



Ref. No.: ZP/25-26/77

Date : 04/08/25

OFFICE ORDER

Subject: Appointment of SC / ST Committee

Ref :

1. UGC guideline letter No. F 1-5 /2006 (STC)
2. AICTE approval process hand book 2024-25 to 2026-27

As Per the requirements of AICTE regarding formation of SC / ST Committee at our Institute. The following SC / ST committee is constituted. The SC/ST committee will monitor and endeavor to resolve issues / grievances relating to SC/ST students and staff at the Institute level. The complaint if any will be forwarded to the chairman of committee said concerned complainant personally for hearing the grievance. The coordinator of the committee/ cell will forward their report in the sealed envelope to the principal within one week from the date of the receipt of complaint.

Sr. No	Name of the Staff member	Duties to be performed
1	Prof. Sachin S. Suryawanshi	Coordinator
2	Prof. Ravi G. Yenkar	Member
3	Prof. Sumit D. Thakare	Member
4	Prof. Rupali R. Janrao	Member
5	Prof. Kavita Waghmare	Member
6	Mr. Suhas B. Shewale	Member
7	Mr.S. J. Sonkamble	Member

Roles and Responsibilities:

- ✓ To counsel and guide SC/ ST students and help them to manage academic and personal issues if any.
- ✓ To inform the SC/ST students regarding various scholarships / program of State Govt. and UGC.
- ✓ Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the college and render them necessary help in solving their academic as well as administrative problems.
- ✓ To ensure the Prevention of Atrocities on the SC, ST Staff, Faculty and Students.
- ✓ To hear and resolve the issues/complaints if any; of such nature of Atrocity reported/complained.




PRINCIPAL
ZES's Zeal Polytechnic
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OFFICE ORDER

As per AICTE regulation on curbing the menace of Ragging in Higher Educational institutions 2009, hereinafter called the "Regulations")

What is Ragging? "Any Conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student."

Ragging is a Social Crime. As per above referred AICTE "Regulations", Ragging is strictly prohibited in the College Campus as well as outside the College Campus. All students are hereby informed not to indulge in any kind of Ragging activity either directly or indirectly. A strict action as per AICTE "Regulations" will be taken.

(A) For Senior Student:

The senior student should note that they should not engage themselves in any kind of Ragging activity inside as well as outside of College Campus. Strict action as per above" AICTE "Regulations" will be taken against them if anybody is found indulging in Ragging activity.

(B) For all Students & Parents / Guardians:

All the students and their Parents/Guardians should carefully read and fully understand the provisions contained in the said AICTE "Regulations" (Copy of the said "Regulations" is attached). All the students and their Parents/Guardian should submit the enclosed Affidavits along with the Admission form at the time of Payment of fees. The student who fails to submit the Affidavit will not be granted admission in the College. (Copy of Student Affidavit and Parent/Guardian Affidavit is enclosed).

(C) Anti Ragging Committee and Anti Ragging Squad

The following Committee and Squad are formed at College level to effectively look into the ragging cases and to monitor the activities' of the students inside as well as outside the College Campus



ANTI RAGGING COMMITTEE

Sr. No.	Representative	Name	Mobile Number
1	Principal	Prof. Ayub A. Tamboli	9765733518
2	Local Citizen	Mr. Narayan Ingale	7020492868
3	Police	Police Inspector, Sun City Police Station	020-243201818
4	Media	Mr. Kalyanrao Avtade (Reporter Sakal)	9850735335
5	NGO	Mr.Nivangune Rajendra	9850698531
6	Teaching Faculty	Prof. Nilesh N. Kokare	9767441851
7	Teaching Faculty	Prof. Prashant L. Jadhav	9689663173
8	Non-Teaching Staff	Mr. Suhas B. Shewale	9604435209
9	Parents	Mr. Somnath Kharat	9970895620
10	Students	Mr. Kiran Giri	7768949180

ANTI RAGGING SQUAD

Sr. No.	Name	Designation	Mobile Number
1	Prof .Ayub A.Tamboli	Chairman	9765733518
2	Prof. Nilesh N. Kokare	Member	8668965514
3	Prof. Prashant L. Jadhav	Member	9689663173
4	Prof. Vijay B. Mohite	Member	7028907530
5	Prof. Sonali N. Navale	Member	9822226471
6	Prof. Ramesh K. Mandale	Member	8208399582
7	Prof. Ravi G. Yenkar	Member	9860760256
8	Prof. Adinath R. Puri	Member	7219505354
9	Mrs. Savita S. Biradar	Member	7020158281
10	Mr. Suhas B. Shewale	Member	9604435209
11	Prof. Amit Mohit	Member Secretary	8378089952



The students can contact the Committee Members at any time on the mobile numbers, if any incident of Ragging is observed by them.

(D) For Fresher Student:

The fresher student can contact any of the Committee Member or the Principal at any time, if anybody tries to do Ragging with them. The Fresher student should desist from doing anything against their will even if ordered by the seniors. They should immediately contact the Office or any of the Anti-Ragging Committee Member and report the incident immediately. The College will take stringent action against the senior student involved in Ragging. The fresher's should not fear of any action and should not tolerate any kind of atrocities of seniors students.

The Fresher students can also contact the respective GFMs/Class Teacher for participation in various College level Technical, Cultural, Sports & other activities

Punishment:-

1. Cancellation of Admission.
2. Suspension from attending classes and academic privileges.
3. Withholding result.
4. Suspension / expulsion from the hostel.
5. Imprisonment up to two years and fine of Rs.10000/-




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Ref. No.: ZP/25-26/75

Date : 04/08/25

ANTI SEXUAL HARASSMENT CELL

As per the guidelines of UGC and the Supreme Court an Anti-Sexual Harassment Cell has been established by the Zeal Polytechnic, Pune to provide a healthy and conducive atmosphere for the students and staff of the College. Anti-Sexual Harassment Committee is formed to prevent sexual assault, rape and other related crimes on women. Sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication) as: physical contact and advances; a demand or request for sexual favours, showing pornography, any other unwelcome physical, verbal or non-verbal conduct of sexual nature. The goal of the cell is to prevent sexual harassment to ensure safe environment for women.

Roles and Responsibilities

- ✓ To ensure provision of a work and educational environment that is free from sexual harassment
- ✓ To take all reasonable steps (active and preventive in nature) to prevent the harassment occurring
- ✓ To discuss and suggest methods to promote gender equality amongst all employees and students.
- ✓ To suggest awareness for students and staff members on different aspects of women welfare.
- ✓ To address the gender discrimination and sexual harassment cases whenever reported and recommend appropriate necessary action.
- ✓ To arbitrate sexual harassment cases and recommend suitable punishments for further action.
- ✓ The cell can suggest different degrees of "punishment" depending on the different degrees of fault or offence like Minor, Moderate or Major. Tools to respond to offenses include (1) communication (2) verbal warning, (3) written warning, (4) suspension of the guilty parties (5) termination
- ✓ To consider any other matter on women's issues referred to the committee

Constitution

The Composition of Anti Sexual Harassment Cell

To address the issues and to redress the grievances, Internal Complaint Committee (ICC) under Anti-Sexual Harassment Cell has been formed. The committee has been constituted with a women working at senior level as a Chairperson; 7 members from amongst employees and one member from amongst NGO committed to the cause of women



Ref. No.: ZP/25-26/74

Date : 04/08/25

OFFICE ORDER

Women Grievance Redressal Cell has been constituted in the institute in accordance to the guidelines issued by the Government of India (As per Vishakha Jugement passed by the supreme court in 1997) to consider complaints related to any sexual discrimination / harassment of women in the institute. The Women's Grievance Committee are as follows:

Sr. No.	Name of the Staff member	Duties to be performed
1	Mrs. Sonali N.Navale	Co- ordinator
2	Ms. Monali Satish Bhandare	Member
3	Mrs. Mitali Bharat Gore	Member
4	Mrs. Savita Shantanu Biradar	Member
5	Mrs. Vidya Balasaheb Bhagat	Member

The committee shall work as per the policy documents / guidelines / circulars issued from the respective authorities / affiliation bodies / governments.




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Ref. No.: ZP/25-26/73

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In accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Institution had established its own help advisory group to address any such offense or complaints with strict corrective activities which will be in line with those issued in the Sexual Harassment of Women at Workplace (Prevention, Prohibition And Redressal) Act, 2013 distributed in the Gazette of India, Extraordinary, PART II-Section 1 under the Legislative Department of Ministry of Law and Justice.

Following committee has been constituted as an Internal Complaint Committee (ICC) as per guild lines provided. The committee shall work as per policy document/ guidelines / circular issued from respective authorities, affiliation bodies, government and Legislative Department of Ministry of Law and Justice.

ICC Designation	Name	Mobile No	E-mail id
Presiding Officer	Prof. Sonali Naresh Navale	9822226471	sonali.navale@zealeducation.com
Faculty Member-1	Prof. Vidhya B. Bhagat	8605303579	vidhya.bhagat@zealeducation.com
Faculty Member -2	Prof. Ramesh K. Mandale	7447637941	ramesh.mandale@zealeducation.com
Faculty Member -3	Prof. Ravi Gopal Yenkar	9860760256	ravi.yenkar@zealeducation.com
Non-Teaching Member-1	Mr. Suhas B. Shewale	9604435209	suhas.shewale@zealeducation.com
Student 1	Khilare Vaishnavi Nilesh	9922197067	nileshkhilare8086@gmail.com
Student 2	Pratham P Vasishta	9021831452	prathamvasishta@gmail.com
Student 3	Khopade Anushka Krishna	8010944052	khopadeanushka822@gmail.com
External Member (NGO)	Mathura Mahadik	9823735214	mathura.mahadik@gmail.com



[Signature]
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Ref. No.: ZP/25-26/72

Date : 04/08/25

Internal Quality Assurance Cell (IQAC)

As per AICTE norms, a quality system is to be developed for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the institution. It will also aim to promote measures for institutional functioning toward quality enhancement through internalization of quality culture and institutionalization of best practices.

Quality assurance maintains the goodwill and trustworthiness of any organization. ZES's Zeal Polytechnic, Pune places special emphasis on the quality in technical education, so to take care of the evaluation and other related activities and to maintain the institute's quality at par with the parameters and criteria laid down by AICTE, ZES's Zeal Polytechnic, Pune has decided to established Internal Quality Assurance Cell.

A committee constituting Internal Quality Assurance Cell comprises of the following members:

Sr. No.	Name of the Member	Designation and Department	Committee Designation
1	Prof. Ayub A. Tamboli	Principal, Zeal Poly.	Chairman
2	Prof. Uddhav S. Shid	Director, Zeal Education Society	Member
3	Prof. Nilesh N. Kokare	HoD, Mechanical Engineering	Member
4	Prof. Prashant L. Jadhav	HoD, Civil Engineering	Member
5	Prof. Ramesh K. Mandale	HoD, Electrical Engineering	Member
6	Prof. Sonali N. Navale	HoD, E&TC Engineering	Member
7	Prof. Ravi G. Yenkar	HoD, Automation & Robotics	Member
8	Prof. Adinath R. Puri	HoD, Artificial Intelligence (AI) & Machine Learning	Member
9	Prof. Amit M. Mohit	General Science	Member
10	Mr. Suhas B. Shewale	Administrative Office	Member
11	Mr. Mane Atharv Vikram	Student	Member
12	Mr. Faj Bagwan	Alumni	Member
13	Mr. Anand Bhise	Director, Mechatrol Product Engineering Solutions Pvt Ltd	Member
14	Mr. Amit Sawai	CEO, Oasisserve Design Service Pvt Ltd.	Member
15	Prof. Vijay B. Mohite	HoD, Computer Engineering	Member Secretary



[Signature]
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Ref. No.: ZP/25-26/71

Date : 04/08/25

OFFICE ORDER

INDUSTRY INSTITUTE INTERACTION CELL (IIIC)

Healthy interaction between Institutions and Industry is mandatory for growth of any institution. The blooming engineers need the exposure to Industry and understand the Corporate Culture for their Placements in different Multi-National Companies. It is evident that with the advent of globalization and opening up of Indian economy to outside world, competition among the Industries has also become stiff. Industries also need good students who are well aware of industry standards and capable of achieving so. Therefore, there is an urgent need of interaction of industry and academics where academic institutes can prepare students for jobs in multinational companies and industry. For this to become reality, an Industry Institute Interaction Cell (IIIC) is established at Zeal Polytechnic Narhe, Pune

OBJECTIVES

- ✓ To give industrial exposure to students and faculty members, thus enabling them to tune their knowledge to cope with the industrial culture
- ✓ To assist the departments in organizing workshops and conferences with joint participation of the industries
- ✓ To encourage engineers from industries to visit institution to deliver lectures
- ✓ To take participation of experts from industries, in curriculum development
- ✓ To organize industrial visit, in-plant training for faculty members and students
- ✓ To encourage faculty members to use their expertise in solving the problems faced by the industries, thus creating opportunity for consultancy
- ✓ To undertake Industrial testing by faculty and technician at site, or in laboratory
- ✓ To identify the areas for executive development programmes in the areas of recent technological advances
- ✓ To assist the Departments in establishing rapport with industries for taking up mini projects and projects
- ✓ To assist the Training and Placement Division
- ✓ To establish memorandum of understanding between the institute and industries to bring the two sides emotionally and strategically closer. Laboratories sponsored or supported by industries at the institute

INDUSTRY INSTITUTE INTERACTION CELL (IIIC)

Sr. No.	Name of the Member	Role in the Committee
1	Prof. A. A. Tamboli	Chairman
2	Mr. Anand Bhise	Industry Adviser
3	Mr. N G Joshi	Industry Adviser
4	Mr. Rohit Deshpande	Industry Adviser
5	Mr. Amit Sawai	Industry Adviser
6	Prof. Viraj Barge	Member
7	Prof. Jadhav Prashant	Member
8	Prof. Vijay Mohite	Member
9	Prof. Shubham Kadam	TPO & Member Secretary

The cell operates in accordance with the Training and Placement Policy, ensuring alignment with industry requirements and institutional objectives. This order comes into effect immediately and valid for the academic year (2025-26)

Copy to : All concerned



Prof. A. A. Tamboli
PRINCIPAL
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Ref. No.: ZP/25-26/70

Date : 04/08/25

OFFICE ORDER

Developing entrepreneurship opportunities meet the required demand of economic landscape of India. However, now there is a necessity to develop and strengthen entrepreneurial quality, motivate it and give all the support to withstand firmly for our youth aspirations. Our aim is to develop young entrepreneurs by providing them necessary skills, trainings, proper guidance and motivation. Following committee has been constituted as Entrepreneurship Development Cell (EDC) for the academic year 2025-26. For details regarding vision, mission, objectives, activities and roles and responsibilities refer the policy manual of EDC.

Sr.No	Name Staff	Post	Designation
01	Prof. A. A. Tamboli	Chairman	Principal
02	Prof. Kadam S S	Member Secretary	Institute Level Coordinator
03	Prof. Vijay Mohite	Member	Faculty Advisor
04	Prof. Balaji Shinde	Member	Department Coordinator (Mechanical Engg)
05	Prof. Savita Biradar	Member	Department Coordinator (Computer Engg)
06	Mrs. Khandale Shweta	Member	Department Coordinator (E&Tc Engg)
07	Prof. Thakare Sumit	Member	Department Coordinator (Electrical Engg)

Objectives of Entrepreneurship Development Cell

1. To inculcate the entrepreneurial culture into their minds.
2. To organize Entrepreneurship Motivation Programs
 - ✓ Skill development programs (SDP)
 - ✓ Entrepreneurship Awareness Camps (EAC)
 - ✓ Entrepreneurship Development Programs (EDP)
3. To aid them in initiation of industries and Business.
 - ✓ Collaborate with entrepreneurship promotion agencies, and organizations
 - ✓ Leverage good student projects
 - ✓ Product Identification
 - ✓ Provide escort service for obtaining loan and other approvals.
4. To Promote Innovation Foster innovation and create an entrepreneurial culture in the institution.
 - ✓ Provide services, information and guidance to budding entrepreneurs.
 - ✓ Establishment of entrepreneurship Incubation centers
 - ✓ Creation and dissemination of new knowledge
5. To assist them in starting industries of their own right from
 - ✓ Product Identification (PI)
 - ✓ Market Survey, tools for market research
 - ✓ Preparation of Project Reports
 - ✓ Assist them in getting Technical feasibility Reports
6. To Create awareness on Entrepreneurship among the students through training programmes and camps
7. To facilitate budding entrepreneurs by providing information on entrepreneurial opportunities
8. To assist entrepreneurs in product development, Market Survey, Preparation of Project Reports and Assist them in getting Technical feasibility Reports
9. To help entrepreneurs to acquire necessary managerial skills to run the industry effectively

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Ref. No.: ZP/24-25/69

Date : 04/08/25

OFFICE ORDER

ALUMNI ASSOCIATION CELL

Alumni Association maintains a lifelong connection between the Alumni and the Institute. The alumni are important stakeholders and valuable assets of the institute. The Alumni Association works to connect alumni, support students and build an unforgettable Institute experience through annual alumni meet


The main motto behind the Alumni Association is to promote strong bond between alumni, students and the Institute and all the other stakeholders of our institute by creating a network which will in turn enable alumni to remain engaged with their alma mater. An Alumni Association stands for its core values of excellence, lifelong relationships, lifelong learning, inclusiveness and diversity, global citizenship, advocacy of the institute at a local and global platform.

Industry being the most important stakeholder of any Institute, Zeal Polytechnic strives to continuously connect Industry with for the professional development and high-quality careers for its students. Alumni can play a role of catalyst in building great interactions and relations with Industry. Alumni Association Cell is constituted at Zeal Polytechnic as under for academic year **2025-26**.

Sr. No	Name Staff	Post
01	Prof. A. A. Tamboli	President
02	Prof. Manoj Charate	Member Secretary and Coordinator
03	Prof. Vijay Mohite	Member
04	Prof. Balaji Shinde	Member
05	Prof. Abhijit Jagtap	Member
06	Prof. Sumit Thakare	Member
07	Mr. Harshal More	Member

The Alumni Association continues to seek innovative ways to serve alumni by providing social, educational, and professional opportunities. We appeal to all the enthusiastic alumni to contribute towards growth and progress of their Alma mater aligned towards the motto of being "Progressive" with "Modern" approach.




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Graded Excellent by, MSBTE EAMC for Computer and E & TC Department
In the year 2018-19

Date : 04/08/25

Ref. No.: ZP/25-26/68

OFFICE ORDER

(Formation of Institute Innovation Council (IIC) for Academic Year 2025-26)

As per the guidelines of the **Ministry of Education's Innovation Cell (MIC), Government of India**, and **AICTE**, Zeal Polytechnic, Pune, hereby constitutes the **Institute Innovation Council (IIC)** for the academic year **2025-26**. The IIC is established to promote innovation, entrepreneurship, and start-up culture among students and faculty members.

Objectives of the IIC:

1. To encourage innovative thinking and provide a platform for research and development.
2. To conduct periodic workshops, seminars, hackathons, and innovation challenges.
3. To facilitate interactions with industry experts, start-ups, and entrepreneurs.
4. To guide students in developing projects with commercial viability.
5. To support participation in various national and international innovation competitions.

Composition of Institute Innovation Council (IIC):

The following faculty members and student representatives are appointed to the IIC for the academic year 2025-26:

Sr. No.	Name of the Staff	Role in Committee
1	Prof. Ayub A. Tamboli	Convenor
2	Prof. Amol Chandane	IPR (Intellectual Property Rights) Coordinator
3	Prof. Sumit Thakare	Internship Coordinator
4	Prof. Amit Mohit	Social Media & Awareness Coordinator
5	Prof. Adinath Puri	NISP (National Innovation & Startup Policy) Coordinator
6	Prof. Rupali Janrao	Innovation Activity Coordinator
7	Prof. Ramesh Mandale	Member Secretary

All appointed members are expected to take proactive steps in achieving the objectives of the IIC. The Council shall organize at least two meetings per semester and submit reports on innovation activities conducted.

This order is effective immediately and remains valid for the academic year 2025-26. All members are requested to actively participate and contribute towards fostering an innovative ecosystem at Zeal Polytechnic, Pune.



Principal,
Zeal Polytechnic, Pune
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Narhe, Pune - 411 041.

Copy to:

1. All concerned
2. Notice Board
3. Office File



Ref. No.: ZP/25-26/67

Date : 04/08/25

OFFICE ORDER

Subject: Constitution of Website and Media Cell for Academic Year 2024-25

In alignment with the goal of enhancing the institution's visibility and outreach through digital platforms, the Website & Media Cell is hereby constituted at Zeal Polytechnic, Pune, for the academic year 2024-25. The Media Cell will ensure effective communication, promotion, and branding of the college across various media channels.

Constitution of the Website & Media Cell:

Sr. No.	Name of Staff Member	Designation	Contact No.	Email ID
1	Prof. Adinath R. Puri	Coordinator	7219505354	adinath.puri@zealeducation.com
2	Prof. Shinde Balaji	Member	8208739177	balaji.shinde@zealeducation.com
3	Prof. Biradar Savita	Member	7020158281	savita.biradar@zealeducation.com
4	Prof. Patharwat Vaishnavi	Member	8830971663	vaishnavi.patharwat@zealeducation.com
5	Prof. Jagtap Abhijeet	Member	7774976226	abhijit.jagtap@zealeducation.com
6	Prof. Vidya B. Bhagat	Member	8605303579	vidhya.bhagat@zealeducation.com

Functions of the Website & Media Cell:

- Website Maintenance:** Ensure regular updates and maintenance of the official college website, including academic and co-curricular activities.
- Social Media Campaigns:** Promote college-related news, events, and achievements through strategic social media campaigns on platforms like Facebook, Instagram, LinkedIn, Twitter, and YouTube.
- Content Creation:** Design and develop innovative posts, messages, and multimedia content for dissemination on social media.
- Analytics Tracking:** Monitor audience engagement metrics such as views, comments, likes, and shares on various platforms, and provide regular reports to the concerned authorities.
- Information Coordination:** Collaborate with different departments, stakeholders, and students to collect relevant information for creating content for social media and the website.

Roles and Responsibilities of the Website & Media Cell Coordinator:


- Supervise and ensure the timely execution of all activities of the Media Cell.
- Serve as the primary point of contact for all media-related queries and correspondence.
- Coordinate with the institution's stakeholders to gather accurate and updated information for dissemination.
- Oversee the design and publication of posts, ensuring alignment with institutional branding and guidelines.
- Analyse engagement data from social media platforms and submit periodic performance reports to the Principal.
- Organize training sessions for cell members to enhance digital marketing and communication skills.
- Ensure that all content adheres to ethical standards and reflects positively on the institution.

All members of the Media Cell are requested to extend their full cooperation to achieve the objectives of the cell. The Media Cell will commence its activities with immediate effect.

Copy To:

- All Department Heads
- Members of the Media Cell
- Office File




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