

# SHREE RAYESHWAR INSTITUTE OF ENGINEERING & INFORMATION TECHNOLOGY

"Shiv Shail" Karai, Shiroda, Goa 403 103

SES/SRIEIT/2021-22/ **553**

Date: **20-10-2024**

## **OFFICE ORDER**

### **(Anti Ragging Squad)**

An Anti Ragging Squad consisting of the following committee members to deal with all matters concerning ragging:

1. Prof. (Dr.) Shailendra Aswale, (Principal)
2. Asst. Prof. Jateen Shet Shirodkar, (HOD Mech Dept.)
3. Asst. Prof. Manjusha Sanke, (HoD IT Dept.)
4. Asst. Prof. Pratiksha Shetgaonkar, (HOD Comp Dept.)
5. Asst. Prof. Mayur Gambhir, (HOD ETC Dept.)
6. Asst. Prof. Grizel Pereira, (HOD Gen Dept.)

Prof. (Dr.) Shailendra Aswale, shall act as the Head of the Anti Ragging Squad and shall convene the meetings of the Squad as may called for the necessary and decide the matters as relevant. The Squad shall also initiate proactive measures to prevent ragging and dealing with all cases of ragging as may be needed from time to time, in consultation with the undersigned and/or the management.


All students intending to complain on 'ragging', shall approach the above Squad, to begin with, for redressal of their grievances.

The Squad shall commence functioning forthwith and shall remain effective until further orders



#### **Copy to:**

1. Hon'ble Chairman (SES)- For kind information
2. All HoDs -( Gen. Engg , ETC, Comp, IT ) (for circulation & necessary action)
3. All members of Anti Ragging Squad
4. Website Incharge - for uploading in [www.ritgoa.ac.in](http://www.ritgoa.ac.in)
5. All Employees - for circulation
6. Adm. Office. - Office record
7. Office of the Principal
8. Students Notice Boards

  
**Principal**  
SES's Shree Rayeshwar Institute of  
Engineering & Information Technology  
Shivshail, Shiroda-Goa

(Affiliated to **Goa University** & Approved by **AICTE**)



# SHREE RAYESHWAR INSTITUTE OF ENGINEERING & INFORMATION TECHNOLOGY

"Shivshail" Karai, Shiroda, Goa 403 103

Ref. No.: SES/SRIEIT/ Off. Ord. /2021-22/ 579

Date: 24.11.2021

## OFFICE ORDER

### **Internal Quality Assurance Cell (IQAC)**

As per the notification of Goa University related to part amendments to SA-20C (9) and in supersession to office order: SES/SRIEIT/ Off. Ord. /2020-21/57, dated: 17.10.2020, **Internal Quality Assurance Cell (IQAC)** is reconstituted with the following members as listed below till further order. IQAC shall devise the strategies to develop a quality system for conscious, consistent and catalytic programmed action to improve the Academic & Administrative performance of the institute and also to promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices. IQAC shall work in API based Assessment and also to analysis the faculty performances.

Prof. (Dr.) Shailendra Aswale, Principal	- Chairperson
Mr. Vinay Naik, Asst. Registrar	- Member
Mr. Prashant Bandekar, Librarian	- Member
Mr. Sandesh Naik, Accountant	- Member
Mr. Mayur Gambhir, Assistant Professor (ETC)	- Member
Mrs. Pratiksha Shetgaonkar, Assistant Professor (Computer)	- Member
Mrs. Manjusha Sanke, Assistant Professor (IT)	- Member
Mrs. Grizel Pereira, Assistant Professor (Gen)	- Member
Mr. Dinesh Naik (Trust Member)	- Member
Mr. Abhik Gupta (Director, Bidchat, Verna- Goa)	- Member
Mr. Nikhil Naik (Asstistant Vice President, Barclays Financial Services - Pune)	- Member
Mr. Jateen Shet Shirodkar, Asstistant Prof. (Mech)	- Member Secretary & Coordinator

#### Copy to:

1. Hon'ble Chairman – for kind information
2. All HoDs – ETC, Comp, IT & Gen. Engg. (for circulation among faculty members)
3. All IQAC Members
4. Personal file of All IQAC Members
5. Adm. Office – for office record



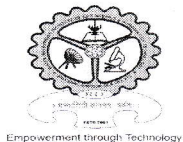
**PRINCIPAL**

**SES's Shree Rayeshwar Institute of  
Engineering & Information Technology  
Shivshail, Shiroda-Goa**

(Affiliated to **Goa University** & Approved by **AICTE**)



(0832) 2307001/32/99 Fax No. : (0832) 2307001



**SHREE RAYESHWAR INSTITUTE OF  
ENGINEERING & INFORMATION TECHNOLOGY**  
"Shivshail" Karai, Shiroda, Goa 403 103

Ref. No.: SES/SRIEIT/Off. Order/2021-22/ 572

Date: 16-11-21

**OFFICE ORDER**  
**(Innovation Cell)**

The Committee is constituted with an objective to connect the students with innovation and entrepreneurship ecosystem harnessing the required skill-sets, hands-on experience & industry insights, to nurture their innovative ideas and to create a culture of innovation among the students thereby aiding to their development as innovators and entrepreneurs. Also to provide a common platform to come together and share views and ideas thereby contributing something innovative to this society. To organize periodic activities such as workshops, seminars, project exhibitions and competitions in order to keep the spark of creativity, innovation and imagination alive in the students.

The members of the committee are as follows:

- |   |              |
|---|--------------|
| 1. Mrs. Manjusha Sanke (Asst. Prof.)        | -Coordinator |
| 2. Mrs. Pratiksha Shetgaonkar (Asst. Prof.) | -Member      |
| 3. Mr. Mayur Gambhir (Asst. Prof.)          | -Member      |
| 4. Mr. Jateen Shet Shirodkar (Asst. Prof.)  | -Member      |
| 5. Mrs. Grizel Pereira (Asst. Prof.)        | -Member      |
| 6. Mrs. Prajakta Tanksali (Asst. Prof.)     | -Member      |
| 7. Mr. Chilton Fernandes (Asst. Prof.)      | -Member      |



**Principal**

SES's Shree Rayeshwar Institute of  
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**Copy to:**

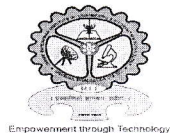
1. Hon'ble Chairman- For kind information
2. All HoDs – GE, ETC, Comp, IT & Mech – for circulation among Faculty Members & students.
3. All Members – Innovation Cell
4. Website Incharge – for uploading in [www.ritgoa.ac.in](http://www.ritgoa.ac.in)
5. Office of the Principal
6. Adm. Office – Office Copy
7. All Notice Boards

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**SHREE RAYESHWAR INSTITUTE OF  
ENGINEERING & INFORMATION TECHNOLOGY**  
"Shivshail" Karai, Shiroda, Goa 403 103

Ref. No.: SES/SRIEIT/Off. Order/2021-22/ **546**

Date: **18.10.2021**

**OFFICE ORDER**  
**(Committee for SC/ST/OBC)**

In supersession to Office Order: SES/SRIEIT/Off. Ord./2020-21/50, dated: 17.10.2020 and in accordance to AICTE guidelines given in "appendix-6 of the Approval Process Handbook (2019-20)" and as per the Scheduled Castes and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11.09.1989, the "**COMMITTEE FOR SC/ST/OBC**" is constituted with the following members, under the Chairmanship of the undersigned in order to safeguard the interests of the SC/ST/OBC students and employees of the Institute as per the instructions of MHRD, GOI from time to time.

**Members of Committee:**

1. Prof. (Dr.) Shailendra Aswale (Principal.) -	Chairman
2. Mrs. Manjusha Sanke (Asst. Prof.) -	Member & coordinator
3. Mrs. Pratiksha Shetgaonkar (Asst. Prof.)-	Member
4. Mr. Chilton Fernandes (Asst. Prof.)-	Member
5. Mr. Ravindra Gawde (Lab Asst.)-	Member
6. Mr. Santan Pereira (Workshop Attendant)-	Member
7. Mr. Vinay Naik (Asst. Registrar) -	Member Secretary

The Committee for SC/ST/OBC shall deal with all relevant matters of SC/ST/OBC students and employees of the Institute including the followings:

- As a Grievances Redressal Cell for the grievances of SC/ST/OBC students and employees and render them necessary help in solving their academic as well as administrative problems.
- It functions to promote higher education among the SC/ST/OBC or weaker communities that are suffering from economic, social and educational deprivations.
- It continuously monitors and evaluates the reservation policies and other programs intended for SC/ST/OBCs by the Govt. of India (GOI) for their effective implementation at institute.
- It suggests the follow-up measures to the administration of the Institute for achieving the objectives and targets laid down by MHRD, GOI for the empowerment of SC/ST/OBCs.



  
Principal

SES's Shree Rayeshwar Institute of  
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Shivshail, Shiroda-Goa

**Copy to:**

1. Hon'ble Chairman- For kind information
2. All HoDs – GE, ETC, Comp. & IT – for circulation among Faculty Members & students.
3. All Members – Committee for SC/ST/OBC
4. Website Incharge – for uploading in [www.ritgoa.ac.in](http://www.ritgoa.ac.in)
5. Office of the Principal
6. Adm. Office – Office Copy
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# SHREE RAYESHWAR INSTITUTE OF ENGINEERING & INFORMATION TECHNOLOGY

"Shivshail" Karai, Shiroda, Goa 403 103

Ref. No. : SES/SRIEIT/2021-22/ 552

Date: 20-10-2021

## Anti Ragging Committee

### Members of Anti-Ragging Committee:

1. Prof. (Dr.) Shailendra Aswale, Principal - Shree Rayeshwar Institute of Engineering & Information Technology, Shiroda. Arya Residency, Nageshi, Bandora, Ponda, Goa 403 401.
2. Nominee of the District Collector, North-Goa.
3. Nominee of Police Administration, Ponda Police Station, Ponda-Goa 403 401.
4. Mr. Ramesh Vaskar, Reporter/Representative, Tishem Borim, Ponda-Goa 403 401.
5. Ms. Sharmili S. Naik, President, Gram Kaushal Sanstha - Shiroda Goa.
6. Mr. Jateen Shet Shirodkar, Examination Incharge, Shree Rayeshwar Institute of Engineering & Information Technology, Shiroda, H.No. 994/2, Madapoi Marcella Ponda Goa 403107
7. Mr. Prakash Naik, parent of a current Third Year student (V Sem), Ms. Preeti Prakash Naik.
8. Mr. Tejas Rohidas Naik, Current First Year Student (I Semester) of the Institute.
9. Mr. Deeptesh Chari , Current Second Senior (III Semester) student of the Institute.
10. Mrs. Supriya Shirodkar, Non-Teaching Staff, H.No. 1248, Nr. Kamakshi Temple, Thal, Shiroda Goa 403 103.

Principal, Shree Rayeshwar Institute of Engineering and Information Technology, shall be chairman of the Committee, in ex-officio capacity.



**PRINCIPAL**

SES's Shree Rayeshwar Institute of  
Engineering & Information Technology  
Shivshail, Shiroda-Goa

### Copy to:

1. Hon'ble Chairman (SES) – For kind information
2. All HoDs (Gen.Engg, ETC, Comp, IT) – for circulation & necessary action
3. All Members of Anti Ragging Committee
4. Website Incharge - for uploading in web site
5. All Employees – for circulation
6. Adm. Office- Office Record
7. Office of the Principal

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# SHREE RAYESHWAR INSTITUTE OF ENGINEERING & INFORMATION TECHNOLOGY

Ref. No.: SES/SRIEIT/ Off. Ord. /2021-22/ 559

Date: 29.10.2021

## **OFFICE ORDER** **( Institute Industry Interaction Cell) - III Cell**

The Committee for **Institute Industry Interaction Cell (III-Cell)** is reconstituted for academic session 2021-22 with the following members mentioned below under the coordinator-ship of **Mrs. Manjusha Sanke**, Asst. Professor (Information Technology) shall work towards:

- To facilitate the process of close industry-institute interaction and promotions of fresh avenues for the same.
- To enhance industry interaction with students and bridge the gap between academia and corporate world.
- shall invite RIT Alumni working as industry experts, entrepreneurs & executives, and other experts, policy makers to interact with students thereby facilitating practical learning and value added knowledge sharing through activities viz.: Guest lecture Series, Industry Visits, Students Internships & Trainings, Interactive workshops, Personality Development and Grooming Sessions.
- Shall work to nurture the relationship with Industry experts available on RIT Panel and other Industry Persons to ensure their continuous participation in Student's Project Supervision, Projects Evolutions / Review Process
- Shall also invite industry experts to participate in Student's Technical activities, Research Conferences and Seminars, Alumni Meets, any other related activities to be organized in the institute.

### **III-Cell Committee Member:**


- |  |                             |
|--|-----------------------------|
| 1. Mrs. Manjusha Sanke, Asst. Prof. (IT)           | - Institutional Coordinator |
| 2. Mr. Saiesh N. Prabhu Verlekar, Asst. Prof. (IT) | - Member                    |
| 3. Mr. K.M. Chaman Kumar, Asst. Prof. (Comp)       | - Member                    |
| 4. Mr. Shreeyank Jambhale, Asst. Prof. (ETC)       | - Member                    |
| 5. Mr. Sarvesh Rane, Asst. Prof. (Mech)            | - Member                    |
| 6. Mr. Sandesh Mardolkar, Asst.Prof. (Gen. Engg.)  | - Member                    |

The III-Cell shall devise the strategies & plans for effective implementation and organization of activities under Institute-industry interaction and shall appraise progress and planning of the cell to the undersigned.



### **Copy to:**

1. Hon'ble Chairman - for kind information
2. All HoDs – ETC, CSE, IT, MECH & Gen. Engg. Dept. (for circulation and needful action)
3. Mrs. Manjusha Sanke – T&P Cell
4. All Members – II-Cell
5. Personal File – Committee Member
6. Adm. Office – for office record

  
Principal  
SES's Shree Rayeshwar Institute of  
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Ref. No.: SES/SRIEIT/Off. Order/2021-22/ 563

Date: 03.11.2021

## **OFFICE ORDER**

### **Student Grievance Redressal Committee (SGRC)**

In supersession to Office Order: SES/SRIEIT/ Off. Ord. /2020-21/42, dated: 17.10.2020, and as per AICTE Regulations for establishment of mechanism for Grievance Redressal Committee and OMBUDSMAN for all the AICTE approved Technical Institutions vide F No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.12.2019, the following SGRC has been reconstituted for Shree Rayeshwar Institute of Engineering & Information Technology with immediate effect.

The Committee is requested to contribute effectively to dispose the grievances at the earliest.

Sr.No	Name	Designation	Position	Email Address
1.	Dr. Shailendra Aswale	Principal	Chairman	shailendra.aswale@ritgoa.ac.in
2.	Mrs. Pratiksha Shetgaonkar	Asst. Professor (Comp)	Member	pratiksha.shetgaonkar@ritgoa.ac.in
3.	Mr. Mayur Gambhir	Asst. Professor (ETC)	Member	mayur.gambhir@ritgoa.ac.in
4.	Mrs. Grizel Pereira	Asst. Professor (Gen)	Member	grizel.pereira@ritgoa.ac.in
5.	Mrs. Manjusha Sanke	Asst. Professor (IT)	Member	manjusha.sanke@ritgoa.ac.in
6.	Mr. Jateen Shet Shirodkar	Asst. Professor (Mech)	Member	jateen.shirodkar@ritgoa.ac.in
7.	Mr. Kini Ajay	BE Comp	Student Meritorius	kini.ajay2315515@gmail.com

A Complaint Register has been kept in the office of the Principal. On receipt of a complaint, the staff in charge of the register will submit the same to the Member Secretary of the "Grievance Redressal Committee". The Committee will meet and look into the Information provided by the complainant. Any aggrieved student or parent may appear in person to present his/ her case. The SGRC shall conduct an enquiry to ascertain the nature and extent of the grievance. The SGRC shall suggest the step to be initiated at the level of the Institute. The redressal/ final action to be taken is left to the Principal.



Copy to:

1. Hon'ble Chairman- For kind information
2. All HoDs – GE, ETC, Comp. & IT – for circulation among Faculty Members & students.
3. All Members- GRC
4. Adm. Office – Office Copy
5. Website Incharge – for uploading in [www.ritgoa.ac.in](http://www.ritgoa.ac.in)
6. Office of the Principal
7. All Notice Board



**Principal**

**SES's Shree Rayeshwar Institute of  
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Shivshail, Shiroda-Goa**



**OFFICE ORDER**

**INTERNAL COMPLAINT COMMITTEE**

In supersession to **Office Order: SES/SRIEIT/Off.Ord. /2020-21/53, dated: 17.10.2020** and in accordance to Establishment of Internal Complaint Committee (ICC) (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 10<sup>TH</sup> June 2016, the **INTERNAL COMPLAINT COMMITTEE** has been reconstituted with the following members, under the chairmanship **Mrs. Manjusha Sanke, Assistant Professor (Information Technology)** as Presiding Officer in order to protect the women staff and students associated with the institute from any sorts of injustice or sexual harassment of any nature directly and indirectly. The Committee also provides support and guidance particularly around issues concerning the girl students, female faculty and staff on the campus.

The Committee will be responsible to make the females feel comfortable on campus and to encourage them for their complete involvement in academic excellence, extracurricular activities and various other activities which help to build confidence in them.

**Members of Committee:**

1. Mrs. Manjusha Sanke, (Asst. Prof.) -	Chairperson
2. Mrs. Grizel Pereira, (Asst. Prof.) -	Member Secretary
3. Mr. Mayur Gambhir, (Asst. Prof.) -	Member
4. Mr. Jateen Shet Shirodkar, (Asst. Prof.) -	Member
5. Mr. Vijaykumar Naik Pawar, (Asst. Prof.) -	Member
6. Mr. K.M. Chaman Kumar, (Asst. Prof.) -	Member
7. Mrs. Nutan Naik, (Adm. Staff) -	Member
8. Mr. Sudhakar Khandeparkar, (Adm. Staff) -	Member
9. Ms. Preeti Prakash Naik, Current Third Year Student	Member
10. Mr. Deeptesh Chari, Current Second Year Student	Member
11. Mr. Vedant N. Gaunker, Current First Year Student	Member



**Copy to:**

1. Hon'ble Chairman- For kind information
2. All HoDs – GE, ETC, Comp. & IT – for circulation among Faculty Members & students
3. All Members of – Internal Complaint Committee
4. Adm. Office – Office Copy
5. All Notice Board
6. Website Incharge – for uploading in [www.ritgoa.ac.in](http://www.ritgoa.ac.in)
7. Office of the Principal

  
**Principal**

**SES's Shree Rayeshwar Institute of  
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Shivshail, Shiroda-Goa**





## **OFFICE ORDER**

### **Vishaka Committee**

In accordance to Vishakha guidelines (laid down by the Hon'ble Supreme Court of India in year 1997) and in compliance to Goa University Policy (Preventive & Remedial) on Sexual Harassment of women at work place, 2010, **Vishaka Committee** is reconstituted with the following members as listed below, under the Chairpersonship of Mrs. Manjusha Sanke in order to protect the women staff and students associated with the institute from any sorts of injustice or sexual harassment of any nature directly and indirectly. The Committee also provides support and guidance particularly around issues concerning the girl students, female faculty and staff on the campus.

The Committee will be responsible to make the females feel comfortable on campus and to encourage them for their complete involvement in academic excellence, extracurricular activities and various other activities which help to build confidence in them including the followings:

- To create and ensure a safe environment for women that is free of sexual harassment.
- To create an atmosphere promoting equality and gender justice.
- To develop a policy for prevention of Sexual Harassment.
- To publicize the policy in English, Konkani and Marathi including through prospectus, notice boards, website.
- To plan and carry out programmes for gender sensitization.

#### **Members of Committee:**

**Mrs. Manjusha Sanke (Asst. Prof.) -**

**Mrs. Veena Gaonkar (Asst. Prof.) -**

**Mrs. Harsha Chari (Asst. Prof.) -**

**Mrs. Grizel Pereira - (Asst. Prof.) -**

**Mrs. Nutan Naik (Adm. Staff) -**

**Ms. Riya N. Ghadi (SE Comp Student)-**

**Ms. Desai Kalekar Ruchi R. (BE Comp Student) -**

**Ms. Panchal Juyee J. (BE Comp Student) -**

**Mrs. Bela Shirodkar (Ext. representative) -**

**Chairperson**

**Member Secretary**

**Member**

**Member**

**Member**

**Member**

**Member**

**Member**

**Member**



**Principal**

**S. E. S's Shree Rayeshwar Institute of  
Engineering & Information Technology  
Shivshail, Shiroda - Goa**

#### **Copy to:**

1. Hon'ble Chairman- For kind information
2. All HoDs – GE, ETC, Comp. & IT – for circulation among Faculty Members & students.
3. All Members of Vishakha Committee
4. Adm. Office – Office Copy
5. All Notice Board
6. Website Incharge – for uploading in [www.ritgoa.ac.in](http://www.ritgoa.ac.in)
7. Office of the Principal



# SHREE RAYESHWAR INSTITUTE OF ENGINEERING & INFORMATION TECHNOLOGY

"Shivshail" Karai, Shiroda, Goa 403 103

Ref. No.: SES/SRIEIT/off.ord /2021-22/ 566

Date: 08.11.21

## **OFFICE ORDER** **(Social Media)**

The Committee is constituted with an objective to advertise and promote various Institutional events through digital marketing, Print media and Social media. To create and conduct on and off campus activities related to the various social, academic, cultural, placement related activities, internships and departmental associations/clubs related events. To provide students with the opportunity to express their ideas and talent through social media. To foster the Industry- Institute interaction by posting the content related to guest lectures by corporate delegates, field visits and industrial visits organized by the Institute. To develop relationship with alumni, entrepreneurs, academicians and industry professionals. To digitally market the events and activities by uploading photos, videos and related reminders about the events.

The members of the Committee are as follows:

1. Mr. Chilton Fernandes	Asst. Prof. (ETC)	Chief Coordinator
2. Mrs. Grizel Pereira	Asst. Prof. (Gen)	Member
3. Ms. Deepmala Kale	Asst. Prof. (Comp)	Member
4. Ms. Shama Dessai	Asst. Prof. (IT)	Member
5. Mr. Sarvesh Rane	Asst. Prof. (Mech)	Member



**PRINCIPAL**  
SES's Shree Rayeshwar Institute of  
Engineering & Information Technology  
Shivshail, Shiroda-Goa

### **Copy to:**

1. Hon'ble Chairman
  2. All HoDs – ETC, Comp, IT, Mech & Gen. Engg. Dept.
  3. Committee Members
  4. Copy to Personal File of committee members
  5. Office Copy
- } For Kind Information

(Affiliated to Goa University & Approved by AICTE)



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