



Pune District Education Association's  
**MAHATMA PHULE INSTITUTE OF  
MANAGEMENT & COMPUTER STUDIES**  
(Affiliated to Savitribai Phule Pune University, Recognised by D.T.E. Govt. of Maharashtra, Approved by A.I.C.T.E. New Delhi)



Annasaheb Magar College Campus, Manjari Road, Hadapsar, Pune-411 028.  
Tel. : (020) 26993020, 26992611 E-mail : directorpdeampim@gmail.com Web : pdeampim.edu.in

PUN Code - IMMP010720

DTE Code - MB6107

AISHE Code : C - 41697

### Criteria 3

#### **3.2.2 Number Of Workshops/Seminars Conferences Including Programs Conducted On Research Methodology, Intellectual Property Rights And Entrepreneurship:**

##### **I. Seminar On Entrepreneurship Program:**

**Date: 20/03/2019**

##### **Activity Photo:**



*S. S. G. K. Medgaol*  
IIC DIRECTOR  
Mahatma Phule Institute of Management & Computer Studies  
Hadapsar, Pune-41





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## Activity Notice



Pune District Education Association's



**Mahatma Phule Institute of Management & Computer Studies**

**Hadapsar , Pune-28**

### NOTICE

#### Seminar on Entrepreneurship program

MPI/ 2018-19

Date-19/03/2019

This is to inform all staff, MBA I and MBA II students that our institute will organize **Seminar on Entrepreneurship program** on 20/03/2019 between 11:00 am & 12:00 p.m at Seminar Hall of Mahatma Phule Institute of Management and computer studies ,Pune

Intention of activity is to make students, staff aware about seminar on entrepreneurship program.All staff, MBA I and MBA II Students must attend this Activity.

Prof. Shital Sonawane

Activity Coordinator

Prof. Dhires A. More

NAAC Coordinator

Prof. Ashwini Walhekar

IQAC Co-ordinator

Dr. Sachin S. Bharadwaj

Director



IIC DIRECTOR  
Mahatma Phule Institute of Management & Computer Studies  
Hadapsar, Pune-28





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**Activity Report:**



Pune District Education Association's



Mahatma Phule Institute of Management & Computer Studies

Hadapsar , Pune-28

**Report of Seminar on Entrepreneurship Program**

**Seminar on Entrepreneurship Program** was hosted by Prof. Shital D. Sonawane and Dr.Sachin Bharadwaj (Director in charge). The staff members of Mahatma Phule Institute of Management & Computer studies and Students were involved and participated in making the program a success. Pune District Education Association's of Mahatma Phule Institute of Management and computer studies Hadpsar, Pune-28. Seminar on Entrepreneurship Program had conducted on 20/03/2019 between 11:00 am & 1:00 p.m at seminar hall of Mahatma Phule Institute of Management and computer studies, Pune.

Intention of activity was to make students aware about **Seminar on Entrepreneurship Program**. Around 50 participants including staff, Director and students were registered for **Seminar on Entrepreneurship Program**

  
 Prof. Shital D. Sonawane  
 Activity coordinator



  
 Dr. Sachin S. Bharadwaj  
 Director  
**DIRECTOR**  
 Mahatma Phule Institute  
 (C.M.S. & R.)  
 Hadapsar, Pune-411 028

  
 IIC DIRECTOR  
 Mahatma Phule Institute of Mgmt & CS  
 Hadapsar Pune-28





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## Personal Details of resource person:

### Personal Information:

- 1) Name: SHRI. PRAKASH KISANRAO KUTWAL
- 2) Designation : Chairman
- 3) Companies 1) Kutwal Foods Pvt. Ltd. (energy milk)  
2) Camberwell Beverages Pvt. Ltd.  
3) KW Polypack India Pvt. Ltd.  
4) Parents farming business  
5) Education upto 10th standard at native village Mandavagan and further vocational education (ITI)  
NCTVT Aundh Pune (Instrument Mechanical)
- 6) Products in the name of energy: milk and milk products, packaged drinking water and soft drinks juices, sweets
- 7) Total awards received so far 56
- 8) Member Maharashtra Government Milk Advisory Committee
- 9) Member Maharashtra Government Milk Rate Control Committee.

**Published Books:** 1) Shram Ganga Parati 2) Inspiration Source Marathi Udayojak  
3) Agriculture Idol 4) Zep.

### Major Awards: ...

- 1) Samvad Gaurav Award 2004
- 2) Lokseva Gramin Vigarsheti Co Credit Union Public Service Award 2005
- 3) Akhil Bharatiya Marathi Sahitya Parishad Rajarshi Shahu Udayogaratna Award 2009
- 4) Muktai Gaurav Award 2007 for State level Gnanchikitsala
- 5) Raj level Samadharna Gaurav Award 2009-10
- 6) Prernastrot Marathi Udayojak Award 2012
- 7) Hon. Gnanadasmriti Gaurav Award 2013 by President Pratibhatai Patil
- 8) Sahakarbhushan Award 2015 by Greenworld
- 9) Award for Excellence In Agriculture Entrepreneurship

  
H.C. DIRECTOR  
Mahatma Phule Institute of Management & Computer Studies  
Hadapsar Pune-28





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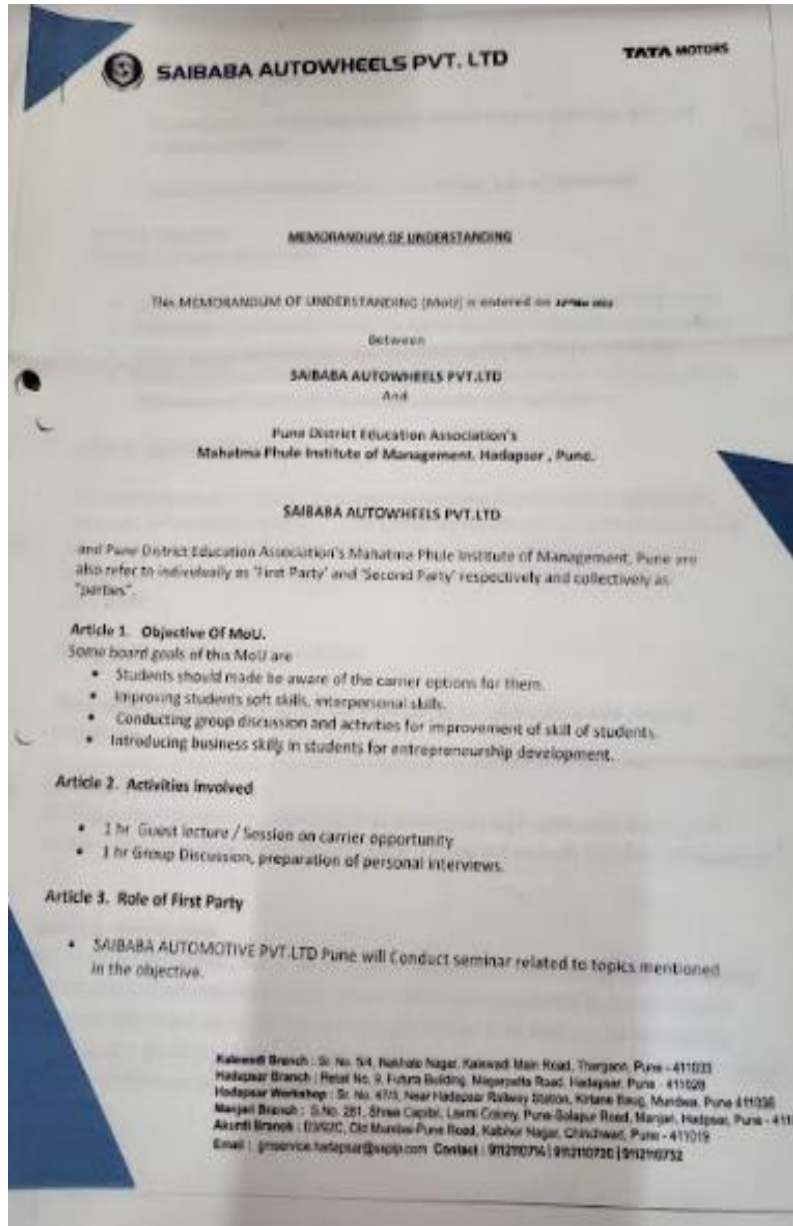


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**II) Campus Drive By Saibaba Auto Wheels pvt ltd.**

**MOU With Saibaba Auto wheels pvt ltd**



**SAIBABA AUTOWHEELS PVT. LTD**

**TATA MOTORS**

**MEMORANDUM OF UNDERSTANDING**

This MEMORANDUM OF UNDERSTANDING (MoU) is entered on 27/10/2023

Between

**SAIBABA AUTOWHEELS PVT.LTD**  
 And

Pune District Education Association's  
 Mahatma Phule Institute of Management, Hadapsar , Pune.

**SAIBABA AUTOWHEELS PVT.LTD**

and Pune District Education Association's Mahatma Phule Institute of Management, Pune are also refer to individually as "First Party" and "Second Party" respectively and collectively as "parties".

**Article 1. Objective OF MoU.**

Some broad goals of this MoU are

- Students should made be aware of the carrier options for them.
- Improving students soft skills, interpersonal skills.
- Conducting group discussion and activities for improvement of skill of students.
- Introducing business skills in students for entrepreneurship development.

**Article 2. Activities Involved**

- 1 hr Guest lecture / Session on carrier opportunity
- 1 hr Group Discussion, preparation of personal interviews.

**Article 3. Role of First Party**

- SAIBABA AUTOMOTIVE PVT.LTD Pune will Conduct seminar related to topics mentioned in the objective.

Kalwadi Branch : Sr. No. 54, Nakhate Nagar, Kalwadi Main Road, Thergon, Pune - 411033  
 Hadapsar Branch / Retail No. 9, Futura Building, Nagarmatta Road, Hadapsar, Pune - 411029  
 Hadapsar Workshop : Sr. No. 475, Near Hadapsar Railway Station, Kotane Bag, Mumbai, Pune 411036  
 Manjari Branch : S.No. 251, Shree Choksi, Laxmi Colony, Pune-Solapur Road, Manjari, Hadapsar, Pune - 411  
 Akurdi Branch : 03/02, Old Mumbai-Pune Road, Kabbur Nagar, Chinchwad, Pune - 411015  
 Email : gmservice.hadapsar@saippl.com Contact : 91210794 | 912110720 | 912110732



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**Student Employment details for Saibaba Auto wheels:**

**SAIBABA AUTOWHEELS PVT. LTD.**  
 (Authorized TATA Motors Dealer)

**EMPLOYMENT APPLICATION FORM**

\*Candidates are requested to fill up all the details in this form in BLOCK letters and mention N/A (Not Applicable) against those which does not apply in applicant's case.

Post Applied for: SALES ADVISOR

Applied through: FEAT-STRIVE  
 (Agent / School / Advertisement / Consultant)

Full Name: CHIRAJ KAMALAKAR JAGTAP  
 (First) (Middle) (Surname)

Father's Name: KAMALAKAR DATTATRAY JAGTAP

Address For Correspondence: SAI PRASAD, LANE NO. 3, GURUDATTA COLONY, SHEKARI NAGAR, PUNE - 412 308  
 Pin: 412308 Email: DHIRAJ0317@gmail.com Cell: 9822846379

Permanent Address: SAI PRASAD, LANE NO. 3, GURUDATTA COLONY SHEKARI NAGAR, PUNE  
 Pin: 412308 Email: DHIRAJ0317@gmail.com Cell: 9822846379

\*Emergency Contact Number of Family: (Blood Relation Only)

1. 9822846379 2. \_\_\_\_\_

\*Aadhaar Card Number: 2313 3211 9056

\*Pan Card Number: AGZPJ5353J

\*Universal Account Number or UAN: 100123419017

\*Existing ESIC Number: If yes, ESIC No.: TNMA500313090000262073

Nominee Details for ESIC Registration:-  
 \*Name & Relationship: \_\_\_\_\_, DOB: \_\_\_\_\_

*S. S. Magar*  
 JIC DIRECTOR  
 Mahatma Phule Institute of Management & Computer Studies  
 Hadapsar Pune-28





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## Proposal For Campus Recruitment:

Respected Sir/Madam,

This is to bring in your kind notice, that I am Rupali More ,HR Manager of Saibaba Autowheels Pvt.ltd Hadapsar.

We as an organization is putting up a proposal for campus recruitment to hire graduates or fresher for our firm. We would like you to arrange the mentioned arrangements for the recruitment procedures.

**Hiring –Sales Executive -20 (Tata -passenger-vehicles sales )**  
**Sales Executive job description.**

- Conduct market research to identify selling possibilities and evaluate customer needs
- Actively seek out new sales opportunities through cold calling, networking and social media
- Prepare and deliver appropriate presentations on products and services
- Create frequent reviews and reports with sales and financial data
- Ensure the availability of stock for sales and demonstrations
- Collaborate with team members to achieve better results.

For further details, please reach out to [hr.hadapsar@ssplp.com](mailto:hr.hadapsar@ssplp.com) or our HR Department 8956090853.

We await your response.

Thanks & Regards,  
For Sai Baba Autowheels Pvt.ltd  
Hadapsar Branch .  
Rupali More.  
Manager Admin & HR.  
8956090853.

  
I/O DIRECTOR  
Mahatma Phule Institute of Management & Computer Studies  
Hadapsar Pune-33





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**Activity Photos:**







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**Activity Notice:**



**NOTICE**


MPI/ 2021-2022/

Date:26/05/2022

This is to inform all MBA I and MBA II students that our institute will organize campus drive of Sai baba Autowheels Pvt Ltd. on 27/05 /2022 between 11:00a.m &1:00 p.m .

Intention of activity is to make students, staff aware about Campus drive .All MBA I and MBA II Students must attend this Activity,

  
Prof. Shital Sonawane      
Prof. Ashwini Walhekar      
Prof. Rajendra Sathe  
Activity Coordinator    IQAC Coordinator    Placement Coordinator

  
Prof. Dhires A. More  
NAAC Coordinator

  
Dr. S.S. Bharadwaj  
i/c Director  
Mahatma Phule Institute Of  
Management & C.S.  
Hadapsar, Pune-28.



  
i/c DIRECTOR  
Mahatma Phule Institute of Management & C.S.  
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### Thanking Letter:



To

Mrs.Rupali More

Sai baba Automotive Pvt. Ltd

Magarpatta, Pune-28

Subject: Thank you for Campus drive

Respected madam,

We thank you Mrs.Rupali More.(Sai Baba Autowheels Pvt. Ltd.Magarpatta Pune) for conducting Campus drive of Sai baba Automotive Pvt Ltd. on 27/5/2022 between 11:00a.m & 1:00p.m in our college .

We look forward to have more mutual beneficial relationship

Thanks for the wonderful Campus drive of Sai baba Automotive Pvt. Ltd.with us.

Thanking you

Dr. S.S.Bharadwaj

I/C Director  
Mahatma Phule Institute Of  
Management & C.S.  
Hadapsar, Pune-28.



I/C DIRECTOR  
Mahatma Phule Institute of Mgt & C.S.  
Hadapsar Pune-28





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**Student registration:**

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**HADAPSAR, PUNE -28**

**Registration form**

Campus drive of Sai Autowheels Pvt. Ltd 27/5/2022

Sr no.	Class	Name of Students	Qualification	Contact	Email
1	MBA II	Anileyogesh	MBA	898327420	yogeshamles
2	MBA II	Desai smi	MBA	9761491929	smi.Hdscs@rediffmail.com
3	MBA II	Patne saree	MBA	9681226049	sareepatne@rediffmail.com
4	MBA II	Govad Vishal	MBA	855109980	vishal.vinod@gmail.com
5	MBA II	Pawar Yumy	MBA	988119039	yumypawar@gmail.com
6	MBA II	Avadhut Indraj	MBA	779838288	avadhut.indraj@gmail.com
7	MBA II	Yadav Manoj	MBA	9922431033	yadavmanoj@gmail.com
8	MBA II	Mastake Pratik	MBA	9822352832	pratikmastake@gmail.com
9	MBA II	Priyanka	MBA	9825099673	priyankapokhane@gmail.com
10	MBA II	Kamble Harsh	MBA	7798709265	kambaleharsh@gmail.com
11	MBA II	Saravade Sumy	MBA	9822352832	saravade.sumy@gmail.com
12	MBA II	Hole Pooja	MBA	976598868	pholepooja@gmail.com
13	MBA II	Jagtap Vishal	MBA	7083750675	jagtap.vishal@gmail.com
14	MBA II	Bhavsati Namrata	MBA	9158064374	namratabhavsati@gmail.com
15	MBA II	Pokarkar Swapnil	MBA	9860212970	swapnilpokarkar@gmail.com

SP Pokarkar  
 Gmail.com

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## Personal Details of resource person:

### Rupali More.

Email-id: [rupalim830@gmail.com](mailto:rupalim830@gmail.com)  
Mobile: 08308604929.

#### CAREER OBJECTIVE :

To work in challenging atmosphere by holding key position in the field of management where my professional skills and experience can put in continuous up-gradation of knowledge as per organizational requirement.

#### SYNOPSIS :

- **MBA HR with 6.5 years of experience** as HR Recruitment & Generalist in areas like Manpower Planning & Budgeting, Recruitment, Selection, Joining & Induction, Training and Development, PMS, Exit, Employee Engagement, Statutory Compliances and other generalist operations.
- An effective communicator with good interpersonal, analytical & organizational abilities.
- 60% Recruitment | 40% HR Generalist Profile.
- Experience in end to end recruitment.

#### TECHNICAL SKILLS :

Operating Software : Window 98, XP, and Vista, 7, 10  
Application Software : MS Word, MS Excel, MS Power point.

#### EDUCATION QUALIFICATION :

- **MBA**  
Mahatma Phule Institute of Management (MPIM), Pune in 2012.
- **B.C.A**  
Sangola collage. (Vidyanan Mahavidyala Sangola)

#### WORK EXPERIENCE :

Organization : **NEKA Maharashtra(Maharashmi group)**  
Job Profile : **Sr HR Executive.**  
Duration : May 2016 to Till date

#### Responsibilities :

- Managing the recruitment/hiring process (Manpower Planning & Resourcing) Headhunting, sourcing and e - sourcing.
- Worked on almost all skills of requirements served the best with the right fits. Sourcing of candidates via internet search such as Job Portals (Naukri), referrals, internal database, networking sites (LinkedIn, etc.)
- Conducting Personal interviews evaluating the candidates on various parameters like Experience, Communication, Attitude, Functional competencies, Confidence & Knowledge about the job etc.
- Conducting HR Round of the selected candidates, which involves negotiating and matching of salaries according to organizational standards and also briefing candidates on other benefits etc.
- Conducting reference checks for the selected candidates. Follow up with the candidates regarding the acceptance of the offer and the joining dates and ensure the candidates join the organization.
- Handle General Employee Grievances i.e. Queries on Leave Policies, Internal grievances
- Creating innovative Employee Engagement practices and fun at work activities.
- Identifying Training needs and arrange different types of training as per requirement.
- Own and facilitate the Reward and Recognition process.
- Induction program for new joiners.
- Updating of employees personal file / master file-containing details of appointment, past career history, personal details of employees, salary details and break up.
- Resolved employee's queries through interaction with them
- Sending birth day & congratulatory emails to employees.

  
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- Maintaining attendance, drafting letters, generating meetings.
- Payroll updating including monthly salary processing, salary changes etc.

Organization : India Deals Pvt. Ltd.  
Job Profile : Assistant Manager - HR  
Duration : June 2014 to April 2016

#### Key Highlights

##### > Recruitment & Selection

- Managing the complete Recruitment life-cycle for sourcing the best talent from diverse sources.
- Sourcing profiles from various avenues including internal database, job portals, & employee referrals.
- Pre-screening profiles & short-listing candidates based on their skill set.
- Evaluating the candidate's skills and competencies including communication skills, inter-personal skills, and confidence level.
- Handling final round of HR interview in order to assess the candidate's suitability, Attitude, Professional & Academic qualifications, Experience, Communication skills & salary negotiation after completing technical Round.
- Scheduling interviews for candidates with the concerned department head.
- Maintaining MIS reports of the recruitment, selection & rejection.
- Coordinate with client & candidates.
- Post offer Negotiations - Role, Salary, Location & DOJ.
- Follow up with the candidates to ensure that the candidates once confirmed, join the organization.

##### > Joining Formalities / Induction & Orientation

- Collecting documents & verifying them.
- Conducting Background Verification/ Reference Checks
- Issuing & maintaining Offer and Appointment letters.
- Maintaining personal files of all employees & to maintain their database.
- Conducting Induction Programs for the newly joined employees
- Induction Program and guiding the candidates on HR Policies.
- Introducing new joiners to the concern departments.
- Issuing Company ID card, generating employee ID & official email-id.

##### > Employee Relation Management

- Handling Employee Grievance.
- Celebrating various events like (Festival Functions, Employees Nithday, Outdoor trips etc.)
- Maintaining files of employee correspondence.
- Encouraging people to resign / retain.

##### > MIS

- MIS Report on Monthly Basis
- Preparing Reports on Recruitment / New Joiners / Status of Employment / Absenteeism / Present / Employees leaving the company / Employees left the company
- Maintenance of Employee Records.

##### > Other HR Activities:

- Responsible for checking references, negotiating terms and roles for each project, coordinating the interview process, extending offers, and closing candidates.
- Payroll Management: CTC & Salary Designing Calculating PF ESIC, PT and TDS, bonus calculation, leave management
- Handled other administrative tasks as joining formalities, involve in Employee engagement programmes, providing solution to the internal employees
- Preparing weekly and monthly reports on recruitment.
- New Employee entries in HRIS.
- Conducting and Promoting Employee Engagement and Welfare activities
- Involve in Change Management.

Organization : Col Pvt.Ltd.  
Job Profile : Hr Executive - HR

*S.S. G. K. Reddy*  
H.C. DIRECTOR  
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**Duration** : June 2013 to May 2014

**Organization** : Career Zone (Recruitment Consultancy)

**Job Profile** : Recruitment Executive - HR

**Duration** : May 2012 to Dec 2012

#### EXTRA-CURRICULAR ACTIVITIES

- Won Inter College Championship in Foot Ball
- Won prize in various cultural competitions like fashion show, dancing etc during MBA.

#### ACHIEVEMENT

- Awarded as a best HR of the year in Cat Pvt .Ltd .

#### PERSONAL DETAILS

Date of Birth : 5<sup>th</sup> May 1988  
Marital Status : Married  
Sex : Female  
Languages Known : English, Hindi, Marathi.  
Nationality : Indian  
Address : Authat Nagger Phursungi,  
Hadapsar, Pune-28.

Place:Pune.

(Rupali More)

Date: 13/08/2021

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