9021083508
4.	Mr. Suraj Borkar, Scholarship Clerk	Member	9595609337

PLACEMENT CELL

Placement Cell is an integral part of the Institute. It is a platform for students-teachers and the prospective employers have a common ground to meet, interact and have mutual opportunity to acquire employment as well as to select prospective employees.

The B.Ed. Program is a professional course, wherein the graduates from different fields are being equipped with competencies for an effective secondary school teaching work. Thus, placement in the campus is important area of the Program.

The focus of Campus Placement Cell is not just employment but employability skills along with it. During the internship as well as community work and theoretical academics the students are made aware of the requirement of the effective teacher.

Objectives of Placement Cell

1. To orient students about the trends in the teaching career.
2. To stimulate their thoughts on the current challenges of the teaching profession like stress, mental health, special children, student related problems
3. To make students aware of the career opportunities in various educational institutions.
4. To conduct campus interviews to enable students have variety of opportunities within the institution.
5. To give a practical experience to students about the various educational setting.

Activities to be conducted

1. A notice board to be maintained.
2. Pre-Campus Placement Program
3. TET/ CTET Training
4. Campus Placement Program

Vision of Placement Cell

The Vision of the Placement Cell is to strive for complete placement of the students interested in entering the world of work. Maximum No. of the students benefit from this program

Pre-Campus Enrichment Programs

The Campus Placement conducts – Pre-campus Enrichment Program to prepare the student teachers with Resume Making, preparing for Mock interviews, Sessions by School Principals from different Boards state, National and even International. The preparation is the policy of the Placement Cell to equip students and mentor them before the Campus Placement.

Campus Placement Guidelines

1. The student teachers must be full time students and have a reasonable attendance to participate in the Campus Placement. The students must follow the Code of Conduct of the Institute.
2. The students applying for the Campus Placement must fill up the Employment Form with accurate and reliable details. A data base is created every year on the basis of the information collected.
3. The students should maintain the decorum during the campus interview process.
4. The students should go through the prospective employers through the campus placement rather than going for direct contact.
5. The organizations wishing to attend the Campus Placement have to go through the Campus Placement Cell. All pre-campus offers should be routed through the Placement Office.

The Campus Placement Cell is headed by the Principal of the Institute. The faculty members are the placement officers & members, and the team includes student representatives.

The Campus Placement Cell comprises of the following:

Sr. No.	Name of Official	Designation
1	Dr Anita P. Khetal, Principal	Head of the Campus Placement
2	Dr. Nidhi Mathur	Placement Officer
3	Ms. Sonali Bharadwaj, Asst Prof.	Member
4	Ms. Aruna Kawale, Asst. Prof.	Member
5	Dr. Deepti Pardhi, Asst. Prof.	Member
6	Miss. Kanishka Jasani Mr. Rahul Rocque Miss. Shrishti Nakhate	Student Representative

RTI COMMITTEE

Sr. No.	Name of the Staff	Designation as per RTI Act, 2005	Address
1.	Dr. Anita P. Khetal, Principal Mob.No.9371742636 Tel No.0712-2646507	Appellate Officer	Chirayu K.C. Bajaj College of Education, Plot No.1 & 2 Near CMPDI, Mouza Mankapur, Jaripatka, Nagpur(M.S.)-440014
2.	Dr. Kalpana Bhujade Assistant Professor Mob. No. 7774001262 Tel No.0712-2646507	Public Information Officer (1)	Chirayu K.C. Bajaj College of Education, Plot No.1 & 2 Near CMPDI, Mouza Mankapur, Jaripatka, Nagpur(M.S.)-440014
3	Ms. Sonali Bhardwaj Assistant Professor Mob. No.7588743009 Tel No.0712-2646507	Public Information Officer (2)	Chirayu K.C. Bajaj College of Education, Plot No.1 & 2 Near CMPDI, Mouza Mankapur, Jaripatka, Nagpur(M.S.)-440014

SC/ST Committee

Scheduled Castes (SC) and Scheduled Tribes (ST) have been identified as the two most backward groups of Indian Society. They include all the castes, races or tribes, which have been socially, economically and educationally backward. The committee has been established to support and to bring students from such communities in the main stream. The SC/ST committee of the college was established in 2005 with the purpose to empower the SC/ST students in the college.

The college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. They are also encouraged to enrol for career orientation programs, which would equip them with the necessary skills to choose a career option.

Objectives

- To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
- To ensure provisions of an environment where all such students feel safe and secure.
- To provide prompt counselling for any emotional emergencies arising on account of any event at the campus.
- To provide the mechanism to redress the grievance of SC/ST students, if any
- To ensure protection and reservation as provided in the constitution of India.
- To arrange for special opportunities to enhance the carrier growth
- To aware the SC/ST students regarding various scholarships program of State Govt. and UGC.
- To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.

Activities

- To collect reports and information of State Govt. and UGC's orders on various aspects of education, employment of SC/ST & OBC Students.
- To circulate State Govt.and UGC's decisions about different scholarship programs among such students.
- To communicate with the students and motivate them for better future planning.

The committee consists of the following designated officials:

Sr.No.	Name	Designation	Contact No.
1	Dr. Anita P. Khetal, Principal	Chairman	9371742636
2	Dr. Sujata Ramteke, Asst. Prof.	Member	9579907104
3	Ms. Aruna Kawale, Asst. Prof.	Member	9021083508
4	Ms. Suhasini Dhamgaye, Librarian	Member	8308211604
5	Mr. K.N. Dewangan, Accountant	Member	7385915813