

**JSPM's Bhivarabai Sawant Institute of Technology & Research, Wagholi,
Pune (412207)**

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2

Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc



JAYAWANT SHIKSHAN PRASARAK MANDAL's
Bhivarabai Sawant Institute of Technology & Research

(Approved by AICTE New Delhi, DTE Mumbai & Affiliated to Savitribai Phule Pune University)

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Institute Accredited by National Assessment and Accreditation Council (NAAC), Bengaluru

National Board of Accreditation (NBA), New Delhi. Accredited Programs:

Information Technology, Electronics and Telecommunication Engineering, Electrical Engineering

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Vision: "To Satisfy the aspirations of youth force, who want to lead the nation towards prosperity through techno-economic development"

Mission: "To provide, nurture and maintain an environment of high academic excellence, research and entrepreneurship For all aspiring Students, which will prepare them to face global challenges maintaining high ethical and moral Standards"



BHIVARABAI SAWANT INSTITUTE OF TECHNOLOGY AND RESEARCH, PUNE

Gate No. 720/1 & 2, Nagar Road, Wagholi, Pune, Maharashtra 412207
Approved By AICTE, New Delhi, Govt. Of Maharashtra & Affiliated To Savitribai Phule Pune University

Accredited by NAAC with a B++ grade

and

NBA accredited programs: Electronics and Telecommunication Engineering, Information Technology and Electrical Engineering

Strategic Perspective Plan of the Institute (2023-2027)

A perspective plan of our institute is a comprehensive and forward-looking document that outlines the institution's vision, goals, and strategies for future development. It serves as a roadmap for achieving excellence in education, research, and overall institutional growth. The plan typically covers a specific time frame, spanning five years, and is designed to guide the institute in making decisions to enhance its overall effectiveness. In that regards Internal Quality Assurance Cell (IQAC) has prepared a strategic perspective plan to enhance the academic, research, consultancy, extension, outreach, co-curricular and extra-curricular activities as against the set progress indicators and recommend the augmentation of necessary infrastructural facilities for achieving the longterm goals and objectives.

In formulating the strategic perspective plan, due consideration is given to the institute's vision, mission, and embedded values and culture. A SWOC analysis is a tool used to frame this strategic perspective plan considering the following determinant key factors which are student-centric.

- Moving Towards Implementation of National Education Policy 2020
- Students Diversity
- Academic Performance
- Skill Sets Development through curricular, co-curricular and extra-curricular activities.
- Ethical and Human Values
- Accountability as a Citizen of India through Extension and Outreach Activities
- Infrastructure augmentation
- Faculty Development Programs
- Incubation, Innovation, Research and Entrepreneurial skills
- Training and Placement
- Continuous Improvement

Keeping in view the above key factors the planning consisted of giving a in-depth thought to the following

Values Identification: Identify and articulate the core values that underpin the institute's culture and guide decision-making. These values serve as the ethical foundation for strategic initiatives.

Goal Setting: Establish clear and measurable goals that align with the institute's mission and vision. Goals should be specific, achievable, and time-bound.

Strategic Formulation: Develop strategies to achieve the established goals, encompassing academic excellence, research, infrastructure development, and stakeholder engagement. These strategies should leverage the institute's strengths and address identified weaknesses.

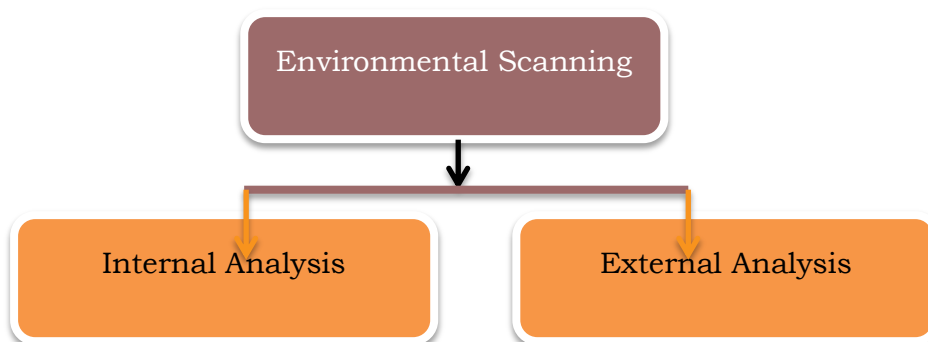
Resource Allocation: Allocate resources effectively, considering budgetary constraints, to support the implementation of strategic initiatives. This includes funding for faculty development, infrastructure upgrades, and research endeavours.

Implementation Planning: Develop a detailed plan for the phased implementation of strategies, outlining responsibilities, timelines, and key performance indicators. This ensures a systematic and coordinated approach to achieving the set objectives.

Monitoring and Evaluation: Establish mechanisms for on-going monitoring and evaluation of the strategic plan's progress. Regular assessments enable timely adjustments, ensuring adaptability to changing circumstances.

Feedback and Iteration: Solicit feedback from stakeholders throughout the implementation process, fostering a culture of continuous improvement. Use this feedback to iteratively refine strategies and enhance the effectiveness of the strategic plan.

SWOC Analysis: Conduct a comprehensive SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis to identify internal strengths and weaknesses, as well as external opportunities and threats, informing strategic priorities.



Strengths-Weaknesses-Opportunities-Challenges (SWOC) Analysis Framework

Internal analysis:

- IQAC has collected qualitative and quantitative data from all institute units.
- Data on infrastructure, academic performance, teaching learning activities, training, research activities.etc.is collected from each department.
- The achievement of faculty and student at national, international level is collected
- Additional inputs are taken from training placement cell admission cell, office etc.
- Feedback from stakeholder is recorded.

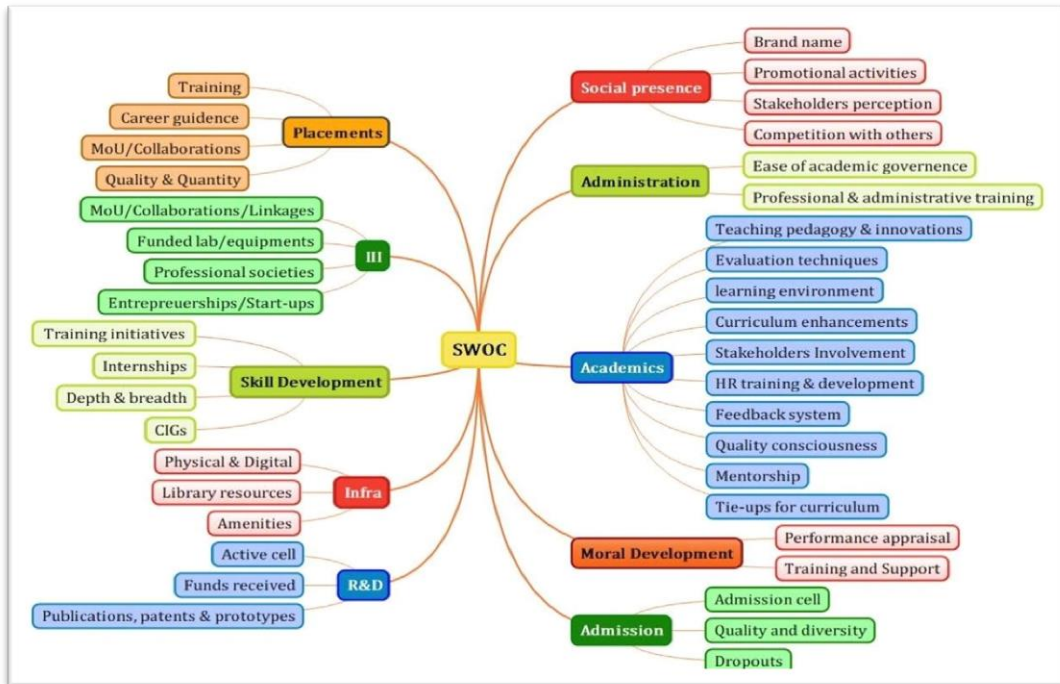
External analysis:

- Reports from AICTE, DTE and other national portals on changing educational policies(NEP-2020)
- Data on changing technology and industry demands
- Performance of another peer institute.
- New emerging opportunities in the education field.

Procedure adopted for conducting the SWOC analysis:

- SWOC analysis is carried out by all departments involving all stakeholders.
- Each department submits data on infrastructure, academic performance, teaching-learning activities, training, and research activities. etc. to IQAC
- The institute SWOC analysis is done by IQAC coordinator along with committee members. Brainstorming sessions are conducted with the HODs and senior faculty.

The following parameters are considered while doing SWOC analysis



Quantitative Data:

Department:

- ✓ Academic results
- ✓ Student enrolment/Admission
- ✓ FDP attended/certification completed
- ✓ Workshop/Conference/expert talk conducted
- ✓ Infrastructure upgradation
- ✓ Student participation in curricular and extracurricular (project/competition /sport/cultural)
- ✓ Faculty and student achievement
- ✓ Alumni Engagement
- ✓ E content/ICT initiatives by faculty

Research Data

- ✓ Publication (national /International conferences and Journals)
- ✓ Consultancy
- ✓ Funding
- ✓ Patent data
- ✓ Sponsored projects

Institute Industry Interaction Data:

- ✓ Entrepreneurship activities
- ✓ MOU/linkages data
- ✓ Internships
- ✓ Industry visits

Training and Placement Data

- ✓ Trainings conducted
- ✓ Higher studies/GATE and other competitive exam data
- ✓ Placement record with in-depth analysis
- ✓ Campus placement
- ✓ Company visited
- ✓ Average package
- ✓ Highest package

Social and cultural

- ✓ Engagement of students and faculty in social activity.
- ✓ NSS activities
- ✓ Environment-related initiatives
- ✓ Project carried out in social interest
- ✓ Cultural activities

Feedback and Mentoring

- ✓ Feedback analysis of stakeholder
- ✓ Mentoring data

After a thorough review of the above processes/activities the identified the strengths, weaknesses, opportunities, and challenges of the institute.

Strengths:

- ✓ Visionary management team and transparent administrative set-up.
- ✓ Qualified, experienced and dedicated teaching faculty.
- ✓ Student-centric functioning with mentoring, counselling and Effective academic monitoring through IQAC, HODs, Module coordinators and Dean Academics.
- ✓ ICT integration in teaching-learning and pedagogical initiatives.
- ✓ Good academic results.
- ✓ Training and placement cell striving to ensure skill enhancement and improvement in core industry placements.
- ✓ Good participation of students in Co-curricular and extra-curricular activities..
- ✓ Social inclusiveness through extension and outreach activities.
- ✓ Gender Equity Initiatives and survey.

Weaknesses:

- ✓ The socio-economic background of many students admitted in the College leads to poor language competence.
- ✓ Moderate placement packages and low placement in core companies.
- ✓ Inadequate number of skilled supporting staff
- ✓ Poor enrolment for engineering PG programs in recent years.
- ✓ Need to improve library utilization.
- ✓ Deepening of industry-academia partnerships in applied research needs to be encouraged.

Opportunities:

- ✓ Scope for interdisciplinary and sponsored projects.
- ✓ To build partnerships and collaborative work amongst community/peer institutes/ National R &D Labs.
- ✓ Incorporation of blended learning and Improvement in online resources /digital content.
- ✓ Improve the quality of research by applying research proposals to various funding agencies.
- ✓ Upskilling of faculty and students in new-age technology by encouraging their participation in various activities and in certification courses by NPTEL.
- ✓ To add new programs like Artificial intelligence and Data Science. Due to increasing demand.

Challenges:

- ✓ To get meritorious students.
- ✓ To map curriculum with fast-changing technology and skillset due to limited flexibility as the institute is bound to implement the syllabus prescribed by the affiliating University.
- ✓ To create a positive reputation/brand in the external world
- ✓ To shift student mindset from an exam-oriented approach to a learning/skill enhancement approach.
- ✓ To improve the research quality of publication.
- ✓ Difficulty in Student engagement due to their distractions attributed to excessive use

of social media.

Summary:

It is evident from the above analysis that the institute has the potential to achieve continuously improved performance leading to benefits to both the students and teaching staff.

Strategic Perspective Plan:

After understanding the Strengths, weaknesses opportunities and Challenges for has developed the following strategic plan was drafted for the period 2023 to 2027 to transform the institute into a quality technical education institute.

- ✓ To provide trained and skilled engineers to meet the current industry demands
- ✓ To obtain full accreditation for all UG programs.
- ✓ To provide a blended learning experience and use of ICT to improve the quality of teaching and learning process.
- ✓ To enhance the research culture and entrepreneurship among students.
- ✓ To enhance collaborative activities with industries and other reputed institutes and share resources with mutual tie-ups.
- ✓ To train newly joined Faculties through faculty development Programmes and to upgrade the skills of Technical Staff through regular training programs.
- ✓ To Strengthen Industry/ Institute / Alumni Interaction for better placement and internship opportunities
- ✓ To engage in more social and eco-friendly projects.

The objectives and expected outcomes are framed which are aligned with the strategic perspective plan.

Strategic perspective plan-I:

- To provide trained and skilled engineers to meet the current industry demands.

Objectives:

- To train students on current technologies and new advancements.
- To adopt project-based learning and give a platform to apply their acquired knowledge for real-life applications.

Expected outcome:

- Enhanced Core Placement.

Current status:

- 60% placement in core industries
-

Strategic perspective plan-II:

- To obtain full accreditation for all UG programs.

Objectives:

- To implement outcome-based education by adopting right teaching-learning process.
- To assess the program outcome by taking regular feedback from stakeholders

Expected outcome:

- Increase the employability of students and thereby brand value improvement leading to . Improvement in quality admission

Current status:

- Students with low merit and poor communication skills.
-

Strategic perspective plan-III:

- To provide a blended learning experience to improve the quality of teaching and learning process.

Objectives:

- To integrate ICT tools and teaching methodologies.

Expected outcome:

- Familiarity with the use of modern tools and learning resources.
- Better understanding of complex concepts with audio-visual inputs.

Current status:

- Teaching staff members use ICT tools like LCD projectors, smart boards, NPTEL videos and other online resources and students are also gaining interest in the use of digital resources.
-

Strategic perspective plan-IV:

- To enhance the research culture and entrepreneurship among students.

Objectives:

- To provide an incubation Centre
- To publish papers in Scopus indexed/UGC care/WS journal
- To promote faculty for PhD program and encourage them for upskilling.

Expected outcome:

- More employable and entrepreneurs from the institute
- Quality publication

Current status:

- Lack of research funding and limited opportunity to orient the students and faculty members due to limited flexibility or autonomy in academic implementation.
-

Strategic perspective plan-V:

- Remedial activities/ Efforts to assist academically weaker students.

Objectives:

- To arrange remedial lectures and provide personal guidance
- To arrange training to improve communication skills

Expected outcome:

- Better performance in academics, better job opportunities

Current status:

- Low performance in university exams.
-

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Strategic perspective plan-VI:

- To extend academic help to assist academically weaker students.

Objectives:

- To arrange remedial lectures and provide personal guidance
- To arrange training to improve communication skills

Expected outcome:

- Better performance in academics, better job opportunities

Current status:

- Low performance in university exams.
-

Strategic perspective plan-VII:

- To train newly joined Faculties through faculty development Programmes and to upgrade the skills of Technical Staff through regular training programs.

Objectives:

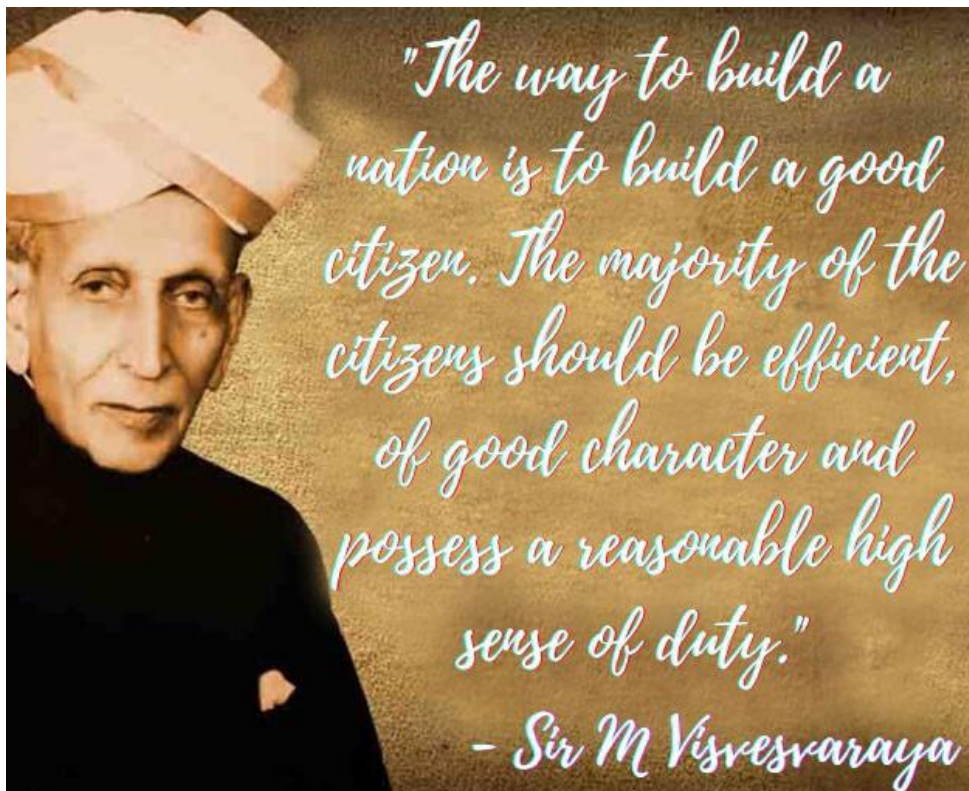
- To encourage faculty members to attend FDPs, STTPs, Workshops, Conferences seminars and NPTEL certification course professional enhancement.
- To arrange training programs for office staff to develop computer skills.

Expected outcome:

- Increased competence in office staff in handling administrative work and documentation.

Current status:

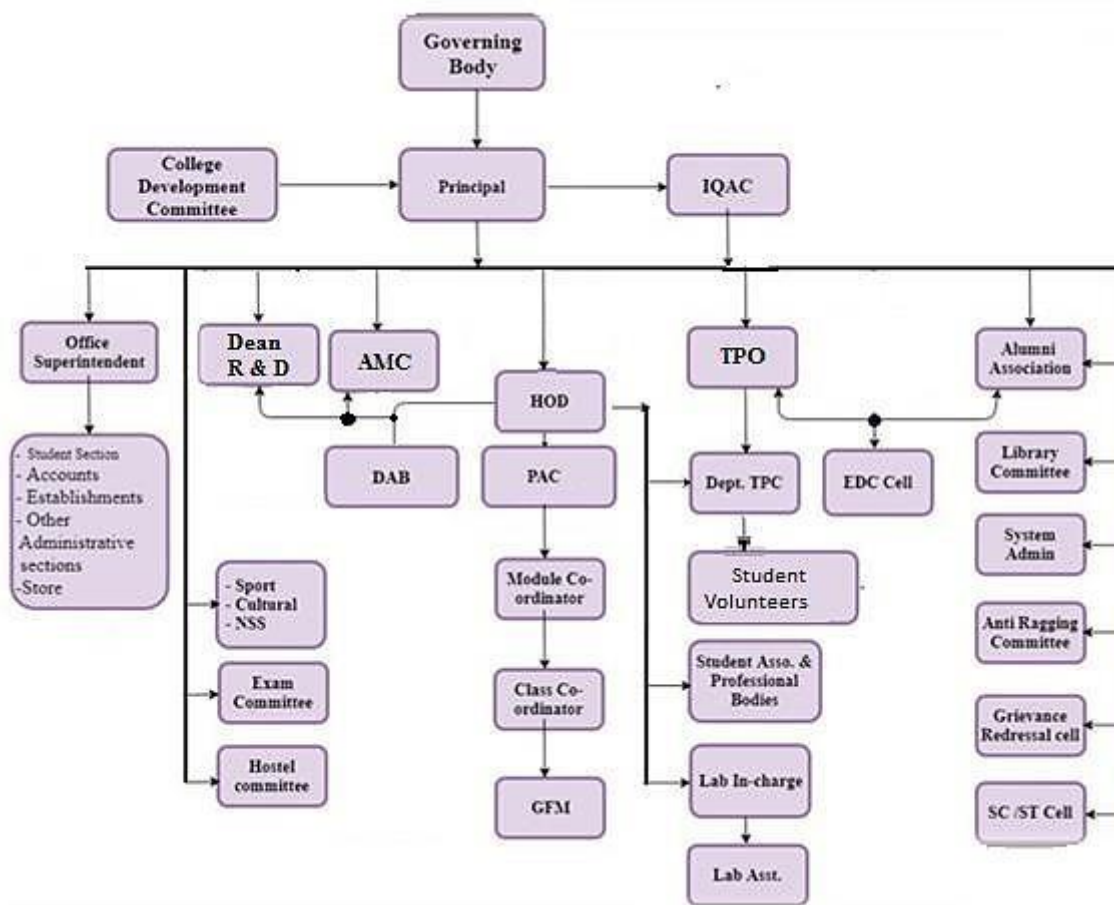
- Need for upskilling of faculty to cater the needs of students of different back ground and create awareness of outcome based education and accreditation process.



Internal Quality Assurance Cell
JSPM's Bhivarabai Sawant Institute of Technology and
Research,Pune

COMMITTEES AND CELLS OF INSTITUTE

Organization chart of the Institute



List of Administrative bodies

Sr. No.	Name of the Administrative Body/Committee	Sr. No.	Name of the Academic Body/Committee	Sr. No.	Name of the Students Body/Committee
1.	Governing Body (GB)	8.	Internal Quality Assurance Cell (IQAC)	15.	Alumni Association
2.	College Development Cell (CDC)	9.	Academic Monitoring Committee (AMC)	16.	Student Development Cell (SDC)
3.	SC / ST Committee	10.	Program Assessment Committee(PAC)	17.	National Service Scheme (NSS)
4.	Anti-Ragging Squad	11.	Department Advisory Board (DAB)	18.	Innovation, Incubation and Entrepreneurship Development Cell (IIEDC):
5.	Anti-Ragging Committee	12.	Library Advisory Committee (LAC)	19.	Department Student Associations
6.	Discipline Committee	13.	Training & Placement Cell (T & P)	20.	Students Council
7.	Grievances Redressal Committee Grievances Redressal Cell Women Grievances Cell	14.	Research and Development Cell (R & D)		

1. GOVERNING BODY

Sr. No.	Name	Occupation	Designation in body	Status of the Member
	Dr. T. J. Sawant	Founder Secretary JSPM Trust, Pune	Chairman	Chairman (Nominated by Trust)
	Dr. Ravi Joshi	Director, Planning & Development, JSPM	Member	Member (Nominated by Trust)
	Shri. B. M. Tiwari	Asst. Director, Regional Officer, WRO, AICTE	Member	AICTE Nominee
	Dr. D. V. Jadhav	Jt. Director, DTE Pune Regional Office	Member	State Govt. Nominee
	Dr. Yogesh Nerkar	Coordinator Examination Automation, SPPU, Pune	Member	University Nominee
	Mr. Vijay Sawant	Director ARQAC, JSPM	Member	Nominated by Mgmt.
	Mr. P. V. Jatti	HOD, Mech. Dept., BSIOTR	Member	Teaching Staff
	Dr. Gayatri Bhandari	HOD, Computer. Dept., BSIOTR	Member	Teaching Staff
	Dr. H. D. Patil	Director, KIMR	Member	Member Academician
	Dr. Bhushan Patil	Senior Data Analyst, General Electricals	Member	Member Industrialist
	Dr. Nagaraj K. Timalapur	Principal, BSIOTR, Pune	Member- Secretary	Ex-officio Member

Functions: The Governing Body besides being the supreme administrative authority of the Institute shall have the following additional functions:

1. To approve an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth and enable the college to foster excellence in curricular, co-curricular and extra-curricular activities.
2. Approval about introducing new academic courses and the creation of additional teaching and administrative posts and approval to fill the vacant post.
3. To Encourage and strengthen research culture, consultancy and extension activities in the college.
4. Approval for recommendations of College Development Committee regarding overall development of the institute.
5. To approve the annual financial estimates (budget) and financial statements of the college.
6. To approve the recommendations regarding the students and employees welfare activities in the college.
7. To take note of inspection reports, local inquiry reports, audit report, report of NAAC/NBA, etc. and approval to actions if any.

2. COLLEGE DEVELOPMENT COMMITTEE

Sr. No.	Name	Occupation	Designation in body	Status of the Member
	Dr. T. J. Sawant	Founder Secretary JSPM Trust, Pune	Chairman	Chairman (Nominated by Trust)
	Dr. Ravi Joshi	Director, Planning & Development, JSPM	Member	Member (Nominated by Trust)
	Mr. Vijay Sawant	Director ARQAC, JSPM	Member	Nominated by Mgmt.
	Dr. H. D. Patil	Director, KIMR	Member	Member Academician
	Dr. R. S. Deshpande	Principal, Imperial College of Engineering	Member	Member Academician
	Mr. N. A. Badageri	Director, United Metallurgical Pvt. Ltd., Nagar	Member	Member Industrialist
	Dr. Gayatri Bhandari	HOD, Computer. Dept., BSIOTR	Member	HOD nominated by Principal
	Dr. Yogesh Angal	HOD, E&TC Dept. BSIOTR	Member	HOD nominated by Principal
	Mr. Vivek Mohite	Mech. Engg. Dept. BSIOTR	Member	Teacher Representative
	Mr. Pritam Anuse	OS, BSIOTR	Member	Non – teaching Representative
	Dr. Nagaraj K. Timalapur	Principal, BSIOTR, Pune	Member- Secretary	Ex-officio Member

The functions and responsibilities of the College Development Committee are as follows:

1. Prepare an overall comprehensive development plan of the institute regarding academic, administrative and infrastructural growth, and enable Institute to foster excellence in curricular, co-curricular and extra-curricular activities.
2. Decide about the overall teaching programs or annual calendar of the institute.
3. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
4. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the institute.
5. Make specific recommendations to the management to foster academic collaborations with industry to strengthen teaching- learning process.
6. Make specific recommendations to the management to encourage the use of information and communication technology in the teaching and learning process.
7. Make specific recommendations regarding the improvement in the teaching and suitable training programs for the employees of the institute.
8. Prepare the annual financial estimates (budget) and financial statements of the institute and recommend the same to the GB for approval.

9. Formulate proposals of new expenditure not provided in the annual financial estimates (budget).
10. Make recommendations regarding the students and employees welfare activities in the institute.
11. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
12. Frame suitable admissions procedure for different programs by following the statutory norms.
13. Plan major annual events in the institute, such as annual day, sports events, cultural events, etc.
14. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the institute or institution.
15. Consider and make appropriate recommendations on inspection reports, local inquiry reports, the audit report, report of National Assessment and Accreditation Council, etc.
16. Recommend the distribution of different prizes, medals and awards to the students.

3. SC/ST COMMITTEE

Sr. No.	Name of Member	Designation	Position in SC/ST Committee
	Dr. Anil Wanare	Prof., E & TC Engg.	Chairman
	Ms. Pranita Ingale	Asst. Prof., IT Engg.	Member
	Ms. Atul Talape	Asst. Prof., Mech. Engg.	Member
	Mr. Nitin Taktode	Non – Teaching Staff	Member
	Mr. Jayawant Gadekar	Non – Teaching Staff	Member

The functions of SC / ST committee are as follows:

1. Upliftment of students and staff belongs to SC/ST category.
2. To share various government schemes & Programs with concern members.
3. To ensure proper implementation of various schemes of MHRD Government of India and State Govt. concerning scholarships, stipends, etc. for the welfare of reserved categories.
4. To keep watch on any activity related to discrimination on the basis of caste in college premises.

4. ANTI RAGGING COMMITTEE

Sr. No.	Name of Member	Designation	Position in Anti-Ragging Committee
1.	Dr. T. K. Nagaraj	Principal, BSIOTR	Chairman
2.	PSI, Police Station, Lonikand	Police Sub Inspector (PSI)	Member
3.	Dr. Gayatri Bhandari	Professor, Comp. Engg. Dept.	Member
4.	Mr. Prabhuling Jatti	Asst. Prof., Mech. Engg. Dept.	Member
5.	Dr. Nilam Ghuge	Professor, Elect. Engg. Dept.	Member
6.	Mr. Shrishail Patil	Asst. Prof., Comp. Engg. Dept.	Member
7.	Mrs. Swati Godase	Asst. Prof., General Science Dept.	Member
8.	Mr. Pritam Anuse	Office Superintendent	Member
9.	Mrs. Anita Bhong	Hostel Warden	Member

Functions & Responsibilities of Anti-Ragging Committee:

1. To ensure compliance with the provisions of Anti-Ragging regulations as well as the provisions of any law for the time being in force concerning ragging.
2. To monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
3. To carryout regular checks for any ragging activity.
4. To carryout surprise checks in ragging prone zones.
5. To investigate the cases and to make recommendations on actions to be taken.

5. COMPOSITION OF ANTI RAGGING SQUAD COMMITTEE

Sr. No.	Name of Member	Designation	Position in Anti-Ragging Squad Committee
1.	Dr. Arun Patil	Asst. Prof., Mech. Engg.	Coordinator
2.	Mrs. Minakshi Annamalai	Asst. Prof., E & TC Engg.	Member
3.	Mr. Ajay Pingale	Asst. Prof., Mech. Engg.	Member
4.	Ms. Madhavi Kulkarni	Asst. Prof., Comp. Engg.	Member
5.	Mr. Tushar Kafare	Asst. Prof., E & TC Engg.	Member

Responsibility of Anti-Ragging Squad:

1. Makes surprise visits on hostels and other places vulnerable to incidents and having the potential for ragging and is empowered to inspect such places.
2. Anti-Ragging Squad conducts an on-the-spot enquiry into any incidents of ragging reported.
3. Anti-Ragging Squad conducts such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

6. DISCIPLINE COMMITTEE

Sr. No.	Name of Member	Designation	Position in Discipline Committee
1.	Prof. Prabhuling Jatti	Asst. Prof., Mech. Engg.	Chairman
2.	Dr. Nilam Ghuge	Prof., Elect. Engg.	Member
3.	Dr. Gayatri Bhandari	Prof., Comp. Engg.	Member
4.	Dr. Yogesh Angal	Prof., E & TC Engg.	Member
5.	Dr. Swati Godase	Asst. Prof., General Science Engg.	Member
6.	Mrs. Rekha Kotwal	Asst. Prof., IT	Member
7.	Mr. Pritam Anuse	Office Superintendent	Member

Following measures shall be taken by this committee for maintaining discipline in institute.

1. Identity card will be issued to all the students. They should produce their identity cards on demand.
2. Students are strictly prohibited from taking out any procession or indulging in unauthorized group activities.
3. Students should not arrange any function, meeting, or religious gathering within the campus without special permission of the authorities.
4. No one shall indulge in politics, violence, rioting or instigate communal feelings or have dealings with outside elements.
5. Misconduct or infringements of rules & regulations and activities which are not in the interest of the institution and harmful to the reputation of the institution will make a student liable for severe disciplinary action and even expulsion from the hostel & Institute.

7 A. GRIEVANCES REDRESSAL CELL

Sr. No.	Name of Member	Designation	Position in Grievance Redressal Cell
1.	Dr. Pravin Kachare	Prof. Mech. Engg. Dept.	Chairman
2.	Mr. Prabhuling Jatti	Asst. Prof. Mech. Engg. Dept.	Member
3.	Mr. Avinash Hadole	Asst. Prof., Elect. Engg	Member
4.	Mr. Mallikarjun Shrigan	Asst. Prof., General Science Dept.	Member
5.	Mrs. Madhavi Kulkarni	Asst. Prof., Comp. Engg	Member
6.	Mr. Mahesh Waghmode	TE E & TC	Student Member
7.	Ms. Vaishali Bhor	TE IT	Student Member

Functions:

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge, Students' Grievance Cell. In case the person is unwilling to appear in self, grievance may be dropped in writing at the letter box / suggestion box of the Grievance Cell.

1. The cases will be attended promptly on receipt of written grievances from the students.
2. The cell formally will review all cases and will act accordingly as per the Management policy.
3. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

7 B. INTERNAL COMPLAINT COMMITTEE / WOMEN GRIEVANCE CELL

Sr. No.	Name of Member	Designation	Position in ICC/ Women Grievance Cell
1.	Dr. Gayatri Bhandari	Prof. Comp. Engg.	Chairman
2.	Mrs. Rekha Kotwal	Asst. Prof. in IT Dept.	Member
3.	Mrs. Swati Godase	Asst. Prof. in FE Dept.	Member
4.	Mrs. Varsha Patil	Asst. Prof. Mech. Engg.	Member
5.	Mrs. Jyoti Gole	Asst. Prof. Elect. Engg.	Member
6.	Ms. Chaitra Deshpande	TE E & TC Dept.	Student Member

Functions of ICC:

1. To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed;
2. To advice complainants of the informal and formal means of resolution as specified by the Cell;
3. To ensure the fair and timely resolution of sexual harassment complaints;
4. To provide information regarding counseling and support services on the campus;
5. To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.

8. INTERNAL QUALITY ASUURANCE CELL (IQAC)

Sr. No.	Name	Occupation	Designation in Cell
1.	Dr. Nagaraj K. Timalapur	Principal	Chairperson
2.	Dr. Ravi Joshi	Director, Planning and Development, JSPM	Member (Management Representative)
3.	Er. Rajendra Nimbargi	Sr. Manager Quality & M.R. Helvoet Rubber & Plastics technologies (I) Pvt. Ltd. Pune	Member (Industrialist)
4.	Mr. Prashant Mane	Director, Phoenixgen Pvt. Ltd., Pune	Member (Employer)
5.	Mr. Vijay Gadad,	Manager, Honeywell Pvt. Ltd., Pune	Member Local Society
6.	Mr. Santosh Jathar	Parent	Member (Parent)
7.	Dr. Arun Patil	Dean academic	Member (Teaching)
8.	Dr. Neelam Ghuge,	HOD, Electrical Engineering	Member (Teaching)
9.	Dr. Pravin Kachare,	HOD, Mechanical Engineering	Member (Teaching)
10.	Dr. Yogesh Angal	HOD, E&TC	Member (Teaching)
11.	Ms. Rekha Kotwal	HOD, Information Technology	Member (Teaching)
12.	Dr. Gayatri Bhandari	HOD, Computer Engineering	Member (Teaching)
13.	Dr. Swati Godase	HOD, Engineering Science	Member (Teaching)
14.	Dr. Anil Wanare	Professor	Member (Teaching)
15.	Mr. Ganesh Lahote	Training and Placement Officer	Member (Teaching)
16.	Mr. Pritam Anuse	Office Superintendent	Member Admin.
17.	Mr. Sachin Kawathe	Senior Clerk	Member Admin.
18.	Mr. Darshan Patil	Engineer, Enzigma Pvt. Ltd., Pune	Member (Alumni)
19.	Ms. Nikita Mane,	Student, E&TC	Member Student
20.	Mr. Gaurav Thakur	Student, E&TC	Member Student
21.	Mr. Prabhuling Jatti	Asst. Professor	Coordinator/Director IQAC

Functions of IQAC shall be as follows:

Some of the functions expected / initiated from the IQAC are:

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
2. 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.
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
4. Dissemination of information on various quality parameters of higher education.

5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
6. Documentation of the various programmes /activities leading to quality improvement.
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
8. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
9. Development of Quality Culture in the institution.
10. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

9. ACADEMIC MONITORING CELL (AMC)

Sr. No.	Name of Member	Designation	Position in AMC
1.	Dr. Arun Patil	Asst. Prof. in Mech. Engg.	Coordinator
2.	Mr. Yogesh Bhendwar	Asst. Prof. in E &TC Engg.	Member
3.	Mrs. Ashwini Taksal	Asst. Prof. in IT	Member
4.	Mr. Nitesh Anawat	Asst. Prof. in Elect. Engg.	Member
5.	Mrs. Varsha Patil	Asst. Prof. in Mech. Engg.	Member
6.	Mr. Nihil Gurav	Asst. Prof. in General Sci. Engg.	Member
7.	Mr. Vipul Bhosale	Asst. Prof. in General Sci. Engg.	Member

Functions/responsibility / duties of AMC:

1. To ensure that all departments have done proper planning before the start of the academic year for conduction of academic activities like lectures, clinical postings and tentative examination dates
2. To ensure that effective teaching – learning is taking place throughout the academic year.
3. To ensure that effective continuous assessment and evaluation is taking place to support teaching – learning
4. To ensure that slow learners and advanced learners are taken care as per their needs
5. To ensure that students are mentored for academic as well as personality development
6. To ensure the attainment of course outcomes and eventually the program outcomes.

**10 A. PROGRAM ASSESSMENT COMMITTEE OF ELECTRICAL ENGINEERING
DEPARTMENT**

Sr. No.	Name of Faculty member	Designation	Position in PAC
1.	Prof. Nitesh Anawat	Asst. Prof. Electrical Engg.	Chairman (Program Coordinator)
2.	Mr. Rashmi Sharma	Asst. Prof. Electrical Engg.	Module Coordinator
3.	Mr. Avinash Hadole	Asst. Prof. Electrical Engg.	Module Coordinator
4.	Mrs. Amrita Tuteja	Asst. Prof. Electrical Engg.	Module Coordinator
5.	Mrs. Ritu Soni	Asst. Prof. Electrical Engg.	Module Coordinator

Functions of PAC:

1. Evaluates and monitors the attainment of COs, POs, PSOs.
2. Proposes necessary changes for continuous improvements.
3. Preparation of periodic reports on program related activities, status reports for management and key stakeholders.
4. Faculty motivation: To attend/organize workshop/seminar/FDP, paper publication, development of models/laboratory.
5. Student motivation: Attend/participate tech competitions, paper presentation, mini projects/models, social/cultural events, skill development programs.
6. Conduct surveys, interaction with faculty, coordinators and other stakeholders
7. Monitoring of co-curricular activities for attainment of POs/PSOs

10 B. PROGRAM ASSESSMENT COMMITTEE OF E & TC DEPARTMENT

Sr. No.	Name of Faculty member	Designation	Position in PAC
1.	Dr. Yogesh Angal	Prof. E & TC Engg.	Chairman (Program Coordinator)
2.	Dr. Anil Wanare	Asst. Prof. E & TC Engg.	Module Coordinator
3.	Mr. Yogesh Bhendwar	Asst. Prof. E & TC Engg.	Module Coordinator
4.	Mrs. Meenakshi A	Asst. Prof. E & TC Engg.	Module Coordinator
5.	Mr. Tushar Kafare	Asst. Prof. E & TC Engg.	Module Coordinator

Functions of PAC shall be as follows:

1. Evaluates and monitors the attainment of COs, POs, PSOs.
2. Proposes necessary changes for continuous improvements.
3. Preparation of periodic reports on program related activities, status reports for management and key stakeholders.
4. Faculty motivation: To attend / organize workshop/seminar / FDP, paper publication, development of models/laboratory.
5. Student motivation: Attend / participate tech competitions, paper presentation, mini projects/models, social/cultural events, skill development programs.
6. Conduct surveys, interaction with faculty, coordinators and other stakeholders
7. Planning of co-curricular activities for attainment of POs/PSOs

**10 C. PROGRAM ASSESSMENT COMMITTEE OF INFORMATION TECHNOLOGY
DEPARTMENT**

Sr. No.	Name of Faculty member	Designation	Position in PAC
1.	Ms. Rekha Kotwal	Asst. Prof., IT	Chairman (Program Coordinator)
2.	Ms. Pranita Ingale	Asst. Prof., IT	Module Coordinator
3.	Ms. Bhagyashree Kadam	Asst. Prof., IT	Module Coordinator
4.	Mr. Siddaram Bhourgunde	Asst. Prof., General Science	Module Coordinator

Functions of PAC:

1. Evaluates and monitors the attainment of COs, POs, PSOs.
2. Proposes necessary changes for continuous improvements.
3. Preparation of periodic reports on program related activities, status reports for management and key stakeholders.
4. Faculty motivation: To attend/organize workshop/seminar/FDP, paper publication, development of models/laboratory.
5. Student motivation: Attend/participate tech competitions, paper presentation, mini projects/models, social/cultural events, skill development programs.
6. Conduct surveys, interaction with faculty, coordinators and other stakeholders
7. Planning of co-curricular activities for attainment of POs/PSOs

**11 A. DEPARTMENT ADVISORY BOARD FOR ELECTRICAL ENGINEERING
DEPARTMENT**

Sr. No.	Name of Faculty member	Designation	Position in DAB
1.	Dr. Nilam Ghuge	HOD	Chairman
2.	Dr. Arun Patil	Dean	Member
3.	Dr. Prashant Tushare	Chairman Board of Studies, SPPU, Pune	Member
4.	Dr. Kailas Karande	BOS Electrical Engg., PAHSUS	Member Academician
5.	Dr. Bhushan Patil	Sr. Scientist, General Electrical	Member Industry
6.	Mr. Nitesh Anwat	Asst. Professor	Member Faculty
7.	Ms. Manasi Patil	SAP Consultant	Member Alumni
8.	Mr. Sanket Patil	TE Electrical Student	Member Student

Functions of DAB:

1. Drafting of Vision, Mission of department
2. Drafting of PEOs, Formulation of PSOs
3. Defines current and future issues related to program.
4. Develop/recommends new or revised PEOs/PSOs
5. Recommends the proposals/requirements for effective implementation of OBE
6. Define various assessment tools for measuring outcomes
7. Evaluates the attainment of PEOs, POs, PSOs and proposes necessary improvements

**11 B. DEPARTMENT ADVISORY BOARD FOR ELECTRONICS AND TELE-COMM.
ENGINEERING DEPARTMENT**

Sr. No.	Name of Faculty member	Designation	Position in DAB
9.	Dr. Yogesh Angal	HOD	Chairman
10.	Dr. Arun Patil	Dean	Member
11.	Dr. Yogesh Angal	Dean R & D	Member
12.	Dr. Dattatray Bormane	Chairman Board of Studies, SPPU,Pune	Member
13.	Dr. Aditya Abhyankar	Dean and HOD, Department of Technology, SPPU, Pune	Member Academician
14.	Mr. Amol Shinde	Sr. Technical Engineer, CISCO, Pune	Member Industry
15.	Dr. Anil Wanare	Professor	Member Faculty
16.	Ms. Sayali Lokhande	Entrepreneur	Member Alumni
17.	Mr. Gaurav Thakur	TE E & TC student	Member Student

Functions of DAB:

1. Drafting of Vision, Mission of department
2. Drafting of PEOs, Formulation of PSOs
3. Defines current and future issues related to program.
4. Develop/recommends new or revised PEOs/PSOs
5. Recommends the proposals/requirements for effective implementation of OBE
6. Define various assessment tools for measuring outcomes
7. Evaluates the attainment of PEOs, POs, PSOs and proposes necessary improvements

**11 C. DEPARTMENT ADVISORY BOARD FOR INFORMATION TECHNOLOGY
DEPARTMENT**

Sr. No.	Name of Faculty member	Designation	Position in DAB
18.	Mrs. Vidya Jagtap	HOD	Chairman
19.	Dr. Arun Patil	Dean	Member
20.	Dr. Yogesh Angal	Dean R & D	Member
21.	Dr. Aditya Abhyankar	Chairman, Board of Studies, SPPU, Pune	Member
22.	Dr. Vinod Wadane	HOD, Computer Dept, ICOER	Member Academician
23.	Ms. Rutuja Sathe	Director, Infeanet Digital Marketing and Web Media, Pune	Member Industry
24.	Mrs. Rekha Kotwal	Asst. Professor	Member Faculty
25.	Mr. Abhishek Karape	Xoriant Pvt., Ltd., Pune	Member Alumni
26.	Ms. Nikita Bhosage	TE IT student	Member Student

Roles and responsibilities: The roles and responsibilities of DAB are as follows:

1. Suggest improvement in academic plans and recommend standard practices/systems for attainment of PEOs &
2. Encourage for industry-institute interactions to bridge up curriculum/industry gap and suggest quality improvement initiatives to enhance employability.
3. Redefine existing PEO's, aligning of PEO's to the mission statements and defining program specific outcomes.
4. To propose necessary action plan for skill development of students, required for entrepreneurship development and quality improvement.
5. To identify and suggest thrust areas to conduct various activities (final year projects, training courses and additional experiments to meet PEOs.

12. LIBRARY ADVISORY COMMITTEE

Sr. No.	Name of Member	Designation	Position in Library Advisory Committee
1.	Dr. Gayatri Bhandari	HOD, Computer Engg. Dept.	Chair Person
2.	Mrs. Vidhya Ade	Librarian	Member Secretary
3.	Dr. Nilam Ghuge	Prof., Elect. Engg. Dept.	Member
4.	Dr. Yogrsh Angal	Prof., E&TC Engg. Dept.	Member
5.	Mrs. Rekha Kotwal	Asst. Prof., IT Dept.	Member
6.	Dr. Swati Godase	HOD, General Science Dept.	Member
7.	Mr. Arun Patil	Asst. Prof., Mech. Engg. Dept	Member
8.	Mr. Gaurav Thakur	Student of TE E & TC	Student Representative

The functions and responsibilities of Library Committee are as follows:

1. The Library committee plays a vital role in the smooth functioning of the library as well as fulfil the students' requirements regarding learning aids.
2. This committee examines the procurement of books/Journals/Periodicals/Magazines in the library.
3. Library Committee takes initiative in the formation of rules and regulations for students and faculty.
4. Committees supervise the allocation & utilization of fund distribution for purchase books and journals in the library.
5. Committee work as an advisory committee for the overall development of the library to solve administrative problems.
6. It considers and put forward the views of students and Research Scholars regarding their problems and solutions sought thereof.

13. TRAINING AND PLACEMENT CELL

Sr. No.	Name of Member	Designation	Position in T & P Cell
1.	Mr. Ganesh Lohate	Asst. Prof. in Elect. Engg.	TPO
2.	Ms. Swati Barak	Asst. Prof. in Comp. Engg.	TPC
3.	Mrs. Jyoti Gole	Asst. Prof. in Elect. Engg.	TPC
4.	Mr. Ajay Pingale	Asst. Prof. in Mech. Engg.	TPC
5.	Mr. Manoj Sonone	Asst. Prof. in E &TC Engg.	TPC
6.	Ms. Bhagyshri Kadam	Asst. Prof. in IT	TPC

Functions and responsibilities of the Training and Placement Cell are as follows:

1. To monitor the overall activity of placement.
2. To improve quality of the student's training process.
3. To increase placement related activities.
4. To provide placement assistance to the students.

14. RESEARCH AND DEVELOPMENT CELL (R & D)

Sr. No.	Name of Member	Designation	Position in R & D Cell
1.	Dr. Yogesh Angal	Dean (R&D), Prof (E & TC),	Coordinator
2.	Dr. Pravin Kachare	Prof., Mech. Engg.	Member
3.	Dr. Neelam Ghuge	Prof., Elect. Engg.	Member
4.	Dr. Gayatri Bhandari	Prof., Comp. Engg.	Member
5.	Dr. Anil Wanare	Prof., E & TC Engg.	Member
6.	Mrs. Rekha Kotwal	Asst. Prof., IT	Member
7.	Dr. Swati Godase	Asst. Prof., FE	Member
8.	Dr. Aditya Abhyankar	Dean and HOD, Department of Technology, SPPU	Member

Functions of R & D Cell:

1. To ensure smooth functioning and effective Management of R&D activities in the institution.
2. To provide a focal point in the institution to co-ordinate R&D activities between various departments, faculty members and research students of the respective institution.
3. To identify potential projects/sources of funds, and to communicate the same faculty members through HODs.
4. To establish collaboration with other institutions and research centers and industries.
5. To liaise with public and private sectors and identify R&D projects including consultancy services which could be undertaken.
6. Implementation, follow-up, progress and monitoring of on-going projects.

15. ALUMNI ASSOCIATION EXECUTIVE COMMITTEE

Sr. No.	Name of Member	Designation	Position in Alumni Association
1.	Dr. T. K. Nagaraj	Principal, JSPM's BSIOTR	President
2.	Mr. Ganesh Lohate	TPO	Vice – President
3.	Ms. Swati Barak	TPC	Secretary
4.	Mrs. Jyoti Gole	TPC	Joint – Secretary
5.	Mr. Ajay Pingale	TPC	Treasurer
6.	Mr. Manoj Sonone	TPC	Member
7.	Ms. Bhagyshree Kadam	TPC	Member
8.	Ms. Sayali Lokhande	Entrepreneur, Smart Links, Pune	Member Alumni (E & TC)

The functions of Alumni Association:

1. To conduct alumni meet at central level or department level.
2. Consistent interaction with alumni for academic, co-curricular and extra-curricular activities like expert lectures, workshops, seminar, sponsored project, internships, etc.
3. To get assistance for training and placement of students.
4. To get the alumni involvement in Incubation, Innovation and Entrepreneur Cell of institute to help the students in their innovative activities.

16. STUDENT DEVELOPMENT CELL

Sr. No.	Name of Member	Designation	Position in SDC
1.	Mr. Shrishail Patil	Asst. Prof., Comp. Engg.	Student Development Officer
2.	Dr. Angal Yogesh	Prof., E & TC Engg.	Member
3.	Dr. Gayatri Bhandari	Prof., Comp. Engg.	Member
4.	Dr. Nilam Ghuge	Prof., Elect. Engg.	Member
5.	Mr. Mayur Devadhe	Asst. Prof., Mech. Engg.	Member
6.	Mrs. Rekha Kotwal	Asst. Prof., IT	Member
7.	Mr. Kantilal Phadtare	Local Social/ Political work member	Local Member
8.	Ms. Gauri Wankhede	Student, TE Comp. Engg.	Member
9.	Mr. Gaurav Dhokchawale	Student, TE Comp. Engg.	Member
10.	Mr. Chetan Daphal	Student, TE E & TC. Engg.	Member

Functions of Student Development Cell are as follows:

1. Overall Development of College Students.
2. To implement the various student development activities.
3. To implement various schemes sponsored by the university and help them to become a responsible citizen.
4. To offer, support and felicitate participation of students in various student development activities.

17. NATIONAL SERVICE SCHEME COMMITTEE

Sr. No.	Name of Member	Designation	Position in NSS committee
1.	Mr. Ashok Thombare	Asst. Prof., General Science Dept.	Program Officer
2.	Mr. Ajay Pingale	Asst. Prof., Mech. Engg. Dept.	Member
3.	Mr. Tushar Kafare	Asst. Prof., E&TC Engg. Dept.	Member
4.	Mrs. Ashwini Taksal	Asst. Prof., IT. Dept	Member
5.	Mr. Avinash Hadole	Asst. Prof., Elect. Engg. Dept.	Member
6.	Mrs. Snehal Borude	Asst. Prof., Comp. Engg. Dept.	Member
7.	Ms. Gauri Wankhede	Student, TE Comp. Engg.	Member
8.	Mr. Gaurav Dhokchawale	Student, TE Comp. Engg.	Member

The responsibilities of NSS shall be as follows:

The students enrolled under NSS which is recognized by affiliating university SPPU, shall involve in following activities. The committee shall be the administrative body for implementation of these activities for holistic development of the students.

1. Identification of the adopted villages / slum areas.
2. Awareness drives through Youth Rallies.
3. Community participation by involving members of the adopted villages and local institutions.
4. Organizing Day Camps on the theme at the Adopted Villages on weekends.
5. The special camps organized during the quarter may be reflected in the Quarterly Progress Report and the report be sent to all the concerned in time.
6. Blood Donation Camp.
7. Swachh Bharat Abhiyan
8. Save River
9. Rally for awareness about plantation
10. Tree Plantation etc.

**18. INNOVATION, INCUBATION AND ENTREPRENEURSHIP DEVELOPMENT CELL
(IIEDC)**

Sr. No.	Name of Member	Designation	Position in EDC
1.	Dr. Gayatri Bhandari	Prof., Comp. Engg.	Chairman
2.	Dr. Pravin Kachare	Prof., Mech. Engg.	Member
3.	Dr. Yogesh Angal	Prof., E & TC Engg.	Member
4.	Dr. Neelam Ghuge	Prof., Elect. Engg.	Member
5.	Mr. Laxman Bagal	HR and Admin. Head, E-Transit Systems.	Member
6.	Mr. Samir Kotwal	Sr. Manager, John Deere, Pune	Member
7.	Mr. Mahesh Borkar	CEO – Operations, E-Transit Systems.	Member
8.	Mr. N. A. Badageri	Director, United Metallurgical Pvt. Ltd., Nagar	Member

The functions of IIEDC are as follows:

1. To motivate and train Engineering Students to become entrepreneurs generating jobs for self and others.
2. To conduct entrepreneur's awareness camps, entrepreneurship development programs, faculty development program, skill development program.
3. To assist in starting enterprises covering product identification, market survey, preparation of project reports, financial assistance.
4. To develop technology business incubation centers.

19 A. ELECTRICAL ENGINEERING STUDENT ASSOCIATION (EESA)

Sr. No.	Name of the Student	Class	Position in EESA Post
1.	Najanin Mulani	BE	General Secretary
2.	Ishika Sandhu Kaur	TE	Vice President
3.	Indrajeet Patil	BE	Vice President
4.	Renuka Limbare	TE	Cultural Secretary
5.	Kiran Alapure	BE	Cultural Secretary
6.	Rutuja More	SE	Technical
7.	Omkar Bhikare	TE	Technical
8.	Rasal Shubhangi	SE	Sports
9.	Sushant Patil	BE	Sports
10.	Pramod Dhepe	TE	Treasurer
11.	Pallavi Kolkur	SE	Co-Treasurer
12.	Abhijeet Kodlinge	TE	Discipline Incharge
13.	Satish Ghorpade	SE	Co-Discipline Incharge
14.	Janhavi Bandal	TE	Decoration Incharge
15.	Aditya Jogdande	TE	Co-Decoration Incharge
16.	Shubham Charmal	BE	Photography And Video Editing Incharge
17.	Pokharkar Ajay	TE	Co-Photography And Video Editing Incharge
18.	Mayur Solanke	BE	Music And Sound Arrangement
19.	Sanket Jadhav	TE	Co-Music And Sound Arrangement

19 B. ELECTRONICS & TELECOMMUNICATION STUDENT ASSOCIATION (ETSA)

Sr. No.	Name of the Student	Class	Position in ETSA
1.	Prof. Meenakshi Annamalai	Faculty Member	ETSA Coordinator
2.	Trupti Mane	BE	President-Technical
3.	Nikita Ashok Shelke	BE	President-Co-Curricular
4.	Mrunal Tati	TE	Vice President-Technical
5.	Mahesh Waghmode	SE	Vice President-Co-Curricular
6.	Dhanashri Chavan	BE	Secretary
7.	Akanksha Chavan	TE	Dyp. Secretary-1
8.	Gaurav Thakur	SE	Dyp. Secretary-2
9.	Snehal D. Khawashi	BE	Treasurer
10.	Ajinkya Dahiwal	SE	Joint Treasurer
11.	Shreya Waval	TE	News Letter and Department Magazine Committee- Coordinators
12.	Chaitra Deshpande	SE	
13.	Aishwarya Gole	SE	
14.	Meghsham Jade	SE	
15.		SE	Campaigning Co-ordinator
16.	Gauri Latawade	BE	Alumni Co-ordinator
17.	Tilakchand Dhake	SE	Digital Media Co-ordinator
18.	Pankaj Pawar	TE	Sports coordinator-Boys
19.	Priyanka Patil	SE	Sports coordinator-Girls
20.	Pooja Kohokade	BE	Cultural Co-ordinator
21.	Dipali Shambale	BE	Anchoring Co-ordinator
22.	Snehal Kute	BE	Stage & Art-Craft/ Decoration Committee-Coordinators
23.	Shivani Bhandare	BE	Discipline-Coordinator
24.	Nikhil Punekar	BE	Refreshment Co-ordinator
25.	Abhay Shinde	SE	Jr. Refreshment Co-ordinator

19 C. INFORMATION TECHNOLOGY STUDENT ASSOCIATION (ITSA)

Sr. No.	Name of the Student	Class	Position in ITSA Post
1.	Abhishek Pawshekar	BE	President
2.	Ashish Bidve	TE	Vice President
3.	Omkar Deokar	TE	Secretary
4.	Rohan Zil	TE	Treasurer
5.	Pournima Parse	SE	Co-Treasurer
6.	Atahrva Pandav	TE	Technical Team
7.	Prathamesh Illag	SE	Sports Team
8.	Tushar Jain	TE	Training & Placement Team
9.	Asmita Amup	TE	Photography Team
10.	Priyadarshan Khavtode	TE	Cultural Team
11.	Shreyash Bandal	TE	Discipline Team
12.	Shruti Kuwar	TE	Design Team
13.	Komal Jadhwar	TE	Decoration Team
14.	Yashashree Borole	TE	Smart India Hackathon Team
15.	Chetna Patil	TE	Music and Sound Arrangement
16.	Prathamesh Tangade	SE	Web Site & Social Team

20. STUDENTS' COUNCIL

Sr. No.	Name of Students	Class	Selected Post
1	Rishikesh R. Zende	BE IT	General Secretary (GS)
2	Tejas B. Malav	BE Comp	Cultural Secretary
	Chetan Daphal	TE E&TC	Deputy Cultural Secretary
3	Pankaj P. Pawar	BE E&TC	Sports Secretary
	Gaurav Dhokchaule	TE Comp	Deputy Sports Secretary
	Gauri Wankhede	TE Comp	Deputy Sports Secretary
4	Divyansh V. Somvanshi	BE IT	University Representative (UR)
5	Nikita B. Suse	BE IT	Ladies Representative and Hobby Club Deputy In-charge (Secretary)
	Bhosale Pawan	TE Comp	Hobby Club Deputy In-charge (Secretary)
6	Thakur Gaurav	TE E&TC	Technical Event In-charge (Secretary)

The Role/responsibility/functions of Student Council shall be as follows:

1. To promote an environment conducive to educational and personal development.
2. To support the management, administrative officials and faculty in the development of the Institution by means of sharing the opinion / suggestion/feedback of the council.
3. To represent the views of the students on matters of general concern. However, in no case/situation Student Council shall not and cannot influence / force / alter the decision making procedure of the administrative officials / management.
4. Work closely with the administrative officials, teachers and students.
5. Involve as many students as possible in the student development activities of the institution.

Institute Administrative Governance

Vision Statement of the Institution

To satisfy the aspirations of the youth force, who wants to lead the nation towards prosperity through techno-economic development.

Mission Statement of the Institution

To provide, nurture and maintain an environment of high academic excellence, research and entrepreneurship for all aspiring students, which will prepare them to face global challenges maintaining high ethical and moral standards.

The Institution's Vision emphasizes creating workforce to lead the nation towards prosperity through techno-economic development. To ensure the realization of the Vision, the Mission statements have created actionable areas with an emphasis on the development of entrepreneurial skills, the impetus for research and development activities, creating an environment of inclusiveness for the overall development of students.

The Institution is working towards the accomplishment of the mission statements, which are clearly aligned to the vision. For the fulfilment of the stated mission, the leadership ensures the monitoring and enforcement of the policy statements and strategic action plans which are formulated based on careful consideration of all the stakeholders.

The Institution has an efficient multi-layered governance structure which is run by “Jayawant Shikshan Prasarak Mandal” established in the year 1998.

The Board of Governors (BOG) being at the apex provides directives for the effective implementation of the Institution’s academic and administrative activities. The College Development Committee (CDC) provides the framework of policies, structures, systems, and processes for the smooth functioning of the Institution.

Governance in all areas is achieved through active participation of teachers in BOG, CDC and Internal Quality Assurance Cell (IQAC). Different committees having involvement of the faculty members are constituted for smooth functioning of various activities. The IQAC monitors the functioning of all the committees relevant to teaching-learning, student enrichment, and overall development of the institution to identify areas of improvement and suggest the necessary action plan. These policies result in the overall development of the student imparting quality education through dynamic learning environment. The coordinator of the committees plans different activities and ensures their timely execution; this reflects effective governance which is in tune with the Vision and Mission of the Institution.

Decentralization and participation

The Institution promotes decentralization and participative management where each committee is given freedom to make a perspective development plan for smooth functioning. Effective leadership is visible through planning, implementing, and executing the quality policy of the Institution. The

Institution has formed various committees that are constituted by staff members to manage different institutional activities and to promote academic leadership. The Principal discusses with the Heads of the Departments the needs, problems, suggestions for improvement in the educational quality, infrastructure, etc. to propose to the management for further action. As a part of the quality initiative the IQAC, statutory Committees, CDC, and Governing Body (GB) continuously work on quality improvement. The committees are headed by faculty in-charges and comprise inter-departmental teams along with student representatives.

NEP implementation: The guidelines given in NEP 2020 are implemented progressively as the institution is affiliating to Savitribai Phule Pune University. The institution implements the curriculum prescribed by the affiliating university. The preparedness of the institution for NEP is attached as additional information.

**Jayawant Shikshan Prasarak Mandal's
Bhivarabai Sawant Institute of Technology and Research
Wagholi,Pune**

(Accereditd by NAAC,with B++ grade)

DTE Code: EN6311

Staff Hand Book

Services

Rules for teaching and non-teaching staff

BHIVRABAI SAWANT POLYTECHNIC

CHAPTER I

INTRODUCTION:

JSPM's Bhivrabai Sawant Institute of Technology and Research is affiliated to Savitribai Phule Pune University and approved by Directorate of Technical Education(Government of Maharashtra) and the All India Council for Technical Education (AICTE), New Delhi. All the norms and standards set by AICTE,DET as well as SPPU are gratified by the institute. The JSPM's Bhivrabai Sawant Institute of Technology and Research was rendered the approval by AICTE vide their letter no. : **F-09/01/MS-Engg/2009/02 dated 12/06/2009.**

JSPM's Bhivarabai Sawant Institute of Technology and Research was established in 2009 primarily to provide, nurture and maintain an environment of high academic excellence, research and entrepreneurship for all aspiring students, which will prepare them to face global challenges maintaining high ethical and moral standards.

JSPM's Bhivarabai Sawant Institute of Technology and Research caters to the need of students willing to pursue technical education after 10+2 examination. JSPM's Bhivarabai Sawant Institute of Technology and Research is having the best infrastructure and facilities supported by an equally competent teaching faculty and a matching academic environment to make a delightful learning experience.

As stated in the mission statement JSPM's Bhivarabai Sawant Institute of Technology and Research takes the responsibility of providing quality technical education for social and economic growth of the nation. To ensure this; management is committed to offer quality technical education and is persistently determined to improve its value by taking appropriate measures.

QUALITY POLICY:

JSPM's Bhivarabai Sawant Institute of Technology and Research strives to establish a system of quality assurance to continuously address, monitor and evaluate the quality of education offered to students, thus promoting effective teaching processes for the benefit of students and making the Institute a center of excellence for Engineering studies.

Institute Vision

"Satisfy the aspirations of youth force, who want to lead nation towards prosperity through techno-economic development."

Institute Mission

“To provide, nurture and maintain an environment of high academic excellence, research and entrepreneurship for all aspiring students, which will prepare them to face global challenges maintaining high ethical and moral standards.””

ACCREDITATION:

JSPM’s Bhivarabai Sawant Institute of Technology and Research **is accredited by National Board of Accreditation(NAAC) with B++ grade with effect from November 02, 2018 valid up to November 01, 2023 for its excellent performance in** key performance indicators like Faculty Development, Curriculum Implementation, Continuous Assessment, Result Analysis, Library Facilities, and Laboratory Standards etc.



CHAPTER II

JOB DISCRIPTION

2.1 REPORTING FOR DUTIES ON TIME:

1. Institute working hours is, from 8.30 AM to 4:30 PM. However, those who have academic, administrative, examination or any other such work shall follow any other timing as directed by Administrator/ HOD/ Principal.
 2. A six day working schedule from Monday to Saturday is followed except first and Third Saturdays. Classes are scheduled from 8.30 AM to 3.30 PM.
 3. All members of the staff shall be at their workplace 10 minutes in advance (offices, classrooms, Labs etc.) at least 5 minutes before their reporting time.
 4. Anyone coming late / leaving early for more than 15 minutes on 3 occasions in a month may be considered as Casual Leave.
 5. Anyone needing to go out of the College premises during working hours shall seek necessary permission from HOD/Principal and register his/her absence (i.e. OUT and IN timing Register kept at gate).
 6. Staff members shall compulsorily wear College ID while in the institute premises.
 7. Staff members shall submit their investment details to the Account Section before 7th June each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
 8. Faculty shall ensure that discipline is maintained in the classroom, labs and institute premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/ Principal.
 9. Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
 10. All members of staff are expected to present themselves in decent attire.
 11. Faculty shall communicate to each other and with students only in English.
 12. Staff members may arrange meeting of any kind with permission/request to HOD/Principal/Management only.
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2.2 THE DUTIES AND RESPONSIBILITIES OF A TEACHING FACULTY:

2.2.1 General:

- a) The Faculty Member should come to the college at least 10 minutes before the commencement of classes and should leave the college not earlier than 30 minutes after the end of the last hour.
- b) All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- c) The work load of the teacher should not be less than **40 hours a week**, of which teaching-contact hours should be at least as follows as per AICTE norms:

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

- a) Faculty Members are expected to update their knowledge by attending Seminars/workshops/ conference, after obtaining necessary permission from the Principal/Management.
- b) Faculty Members should attempt to publish text books, research papers in reputed International journals/ Indian Journals / Conferences.
- c) The Faculty Member must strive to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

2.2.2 IN DEPARTMENT:

- a) The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
 - b) The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization.
 - c) In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
 - d) Every Faculty Member should maintain student's attendance records and the absentee's roll number should be noted everyday in the attendance book as soon as the classes/laboratory hours are over.
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- e) Whenever a faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class/ lab/ invigilation. In case of emergency, the HOD and teacher must be informed with appropriate alternate arrangements suggested.
- f) The faculty member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- g) The Teacher must update the course file regularly and put up for inspection by AMC/HOD/Principal as the case may be.
- h) To give counseling to the students if needed.
- i) To bring the student's misbehavior in the class to the knowledge of the Class Teacher/HOD/ Principal.
- j) To carry out the administrative works of the department given by the HOD.

2.2.3 IN CLASS ROOM TEACHING:

- a) Once the subject is allotted, the faculty member should prepare the lecture and hour wise Teaching plan.
 - b) The faculty member should get the teaching plan and course file - approved by module coordinator and HOD.
 - c) The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject. The course file consists of preface, previous year question papers, notes, hand outs, PPT, test/exam question papers, three model answer scripts for each test/exam, Assignment plan, topics and copy of assignment, feedback analysis report etc. The teaching faculty has to get verified their course file by their HOD/module coordinator.
 - d) The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
 - e) The Faculty Member should engage the full period and should not leave the class early.
 - f) Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial.
 - g) The Faculty Member should make use of PPT, Models etc., as teaching aids. The Faculty Member should encourage students asking doubts / questions.
 - h) The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
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- i) The Faculty Member should take care of academically weak students and pay special attention to their needs in special classes.
- j) In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems / workbooks have to be handed over to the students at least one week in advance of actual class.
- k) The Faculty Member shall give all possible pattern (2-marks, 4-marks, 6-marks and 8 – marks) questions of each unit with different difficult level to the students.
- l) The Faculty Member should interact with the class teacher or counselor and inform him / her about the habitual absentees, academically weak student, objectionable behavior etc.
- m) The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- n) The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- o) The Faculty Member should make himself/ herself available for doubt clearance in department.
- p) The Faculty Member should motivate the students and bring out the creativity / originality in the students.

2.2.4 In Laboratory:

- a) The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- b) Whenever possible, additional experiments to clarify or enlighten the students must be given.
- c) The lab observations/records must be checked and corrected on the same time slot. While checking the observations some questions should be asked to verify whether the students have understood the fundamental of the experiment conducted.
- d) During the submission of the experiment write up mock oral should be conducted on the experiment.
- e) Doubts of the students should be cleared during mock oral and give crystal clear instructions.
- f) Continuous assessment should be carried out and the marks obtained should be declared.
- g) Incomplete TW should be accepted. Certificate should be signed only on TW which is complete in all respects.
- h) Faculty conducting practical / projects shall be responsible to take all precautionary measure to avoid any injury to students or damage equipments.

- i) Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge.
- j) In order to prevent theft, faculty members are advised to take the following action -
 - i) Before starting the practical's/projects, students shall be asked to check the PCs/equipments etc. and report in case of any missing items/irregularity to the lab In-Charge.
 - ii) As far as possible, allot the same PC to the same individual/same group of students (in case of projects).
 - iii) Students shall not be permitted to carry bags into the labs.
 - iv) In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

2.2.5 Student – Faculty relationship:

- a) The Faculty Member should have a good liaising and control of students.
- b) As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student permitted to attend the class but should be counseled to attend lecture in time. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bringing any change the student must be directed to meet the class Teacher, HOD for further counseling.
- c) The Faculty Member should act with tact and deal with insubordination by students maturely.
- d) The Faculty Member should be strict but not harsh. They should never use harsh words, which would hurt the feeling of students.

2.3 DUTIES AND RESPONSIBILITIES OF CLASS TEACHER:

Objective: To assist students in their knowledge building and to maintain a close watch and build relationship with students and parents.

- a) To ensure that every student is well supported to fulfill his/her learning potential.
 - b) In order to monitor the progress and quality of students, appraise them and consult their parents.
 - c) To encourage the students to learn beyond the syllabus contents.
 - d) Give awareness to students about the rules of attendance (general), Industrial Visits, sports, leave etc.
 - e) To maintain student discipline in the class as per the college policies.
 - f) To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree.
 - g) Address students' queries.
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- h) Meeting the parents of students, especially defaulters.
 - i) To inform the HOD about making alternative arrangement for lectures and practical's when a faculty is absent.
 - j) To produce and update student handbook, department brochure for placement/consultancy and updating of information on college website pertaining to the Class.
 - k) To lead an effective induction program and value added course for students in consultation with HOD.
 - l) To produce the assessment plan for every semester well in advance.
 - n) Implement the actions based on the minutes of class committee meetings.
 - o) Cooperate with the college discipline committee and management in matters affecting general discipline and workplace ethics.
 - p) Arrange Parent meetings and all common functions of the college to represent the class.
 - q) Take charge of any special projects assigned by the management from time to time.
 - r) Make sure students of the department are regularly attending class and coming to the college in time in proper uniform.
 - s) Make sure the academic targets in terms of university results and placement targets in terms of number of students placed are met.
 - t) Be the academic leader of the designated class in the Department.
 - u) To lead the development and maintenance of appropriate standards and quality assurance in the delivery of course materials, assignment and question paper setting and its valuation.
 - v) To monitor the semester progress regularly based on semester and assessment plan.
 - w) To arrange industrial visits and guest lectures for students to improve their learning experience in the consultation with HOD.
 - x) To encourage the students to participate in technical competitions conducted outside the college.
 - y) To maintain the desired academic standards in the assignments and tests administered in the class.
 - z) Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
 - aa) Prepare a subject wise list of the final attendance, practical and lectures together and display on notice board within 3 days of a month closing in the prescribed format through HOD.
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bb) Update data regarding students' achievements in academics, sports, extracurricular activities etc.

cc) Arrange class committee meetings.

dd) Any other duty the HOD/ Chairman/ Principal/Administrator may assign.

2.4 DUTIES AND RESPONSIBILITIES OF THE LABORATORY /WORKSHOP IN-CHARGE AND LAB ASSISTANT:

2.4.1 Laboratory and workshop:

Objective: *To facilitate students for examining, assessing & building themselves through experiments, what they learn in the classroom.*

a) To maintain the Dead Stock Register and Consumable Registers.

b) To find out the requirements of consumables for the laboratory and procure the same, before the start of every semester.

c) To plan for the procurement of equipment for the coming semester well in advance. This can be done by contacting teachers who are teaching or have taught similar subjects in college.

d) To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.

e) To organize the laboratory for oral and practical examinations.

f) To hold those who are responsible for any breakage / loss etc. and recover costs.

g) To ensure the cleanliness of the lab and switch off all equipment after use.

h) Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.

i) The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.

j) Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute.

k) All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.

l) Lab Assistants in coordination with Lab In-charge should display (i) List of Equipments/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.

m) Any other duty as may be assigned by the faculty in charge of lab /HOD/Principal/Chairman /Administrator from time to time.

2.4.2. In order to prevent theft/damage, the Lab In-charge shall take the following action:

a) Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD through faculty in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.

b) Lab Assistants in turn shall note down the missing items in the respective Lab Register.

c) If the students are responsible for the loss/missing item, then an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

CHAPTER III

GENERAL GUIDELINES/POLICIES:

3.1. RULES AND REGULATIONS OF INTERNAL EXAMINATIONS:

The Examination cell at Bhivarabai Sawant Institute of Technology and Research is headed by College Examination Officer (CEO) appointed by affiliating university on recommendation of the head of the institute. CEO is permanently approved senior faculty working in the institute. The principal of institute shall be Chief Officer in charge of Examinations conducted by Savitribai Phule Pune University (SPPU).

Department Examination Coordinator is nominated by the HOD on rotation basis for conduction of internal and external examinations.

CEO of institute is responsible to conduct university examination as per the guidelines of the university. Department Coordinator of Examination will create his/her own team with the approval of the HOD of the College. The team shall consist of Departmental faculties; the number of persons to be nominated shall depend on the quantum of work in the Examination cell. An Office Assistant will be deputed by the HOD to the examination cell who will be under the Coordinators to carry out the work related to internal examinations (preparation of invigilators list, time table, notices, seating arrangement, exam hall preparation etc)

3.1.1 General guidelines for Internal Examinations: In order to measure outcome of the education internal direct and indirect methods and External direct methods should be used to find the Course out comes (CO), Program Outcome (PO) and Program Specific Outcomes (PSO). The guidelines given in SOP of Curriculum Implementation and CIE should be followed.

3.1.2 Appointment of Paper Setters and Examiners for internal examinations.

- a) Paper setting shall be done by the concerned faculty who is teaching the course.
 - b) If multiple faculty members are teaching a single course, then they together shall setup the question paper.
 - d) The concerned faculty who is teaching the course shall follow all paper setting related guidelines.
 - e) Head of the department will appoint a teacher from his department as examination Coordinator.
 - f) A committee of Module coordinators shall be constituted for the purpose of quality checks on question paper setting and evaluation, appointed by HOD.
 - g) As per the academic schedule, the faculty member, teaching a course shall set the question papers for each of examinations in that semester.
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- h) The concerned faculty who is teaching a course shall forward the question paper to Module Coordinators for ensuring the quality.
- i) If the concerned teacher is not available due to some reason or unable to set the question paper or cannot be given the work of paper setting, the HOD shall arrange for alternative faculty who shall do the paper setting and all related work.
- j) The faculty who has set the question paper should prepare the solution for the questions paper set by him.
- k) Module Coordinators shall forward the approved question paper to concerned HOD and HOD shall forward to department Coordinator of Examinations.
- l) The concerned faculty shall maintain secrecy of the question paper and shall be responsible for the same.
- m) The exam cell take printout of question paper and kept in sealed packet .The coordinator shall keep all packets in the exam cell and use each packet as per the examination schedule.
- n) Internal examination assessed answer book for theory course shall be shown to students.
- o) Absence in an examination will mean zero marks scored.
- p) Internal Examination (IE) shall be conducted at department level.
- q) Seating arrangement shall be made at department level by examination cell taking into considerations the total number of students appearing for the examination.

3.1.3 Conduct of University Examination:

- a) External examinations shall be conducted in accordance with the Academic Rules and Regulations as given by Savitribai Phule Pune University (SPPU) and also as per the Examination Schemes. College Examination Officer (CEO) shall be responsible to conduct theory paper examination.
 - b) Term work/Practical/Oral examination for different courses is conducted as per the Academic Rules and Regulations as given by Savitribai Phule Pune University (SPPU) and also as per the Examination Schemes
 - k) Invigilator shall check the general discipline in the block during the conduct of examination and report the cases of indiscipline, misbehavior and copying to the examination coordinator for further necessary action.
 - l) At the end of the examination, invigilator shall collect the answer books from the students and arrange them sequentially as per examination seat numbers of the students, separately for each course, and hand over it to coordinator in the exam cell. The concerned faculty shall collect the answer books from respective coordinator within one day from the date of examination.
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3.1.4. GUIDELINES/INSTRUCTIONS TO THE INVIGILATORS:

a) Appointment of invigilation's for both theory and/or lab examinations shall be made a week before the commencement of Internal Examination.

b) It is mandatory for the faculty members to accept the appointment as Invigilator.

f) Invigilator: One invigilator for a block of 25- 35 (maximum up to 40) students subject to maximum two per class room.

g) Invigilators, additional invigilator, shall be appointed centrally among the faculty of all departments. Depending on the need and availability, CEO may change the number of staff for conducting examination.

h) The invigilators shall enter the examination hall at least 15 minutes before the start of examination.

He/ She shall,

a) Ask the students to keep their books, note books, and their written materials at the front of the hall/outside the hall. Enter correct seat numbers; use only blue/black ink for writing.

b) Check whether the students have occupied their seats as per the seating arrangement.

c) Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,

d) Distribute the question papers to the students at the beginning of the examination,

e) Check the identity cards of the students and sign on their answer books, if all details are correct,

f) Take the signature of students on the attendance proforma, mark "AB" for absent students and maintain the attendance record of his/her examination hall,

g) Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma,

h) Maintain general discipline in the classroom by frequently moving in the examination hall and preventing any malpractices or attempt of copying by students.

i) Report cases of misbehavior, indiscipline, malpractices and copying cases of students to the Senior supervisor for further necessary action,

j) Give instructions to the students to tie their supplements, 10 minutes before the end of examination,

k) Collect the answer books from the students at the end of examination and arrange them sequentially as per the examination seat numbers of students for each course separately,

l) Hand over the answer books to Exam cell.

3.1.5 Procedure for Reporting of Malpractice:

- a) When a case of malpractice is detected at an examination center by any Invigilator/Teacher/Squad member, he/she shall immediately seize all documents and materials concerned which are suspected to be the evidence of the malpractice and detain the candidate and send intimation to the exam in charge along with written report of the invigilator of that examination hall and a written statement from the candidate.
- b) If the candidate refuses to hand over the incriminating material, or destroys or runs away with the material, the facts shall be brought to the notice of the principal and the matter may be recorded and duly witnessed by one members of the supervisory staff.
- c) If the candidate refuses to give a written statement, the candidate shall be asked to record in writing the reason for his refusal to give a written statement. If he refuses to do even that, the facts shall be recorded and signed by any one Squad member /exam in Charge witnessed by the invigilator.

3.1.6 .Guidelines/Instructions for Examiners:

- a) It shall be mandatory for every faculty of institute, to assess the answer books of his/her course or answer books of other courses as instructed by HOD, within stipulated time.
 - b) All the assessment of a course shall be done by the concerned faculty.
 - c) Collect bundle of answer books from office in-charge (assessment); count all the answer books in the bundle. If any difference in number of answer books is found, the examiner shall get it clarified immediately from office in-charge (assessment).
 - d) Collect question paper and solution/scheme of marking of the course from office in-charge (assessment). If a copy of solutions/scheme of marking is not available, he/she shall prepare solutions/model answers.
 - e) Award step-wise marks for each answer.
 - f) Write the total marks in double digits (e.g. 01, 02, 12 etc) in the space provided on the front page of the answer book.
 - g) The assessed answer books shall be scrutinized further. "Scrutiny" shall include checking for un-assessed answers, totaling of marks, and transfer of marks to main page, blank pages scratched etc. In case of any corrections, it shall be brought to the notice of concerned faculty. The faculty shall do required correction and enter the marks.
 - h) Concerned Course faculty /Coordinator shall prepare and display the marks of internal examination of respective course, as per academic calendar. He/ She shall allow the students to see the evaluated answer books after assessment. She/he shall enter the final marks in
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prescribed formats within seven days after the last date of completion of concerned internal exam.

i) All assessed answer books shall be preserved by the concerned faculty till the internal marks finalized.

j) The concerned Faculty shall display the marks of Internal Assessment of Lab Course to the students at the end of each experiment.

3.2 CONSULTANCY, R&D AND TEACHING ASSIGNMENTS:

1. The College encourages its teachers to take consultancy assignments. The teacher shall undertake such assignments When the College is approached for such help and the College assigns such engagement to the particular teacher or when the teacher himself/herself is approached by the outside agency for such help. In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/administrator in writing.

2. A teacher, who has been approached for giving guest lecturers in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.

3. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

4. The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment. The teacher shall also associate other members of the faculty in working on the assignments. The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:

- Where it is a project assignment, testing, consultancy assignments, involving the infrastructure facilities and work time, 100% to faculty.

3.3 TRANSPORTATION POLICY & RULES:

1. Institute provides bus transportation facility to students and staff in predetermined routes.

2. Bus facility is offered to all students at the discretion of the college management.

3. All students who wish to avail the college bus facility should register their names with the account office on the date announced in the beginning each academic year.

4. Bus pass will be issued to the eligible students only after paying the full bus fees.

5. Transport fee for full year will be charged even if a student leaves the transport facility in between the session.

6. Transport facility is free of cost for teaching as well as non-teaching staff.
 7. Staffs who wish to avail the college bus facility should register themselves with the account office.
 8. No person shall be allowed to travel in the bus without permission of the college authorities concerned in writing. Bus Drivers are authorized to disallow travel by any person without proper authority.
 8. Hostellers and day scholars without bus pass are strictly not permitted to travel in college bus.
 9. Bus Drivers and Supervisors are responsible for overall discipline and conduct of students in the Bus.
 10. Bus Drivers are expected to maintain the contact data of all passengers of their bus and that of the management authorities.
 11. In case of emergency and unexpected events bus drivers should inform management representative and or take any prudent action as the situation demands.
 12. Intimation regarding cancellation of a trip will be notified to the concerned Supervisors and passengers to the extent possible.
 13. Staffs are requested to sit in the seats allotted to them and to take care of the students.
 14. College bus charge will revised periodically based on the various operating expenses.
 15. Normally College buses will be available to the already existing routes on all official working days.
 17. Passengers will be picked up and let off at designated stops only.
 18. The time schedule and the stages of trip can't be altered unless prior permission is secured.
 19. Bus will not wait for any passenger. Passengers are expected to be at the designated stops/stages before time.
 20. Getting bus pass doesn't ensure the passengers any reserved seat.
 21. Girl and boy students are expected to occupy separate seats in the bus. Mixed seating by students is strictly prohibited.
 22. Passengers must be possession of valid bus pass and is required to produce it as and when asked by any staff.
 24. As college bus is an extension of the institution, all the code of conduct and rules of the college are equally applicable in the bus with special reference to use of mobile phone with headset and proper dress code.
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25. College doesn't encourage any form of celebrations in the bus or during the travel (birthday, sendoff etc.,)
26. Students are expected to wait in orderly lines and allow faculty to board the bus first. In similar manner students are expected to wait for staff members to disembark first.
27. Students must board and leave the bus carefully and courteously without shoving and pushing.
28. Students shall not extend their arms, head or any other part of their body out of the bus window nor shall they extend clothing or other articles through the bus windows.
29. Throwing articles within the bus or out of the windows at any time will not be condoned.
30. Excessive noise (loud talking, screaming, whistling, etc.) by students is not allowed.
31. Harmful or dangerous articles (explosives, fireworks, matches, cigarettes, lighters, knives, etc.) are prohibited.
32. Students shall not write upon, disfigure or cause damage to any part of the inside or outside of the bus. Students are to take care of the bus; if not, damage will be charged to the offender, and as a minimum with loss of bus riding privileges until damage is paid.
33. Students shall behave in such a manner as not to jeopardize the safe operation of the bus.
34. The use of profane, vulgar or other unacceptable language or gestures will not be tolerated.
35. Eating or drinking on the bus and littering are strictly prohibited.
36. Any other misconduct which may distract the driver from safe operation of the bus will not be tolerated.

3.4 MOBILE PHONE POLICY:

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.

1. Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.
 - a) The mobile phones shall be kept in silent mode / off while in Classroom/Laboratory.
 - b) All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
 - c) Staff members are allowed to use mobile phones in their respective cabins.

3.5 BUDGET AND PROCEDURE FOR PROCURING LAB CONSUMABLES, VALUABLES AND STATIONERY:

3.5.1 Budget

a) Head of the institute shall initiate the process of preparation of budget of institute through circular to all Heads of departments and section heads asking them to submit the budget under various heads. Heads of department and section heads collect the budget from laboratory in charges, faculty members, workshop superintendent, etc under various heads namely laboratory equipment, industrial visits, Research and Development etc. Heads of department, librarian and section heads prepare consolidated budget and submit it to head of the institution. Head of the institution will have discussion with HOD, librarian and sections heads if required and ask them to make changes wherever required. Final consolidated budget is prepared and it is kept in the meeting of College Development Committee (CDC). College Development Committee will approve the budget, with changes, if necessary and required. The CDC will send the budget to Governing body for its final approval. The GB approved budget is sent to head of the institution. Head of the institute will forward this to all departments and section heads.

Expenditure should be incurred with reference to the approved budget. Accounts department of the institute is responsible to maintain the expenditure details. Departments shall make expenditure through proper channel and within the sanctioned budget.

3.5.2 Procedure for Purchase

1. GB approves the budget put up by institute for an academic year.
 2. After approval by GB, shall be communicated with the departments and concerned stakeholders. This enables to begin the budgeted purchase procedure.
 3. Institute /Department collect the quotations from different vendor as per material requirements.
 4. Institute /Departmental concerned authorities evaluate proposals and negotiate with suppliers.
 5. After negotiation and finalization, purchase order is placed to selected vendor along with half payment against purchase of the material.
 6. Institute /Departmental concerned authority verify the invoice and delivery of material along with its functionality.
 7. After verification of delivered material, balance payment is been paid to vendor.
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3.5.3. Stationery

1. Soon after the last working day of an academic year, HODs' should assess the requirements of stationery needed for the administration of their Department (including ISO related works)
2. After consolidation of the requirements and after the approval, the Management will take action for the bulk purchase of the stationery needed for the entire Institution.
3. After procurement, the stationery required for each Department will be distributed by the Store keeper.
4. Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars, etc. has to be given by the HOD to the office well in advance (at least 10 days before the proposed date.) While preparing the special indent, the actual use of stationery during previous similar occasion should be taken into account as a basis.
5. As soon as the purpose for which the stationery has been obtained is over, the unutilized portion has to be returned to the office by the HOD concerned. (The stationery obtained for a specific purpose shall not be used for normal work of the Department)

3.5.4 MAINTENANCE OF STOCK

1. In case of laboratory, the following stock registers have to be maintained
 - A. Consumables stock register
 - B. Non-consumables/valuables stock register
 - C. Other register(s) based on the requirement of the Department concerned.
 2. The staff in charge for each lab is responsible for the proper upkeep of the material in the lab besides maintaining the consumable and non-consumable stock register of each lab. Each entry should be signed by the staff in charge of the laboratory, faculty member in charge of verification and the HOD concerned.
 3. The staff in charge is nominated among the members of the Department. He/she will be in charge of the concerned laboratory of the department.
 4. Whenever a new staff member takes over the staff in charge of a lab, he/she should take charge of the laboratory from his/her predecessor after verifying the entries of the stock registers. If there is any discrepancy, the fact should be reported immediately through the HOD to the Principal.
 5. If a staff member who is in charge of a particular lab is on long leave, HOD should make alternate arrangements immediately to entrust the stock to another staff member. The newly entrusted staff member shall take possession of all the stocks immediately and the HOD has to report the fact to the Principal.
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6. Any breakage or damage of an item during its use should be immediately recorded in the stock register against that item in the remarks column. This should include the reason for the damage and any breakage fees to be collected from the staff member / student whoever is responsible for the damage. In case of expensive items, the matter should be reported to the Principal immediately for the recovery of the breakage fees. For inexpensive items, the breakage fee should be collected after the practical classes are over for the concerned semester.

7. Similarly, loss of any item shall also be recorded in the register and reported to the Principal for recovery of the cost from person responsible for the loss.

8. After the recovery of the costs and on the specific orders from the Principal the item lost / damaged has to be removed from the stock register.

9. If any old item is beyond repair and cannot be put into the use, the same can be condemned after obtaining approval from the Principal. This has to be entered in the stock register.

10. No transfer of an equipment / material from one lab to another lab (even within the same Department) should take place without prior permission of the Principal. As and when such a transfer is made a note should be made in the respective stock register of the laboratory against the item regarding the date of issue, date of receipt and other relevant particulars.

11. If any equipment is not functioning within the guarantee period, the company may be pulled up for rectification and it must be set right at the earliest.

12. Periodic service and maintenance of equipments / machineries is a must.

3.5.5 STOCK VERIFICATIONS

1. Surprise checks on stocks have to be carried out by the HOD in his/her Department at least once in a year. Principal or any member of the Management may also conduct surprise checks.

2. Apart from surprise checks, annual verification has to be carried out by a team appointed by principal.

3. Discrepancy, if any, noticed during stock verification should be reported to the Principal immediately for further action.

3.6 ACADEMIC AUDITING:

The process of academic Auditing intends to verify the planning, design and implementation of academic processes and activities based on the indicative guidelines framed by Academic Monitoring Committee (AMC) of the institute.

Frequency of Academic Audit: It is conducted twice in a semester to achieve the objectives as mentioned in Table 3.6.1. Academic Audit Report is forwarded through HOD to AMC for further action.

Frequency of academic audit		
Academic Audit	Objective of the Audit	Auditors
Mid-Semester	To verify implementation of planned academic activities and processes, Internal continuous evaluation and evaluation of COs	1. Department Academic coordinator of respective department 2. Two senior faculty members from the same department 3. Senior faculty member from other institute
End Semester	To verify implementation of planned academic activities and processes, Internal continuous evaluation and evaluation of COs, POs and PSOs.	1. Department Academic coordinator of respective department 2. Two senior faculty members from the same department 3. Senior faculty member from other institute

The criteria to be verified during academic are as listed in Table 3.6.2

Table.3.6.2 Criterion for academic audit.

Sr. No.	Criterion (Weightage of each criteria=10 marks)
1.	Course notes verification done by module coordinators in department as per quality parameters.
2.	Regular conduction of lectures and practical by teachers
3.	Verification of Syllabus coverage of subjects
4.	Number of activities conducted under department students association
5.	Number of activities conducted under professional bodies and student chapters
6.	Number of Industrial Visits arranged as per the syllabus
7.	Number of students permitted for internships
8.	Course dependent Teaching Methods used by teachers

9.	Extent of Utilization of Teaching Aids by teachers
10.	Utilization of E-Learning Modules prepared by faculty
11.	No. of unit tests conducted and assessment.
12.	No. of assignments given and assessment.
13.	No. of Quizzes conducted
14.	Extra / remedial lectures conducted for slow learners / DSE students
15.	Project group finalization with title and guide allocation.
16.	Progress of Students Projects
17.	Students feedback on Teaching-Learning and its analysis and action taken
18.	Number of Collaborative Activities conducted to Improve the skills sets of students
19.	No of Guest lecturers conducted to fill the curricular gaps, if any
20.	Number of Conference / Seminar / Workshop / FDP conducted / attended
21.	Number of community approach extension activities conducted
22.	Result analysis of SPPU examination of previous semester / year.
23.	COs and POs attainment calculation
24.	Guardian Faculty Member meetings and remedial actions taken
25.	Participation of students in technical events at other institutes
26.	Publications by faculty and students
27.	Number of NPTEL certification by faculty
28.	Number of NPTEL certification by students
29.	Number of training programs conducted for students
30.	Number of patents filed by faculty members/students

CHAPTER IV

SERVICE RULES AND REGULATIONS:

The rules that will be followed as follows:

4.1 RECRUITMENT:

- 1) Recruitment is normally done twice in a year during May and November.
- 2) Number of vacancies both teaching and non teaching is notified by Principal/ HOD/ Designated Authority based on student strength / resignations or separations of staff members, to the management for approval / information.
- 3) Screening of applications received is done by the respective Department Head.
- 4) Short listed candidates are informed through call letters /over telephones from the office.
- 5) At times, Walk- in interviews is also conducted for immediate postings.
- 6) The minimum qualification as per AICTE Regulations.
- 7) All the teaching staff shall be paid AICTE scale of pay.
- 8) In addition to the Basic Salary, a monthly dearness allowance and other allowance shall be paid as per management policy.
- 9) Management can also decide other allowances for Professor, Principal and Special Posts.
- 10) Interview Committee consists of Chairman, Administrator, Principal/Designated Authority, and respective Heads of the department.
- 11) A demo lecture is conducted for faculty post and short listed candidates shall be called for personal interview and selection be made on merit.
- 12) Direct interview is conducted for senior posts.
- 13) On completion of the interview, the selection committee will record its final recommendations with signature of every member present. The selection committee may recommend suitable advance increments for exceptionally outstanding candidates. Recommendations of the selection committees will be placed before the Chairman of JSPM, along with details of sanctioned posts, for final approval and subsequent issue of appointment orders by the Chairman.

4.2 Service Conditions for the Staff:

1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
 2. There shall be designations in the respect of teachers in institute namely Assistant Professor, Associate Professor and Professor and Principal.
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3. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.
4. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairman.
5. Any staff member, on appointment, except on contract, shall be on probation for a period one year.
6. A member of the staff shall have his / her service separated by giving one month notice or one month basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service three months notice or three months salary must be given. But during the close of academic year, one month notice is sufficient for separation from service of JSPM for permanent staff. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester. However, the management reserves the right to waive the notice period or the compensation thereof.
7. A security amount equivalent to one month salary is deducted from staffs during the service in convenient installment.
8. A service book for keeping the record of service of staff shall be maintained in office ,by Principal in respect of each employee of the College. All activities of an employee in his/her official position shall be recorded in this service file.

4.3 PROMOTION POLICIES:

1. All promotions shall be considered on the basis of merit- cum –seniority basis or as decided by the management from time to time.
 2. The Chairman shall appoint a committee for promotion, in which he shall be the Chairman, with Establishment Director, principal and experts in the respective area.
 3. The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given as per AICTE norms, subject to the condition that there has
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not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.

4. The staff shall be considered for promotion to the next higher level position, subject however, he/she had completed the three years of service after probation in the present position and should have obtained AICTE prescribed qualification.

5. Special preference to the faculty who is undergoing PhD and completing the course work and comprehensive viva for PhD and on publication of 5 International Journal papers, being in the authors' area of specialization for the promotion to the post of HOD with Minimum of 5 yrs experience in teaching/research/ industry or (Equivalence for PhD is based on publication of 5 International Journal papers, being in the authors' area of specialization) and subjected to condition that, they fulfill the AICTE requirement within four years from the date of promotion.

6. The following information is required in the CV for reappointment and promotion of candidates:

Educational background:

- Academic and other relevant employment history.
- Awards and appreciation if any.
- Research and/or creative works, publications journal, conference proceeding, text book publications etc.
- Teaching accomplishments: List classes taught with results, List any textbooks, study guides, manuals, workbooks, or electronic media, produced for student or class use, mentor list etc.

7. Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

8. All decisions on promotions shall be taken up from the month of April/October every year.

9. All cases of promotions satisfying the above norms and those prescribed by the AICTE will be considered, subject to the requirement of the department and discretion of the Management.

Career Advancement Scheme (CAS)

Eligibility criteria:

The rules and regulations as per the AICTE gazette 5th March 2010 has been followed for pay scale, service condition and qualification.

Process of Career Advancement Scheme:

i) The faculty should apply in writing to the Head of the institute under CAS every year in the month of May.

- ii) The faculty shall submit the Application form and supporting documents as per the guidelines from AICTE.
- iii) The Head of institute shall form screening committee for evaluation of received applications.
- iv) All the candidates applied under CAS appear for interview in the month of June in-front of screening committee.
- v) The recommendations given by the committee shall be forwarded to Management for final approval.

4.4 RETIREMENT FROM SERVICE:

1. All teaching and non teaching staff shall retire on completing the age of superannuation, which is 60 years.
2. When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1st of May of the succeeding year.
3. If the retiring employee has accumulation of annual leave to his/her credit ,the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.
4. The age of superannuation as mentioned above shall not be applicable to the Special Category appointments.

4.5 SEPARATION OF SERVICES OF AN EMPLOYEE:

1. Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
 2. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.
 3. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Principal has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal.
 4. The Principal shall have the power to separate the services of a member of the staff of the college, for any of the following reasons:
 - i. Serious misconduct and willful negligence of duty;
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- ii. Gross insubordination;
- iii. Physical or mental unfitness; and
- iv. Participation in any criminal offence involving moral turpitude. The services of a temporary employee are liable to be terminated at any time without assigning any reasons whatsoever.

5. The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months notice.

6. The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event or the employee has failed to do his duty or negligence of duties.

4.6 CODE OF CONDUCT:

1. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

2. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.

3. Staff members should get prior permission from Management / Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.

4. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 15 days from the date of drawl of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.

5. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.

6. All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

7. No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or local bodies take part in any other election as independent or on any party ticket.

8. No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter,

which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.

9. An employee shall not, without the knowledge and approval of the Principal & Management, have recourse to any organization/ authority, court or to the press for vindication of his grievance/s.

10. The following acts of commission/omission shall be treated as misconduct.

- A. Failure to exercise efficient supervision on the subordinate staff.
- B. Insubordination or disobedience to any lawful Order of his/her Superior Officer.
- C. Gross negligence in teaching or any other duty assigned.
- D. Any act involving moral turpitude punishable under the provisions of the IPC.
- E. Intemperate habits affecting the efficiency of the teaching work.
- F. Failure on the part of an employee to give full and correct information regards his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer

4.7 PERFORMANCE APPRAISAL OF EMPLOYEES & INCREMENTS:

1. Staff Members are eligible to the increments prescribed at the end of 12 month in service in the Institution. The Increments will effect at the beginning of every academic year, i.e. in the month of JULY.

2. Additional Increments shall be given to staff members based on their contributions and results achieved at the discretion of the Management.

3. Annual Staff Performance Appraisal Systems consists of:

- A. Employment record of faculty
- B. Academic performance
- C. Research work by faculty
- D. Administrative Work
- E. Workshop Conducted/Conference
- F. Publications by Faculty
- G. Higher Studies
- H. Awards and achievements

All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format. The Management, Principal and Administrator will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for internal promotion and increments, Selection to higher posts etc. Results of

the appraisal will find a place in the Personal file. Non performance will be suitably dealt with. The attainment of any two of the following as mandatory for every faculty for each academic year for increments

1. Paper publication -Journal/conference,
2. Patent –Apply/sanction,
3. Project –Apply/sanction
4. Testing/consultancy
5. Conduct/coordinate –Conference/seminar/FDP/ Workshop/any similar event.

4.8 DISCIPLINARY PROCEDURE

1. Any teacher who is violating the code of conduct defined in this chapter of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman.
2. If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
3. The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible.
4. If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation such as detailed enquiry etc
5. He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
6. On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
7. The course of action for disciplining a teacher shall be under the following categories:
 - Memo and Censure.
 - Warning in writing, with recovery of money, where financial loss is involved in the act.
 - Suspension from work without remuneration.
 - Dismissal or discharge from service.
8. Any staff member receiving more than two memo or warning will be given punishments .Where the punishment proposed is in this categories Principal/ chairman shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

4.9 GRIEVANCE REDRESSAL PROCEDURE

1. The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
2. The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal, Director/Dean, administrator and Chairman.
3. The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
4. The Grievance committee shall: have a member secretary, to monitor the proceedings meet once every month on a stipulated day and time
5. Any teaching or non-teaching staff having a Grievance, he or she shall make a representation to the Committee.
6. The member Secretary of the Grievance Committee shall include such Grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the Grievance warrants a meeting to be commissioned immediately.
7. The Grievance shall be redressed immediately by the committee and by the Chairman/Correspondent.
8. The Member-Secretary shall record and maintain the minute's the meetings.

4.10 LEAVE

4.10.1 General

1. Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.
2. **Leave Application:** The leave application shall be submitted on well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her any other department to keep the students engaged
3. The lab staff shall make alternate arrangements/internal adjustments to keep the students engaged. The same must be informed to concerned teachers and HOD's. Casual Leave and Duty Leave application should be submitted in office. All other leaves forward to chairman for sanctioning through proper channel.
4. No leave can commence unless it has been sanctioned: Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave

without getting the same sanctioned makes the employees liable to disciplinary action besides penal deduction.

5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

6. No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing. An alternative arrangement for class work has to be informed to the HOD.

7. Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

4.10.2 Kinds of Leave:-

The staff members are entitled to enjoy the following leave benefits:

- a) Casual Leave CL
- b) Leave without Pay LWP
- e) Earn Leave EL
- f) Duty Leave DL
- g) Compensation Duty Leave COFF
- h) Study Leave ST
- i) Vacation Leave VACATION
- j) Maternity Leave ML
- k) Medical Leave MED

4.10.3 CASUAL LEAVE (CL)

1. Every employee held on the roster of the college is entitled to One (1) day casual leave for each twenty four (24) days block of duty performed by him/her subject to a maximum of Fifteen (15) days of casual leave in one calendar year.

2. A minimum of half (1/2) day CL can be availed of at one time. Half day CL will not be granted on half working days.

3. CL can be pre-fixed/suffixed with all types of holidays/leaves.

4. Total no. of days of C.L. to be availed at a spell should not exceed 6 days for regular employees.

5. CL up to total accumulated period may be granted under special circumstances.

6. For contract /probationary staffs CL can be available proportionate to accumulated CL up to the date of application.

7. CL will not be carried forward to next calendar year and will lapse at the end of the calendar year.

4.10.4 LEAVE WITHOUT PAY

1. No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if an employee has to avail leave in excess of one's authorization he may be granted, "Leave without Pay" at the discretion of the Chairman /Management subject to exigencies of service.

2. Such leave shall not exceed 30 (Thirty) days in a calendar year subject to a maximum of 15 (Fifteen) days at a time.

3. Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category. "Leave without pay" shall also be got sanctioned in advance as any other leave.

4. But If the quantum of LOP [LOSS OF PAY] is more than 15 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/Designated Authority shall be final in such cases.

5. If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service.

6. Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break-in-Service.

4.10.5 EARN LEAVE

As the name suggests, this leave is granted under extra-ordinary circumstances only. This may include the following:-

- a) Prolonged sickness of self or a family member
- b) Higher education
- c) Forced exile/renunciation

Although there cannot be fixed guide line for the duration of such a leave, yet it shall not exceed 300(three hundred) days at the time.

4.10.6 DUTY LEAVE (DL)

1. An activity of an employee which can bring recognition to the Institute may be considered for grant of this leave.
2. Duty leave may be granted for one or more of the following purposes:
 - a. To deliver academic lecture
 - b. To work on behalf of the College or to attend technical workshops/ symposium of National/International level.
 - c. To read/present a research paper in a Conference/ Symposium of National/International level.
 - d. To attend selection committee or other such like committee meetings provide they are convened by a statutory body/university recognized by the Government.
 - e. To inspect academic institutions attached to a statutory body or a University recognized by the Government.

The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions:-

1. There exists a written request from the competent authority.
2. The paper has been accepted for presentation and a communication to this effect received in writing/mail.

4.10.7 OUT-STATION DUTY (OD):

1. OD will be granted when staff members are required to go out on official duties as approved by the Principal/Designated Authority. When staff members go for examination work other than MSBTE, OD will not be granted.
 2. Number of days on OD is limited to 14 days for a year at the rate of 7days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff unless approved by the Designated Authority. This limit is applicable to conduct of Board Practical Examination, Theory Examination and paper assessment. However, this limit is not applicable to centralized assessment centres.
 3. Head of the Department has the power to distribute the outstation duty among the faculty members so as not to exceed the allowable limit per semester.
 4. Staff members are permitted to go on 'On Duty' for academic works of the colleges such as Staff selection Committee, Accreditation committee, Resource person for other colleges and other committee/ Council formed related to the works of AICTE/ other prescribed bodies
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etc., after obtaining prior written permission from the H.O.D. and the Principal. Staff members availing O.D. are entitled to draw the salary in full for the entire period of O.D. The teacher availing O.D. is permitted to enjoy the remuneration given by the University or any other academic bodies.

5. In all the cases, prior written permission has to be obtained from the Principal through HOD.

6. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

4.10.8 COMPENSATION DUTY LEAVE

It is the policy of JSPM that staffs is expected to work on holidays in case of events of institutional importance/necessity without any special compensation. However under special circumstance compensation duty leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities i.e. Chairman, Principal, administrator and H.O.D concerned of the college. Such approval of COFF rests solely at the discretion of the Principal/Designated Authority.

Approved CDL

a) Can also be combined with C.L.

b) This leave must be availed within three months from the day of the duty carried out.

c) COFF can be availed as full day only

4.10.9 STUDY LEAVE

I. JSPM appreciates and encourages faculty development by acquiring higher qualifications such as PhD. Study leave of up to 4 years will be granted to faculty who wish to pursue full time PhD.

II. Faculty should have completed a minimum of 3 years of service at JSPM to avail the above facility.

III. Faculty those who wish to avail study leave for fulltime PhD shall give an undertaking to the effect that after the completion of the PhD, they shall rejoin JSPM and shall serve minimum period of one year or shall pay liquidated damages accordingly. Faculty while rejoining JSPM after the successful completion of PhD will be eligible for 3 increments.

IV. To pursue PhD under part-time/part-time external schemes, faculty will be permitted under the following conditions.

1. Faculty shall give an undertaking to the effect that they will be continuing with JSPM after completion of their PhD for a minimum period one year.

2. Faculty should have completed a minimum period of 3 years of service at JSPM before applying for PhD under part-time.
3. The number of faculty availing the above facility shall not exceed 25% of the total faculty strength of any department at given point of time.
4. Permission to avail this facility will be given by the management based on the recommendation of the HOD/principal and considering the overall performance and seniority of the faculty.
5. Faculty will be permitted to make use of the library and lab facilities for the purpose without affecting the normal functioning of the college.
6. It is imperative that the faculty doing PhD under part-time scheme to pursue their research work without affecting their duties and responsibilities at JSPM
7. An employee will not be entitled to draw the salary during study leave

4.10.10 MATERNITY LEAVE

The leave period is as per norms of Maternity benefit act of Govt. of India. As per the Act, to be eligible for maternity benefit, a woman must have been working as an employee in an establishment for a period of at least 80 days in the past 12 months. Payment during the leave period is based on the average daily wage for the period of actual absence.

4.10.11 VACATION LEAVE

1. The total number of VL days for members of permanent staff (vacation staff) is limited to 45 (forty-five) days, for a continuous service of 12 months in the institution. These 45 days includes the declared vacation during Diwali / summer.
 2. The remaining days can avail any time during the academic year in a single stretch. If any staff wants to avail in multiple stretches, the two days (Sunday, Saturday) not inclusive in their applications, the same will be deducted from their Vacation Leave.
 3. If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal/Designated Authority, compensation duty leave shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority. Such compensation can be availed within the academic year.
 4. A staff member becomes eligible for full VL only after rendering a continuous service of one full academic year.
 5. Any unused part of VL cannot be carried over to the next academic year.
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6. The vacation period amongst the faculty members shall generally be staggered to ensure that the Institutes functioning are not hampered.

4.10.12 MEDICAL LEAVE

1. The entitlement of Medical leave is @10 days for every calendar year. Medical leave can be availed only on Medical ground. The application for medical leave is to be submitted within seven days of commencement of leave.
2. The authority has the right to refer the application to a Doctor/Hospital of the choice in case of doubt on the genuineness of the application
3. Medical leave application shall always be accompanied by a medical certificate
4. Sundays & Holidays can be prefixed/suffixed to medical leave, however intervening holidays are counted as medical leave.
5. Medical leave is sanctioned with full salary benefits.
6. Medical leave will be granted by the Chairman as per the recommendation of the HOD and Principal.
7. Institute grants 20% discount on medical expenditure with only tie up hospital.

4.10.13 OTHER FACILITIES

1. Institute provides 1.5% interest exemption on their personal loan.
2. Institution avails 25 % school fees exemption to the faculty child.
3. Free accommodation to the institute non- teaching faculty.
4. Free uniform for institute non- teaching faculty.

This is to state that the following expert team has framed, reviewed and recommended the Staff Handbook for Bhivarabai Sawant Institute of Technology and Research, Wagholi, Pune. The Policy is published and implemented after approval from Governing Body (GB).

Dr.T.K.Nagaraj
Principal

The GB approved recommendations and Policy Documents of '*Staff Handbook*' in GB meeting dated 04/06/2012, vide resolution no 2.

Dated:

**JAYAWANT SHIKSHAN PRASARAK MANDAL'S
BHIVARABAI SAWANT INSTITUTE OF TECHNOLOGY & RESEARCH,
WAGHOLI, PUNE**

(Approved by AICTE, New Delhi & DTE Maharashtra Govt. Affiliated to SPPU, Pune)

DTE College Code: 6311



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**HAND BOOK
CODE OF CONDUCT FOR STUDENTS**

Quality education is the fundamental right of every Indian citizen.
Quality Education lays the good foundation for Individual growth.
Jayawant Shikshan Prasarak Mandal (JSPM) committed to impart
quality education, to create skilled man power to the nation.



**JAYAWANT SHIKSHAN PRASARAK MANDAL'S
BHIVARABAI SAWANT INSTITUTE OF TECHNOLOGY & RESEARCH,
WAGHOLI, PUNE**

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About Institute:

BSIOTR was established by JSPM in 2009 in wagholi, Pune with the aim of imparting quality technical education. The institution is well recognized by the stakeholders by its core value which emphasize on human values and professional ethics.

Vision statement:

"To provide, nurture and maintain an environment of high academic excellence, research and entrepreneurship for all aspiring students, which will prepare them to face global challenges maintaining high ethical and moral standards."

Mission statements:

"Satisfy the aspirations of youth force, who want to lead nation towards prosperity through techno-economic development."



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Notification

Subject: Code of Conduct

It is hereby notified and informed to all concerned that the Office of BSIOTR, Wagholi , Pune, has prepared a Code of Conduct Handbook for the students of BSIOTR. Students studying at JSPM's BSIOTR, Wagholi are required to abide by this Handbook and submit an undertaking to the admin office whereby they agree to follow and abide by all rules and regulations as prescribed in the Code of Conduct as well as those that may be prescribed elsewhere from time to time.

**Principal
JSPM's BSIOTR, Pune**

PREAMBLE

The Code of Conduct Handbook for Students of JSPM'S Bhivarabai Sawant Institute of Technology & Research, Wagholi, Pune is framed to foster and protect the core mission and vision of the institution, and the students pursuing scholarly study and ensure the holistic development of its key constituents in a safe and secure learning environment. It also ensures to protect persons, properties and processes that support the institution. Institute is morally responsible to students and other stakeholder, and strives to enhance their experience by providing an opportunity to teach and learn in a campus free of any disruption. In order to excel in this pursuit, it is necessary to have rules and regulations to maintain order and discipline, and mark the boundaries to these freedoms.

Students are members of the institution and citizens of the India. Students are expected, as learners, to behave responsibly for which they are accountable to the stakeholder community. It is presumed that students after seeking admission to the courses at the BSIOTR will conduct themselves in an appropriate and responsible manner. High standards of academic and professional integrity and honesty are expected from students (UG, PG) and they are required to respect the rights, students, and property of other members of the academic community.

Students are required to refrain from any conduct that would interfere with institution functions or endanger the health, welfare or safety of other persons either inside or outside the premises of the Bhivarabai Sawant Institute of Technology & Research. Students will not discriminate against self or others on the basis of race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability or any other legally protected status. Students will not conduct themselves in a manner, which is prejudicial to any law of the land and their conduct will aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

APPLICABILITY

The Code of Conduct Handbook is applicable to all students of the JSPM's BSIOTR enrolled in both full-time course and at the established academic unit and pursuing undergraduate, postgraduate, as well as other courses run by various department. The term 'student' refers to persons who are enrolled for a particular course offered by the BSIOTR affiliated SPPU, Pune for a term semester. The Code is applicable to all students enrolled in the established educational campus of the BSIOTR

Any activity that causes the destruction of property belonging to the JSPM's BSIOTR; any conduct of the members of the JSPM's BSIOTR community that causes harm to their health or safety; and any activity in which a police report has been filed, a summon or indictment has been issued or an arrest has occurred for any act or omission, will be constituted as a breach of the JSPM'S Bhivarabai Sawant Institute of Technology & Research, Wagholi Code of Conduct.

Students will continue to be subjected to the laws of the land while at the institution and any violations of those laws may also constitute violations of the Code. In such instances, the JSPM's BSIOTR will proceed with disciplinary action as under the Code of Conduct and independently of any criminal proceeding involving the same conduct imposing sanctions for the violation of the Code of Conduct, even if such criminal proceeding is not yet resolved.

JURISDICTION

The Code of Conduct applies to both the on-campus and off-campus conduct of all students of JSPM'S Bhivarabai Sawant Institute of Technology & Research, Wagholi and is in force at all the established educational campuses of the JSPM's BSIOTR.

The Code of Conduct covers off-campus behavior during:

- I. Industry Internships, field trips, as well as study in any other institution of JSPM's.
- ii. Research at another institution or a professional practice assignment.
- iii. Student activities: sponsored, conducted authorized by the BSIOTR or by a registered Student organization (Student Forums of IETE,ISTE,CSI etc.).

MISCONDUCT

Misconduct by any student or an attempt to flout the Code of Conduct is explained subject to appropriate disciplinary action. The instances of misconduct include, but are not restricted to the following:

General discipline

1. Students are expected to conduct themselves at all the times in the classroom and on campus in a manner that enables them to qualify as responsible citizens.
2. The use of mobile phones, pagers and other wireless equipment is prohibited in the working areas of the BSIOTR, which include the classroom, corridor, library and laboratories. The violation of this rule will lead to the confiscation of the instrument by the authorities with written warning to the student. The instrument will be returned only at the end of the course program.
3. The instances of misconduct are included in further part of this Handbook and are required to be obeyed by the students, implicitly. Disciplinary action will be taken against students violating these rules.
4. Discipline proceedings, Punishment, Penalties and the Grievance Redressal Mechanism will be conducted as mentioned in this hand book.

CENTRAL LIBRARY RULES AND REGULATIONS

- ✓ All library users are required to enter their names and sign the register provided at the Entrance.
- ✓ Students can borrow certain number of books, periodicals (other than the current issue), CDs for a certain period of time as stipulated and communicated by the Librarian.
- ✓ Library books are required to be returned by the student on or before the due date. A fine will be levied after the expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.
- ✓ Borrowers shall replace lost or damaged library materials with new versions of the same.
- ✓ Renewal of library book and of the educational materials are generally allowed if no Reservation has been made for the same.
- ✓ Personal items, for example books, folders, files, blazer, jerkins, overcoats, etc. are not allowed in the library (BOOK SECTION).
- ✓ Case studies and project reports will not be issued to students and are for library reference purpose only.

- ✓ Library users are expected to maintain silence at all times in the library. Cell phones and their use prohibited.
- ✓ Library users should present their identity card for the borrowing or renewal of library material. The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.
- ✓ Marking of any kind, underlining, writing on books, and defacing any publication are strictly prohibited and if defaced, the item must be replaced with a new one.
- ✓ Smoking anywhere inside the library premises is prohibited as is the consumption of food and refreshments in reading room of library.
- ✓ The membership of the library is not transferable.
- ✓ Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table.
- ✓ All library users are expected to read the notice board or browse the library website for library timings and other services relevant to library.
- ✓ The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
- ✓ Students are requested to maintain the dress code of the JSPM'S BSIOTR while they are in the library.
- ✓ Students should return all the borrowed items from the library clear all fines and return the library ID card before leaving the Institution.

COMPUTER LAB RULES AND REGULATIONS

A. Entry/Exit

- ✓ Only students, faculty and staff of respective departments are allowed inside the computer lab.
- ✓ Visitors are allowed inside the lab only and with prior permission from the appropriate Authorities (Lab incharges, HOD, Principal).
- ✓ Students are required to sign the register at the time of entry and exit from the computer lab.
- ✓ Students should be dressed in a formal attire (as per the dress code stipulation of the institution) to gain entry into the lab during working hours.
- ✓ Any kind of footwear inside the lab is strictly prohibited.
- ✓ Students shall not carry any storage device such as CDs, PDs without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs or any other storage device is required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course (practical of the subjects).

B. Inside the Lab

- ✓ Students have to maintain silence at all times in the lab.
- ✓ Students will occupy the computer systems as identified by the lab-in-charge.
- ✓ Students will login with their username and password.
- ✓ Where the students have carried storage devices such as pen drives and CDs the same will be tested for any presence of computer viruses or any other undesirable content.
- ✓ Students should not attempt to access IT servers of BSIOTR and respective Dept.
- ✓ Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or Computer programs from Dept. servers located in the Computer lab, or anywhere else on the educational campus machines as well as server. The Internet facility at the institution is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable Web chatting.
- ✓ Whenever a student has copied any data or Computer program from the Computer system, the same should be shown to the lab-in-charge for verification or approval.
- ✓ The lab-in-charge, system administrators inside the Computer lab or the institution is not responsible for the loss of any personal property of the students.
- ✓ Any kind of food are prohibited inside the Computer lab.

- ✓ Mobile phones are prohibited in the Computer lab. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab. The instrument will be returned to the student only at the end of the course by informing to parents.
- ✓ Chatting and talking is prohibited in all the Computer labs of the institution.
- ✓ Students are prohibited from visiting any sites that do not add learning value or are illegal.
- ✓ Students should use the computer lab only for academic learning.

MEDIA CONTACT

Students of BSIOTR are prohibited from interacting or speaking on behalf of or for the BSIOTR with any media organization or publication. Students on their own are also not allowed to invite any media person without the written or verbal permission of the Registrar or any other authorized body or persons of the BSIOTR.

Recording of photo images/video recording without the knowledge of another person

Using electronic media, inviting outside media or engaging an outside person or media to video record actions without the permission of an individual is an offence likely to be punished. Exhibiting pornographic material or emailing pornographic material or using other forms such as SMS through mobiles etc. will not be tolerated by the institution and is a criminal offense punishable. The Recording, exhibiting, broadcasting or displaying of such materials, causes injury, distress, or damage to reputation of the BSIOTR and harms its self-integrity as also of the community of scholars and learned. The storing, sharing and distributing of such unauthorized records by student by any means is also prohibited.

RESPONSIBLE USE OF SOCIAL MEDIA

Social media sites, as with most other web sites, are public and easily searchable. The use of social media brings with it a greater need for personal responsibility, particularly when engaging in online discussions or webchats as well as when exchanging or posting information using web based platforms. While the BSIOTR has clear guidelines and policies regarding certain aspects of its operation, for example academic policies by students, IT and library, among others, these do not explicitly cover all the aspects of the usage of social media. The primary purpose of this policy is:

- To encourage good and responsible practice in the use of social media
- To protect the interest of the BSIOTR, Wagholi and its stakeholders including faculty, staff, students, alumni, industry persons and other secondary stake holders.
- To promote an effective and innovative use of social media

Social Media Regulation

1. Students will post meaningful and respectful comments: no spam and remarks that are off topic or offensive will be passed on social media.
2. Students always pause and think before posting any comment or remark and reply responsibly to comments when a response is appropriate.
3. Respect and honor proprietary information, content and confidentiality, when disagreeing with other's opinion, keep it appropriate, polite and respectful.

Judiciousness in posting content

Students will ensure that their efforts to be conversational do not violate JSPM's BSIOTR's privacy, confidentiality and proprietary guidelines. Student will seek permission to publish or report on content (academic and administrative) that are meant to be private or for the internal to the institution. All statements must be true and not misleading, and all claims must be substantiated and approved. Confidentiality of all academic and administrative content must be maintained at all times by student, when in doubt, approach admin authorities.

Student will never comment on anything related to academic or administrative matters without the appropriate approval of institution offered. Also please be smart about protecting yourself, your privacy and the institutions confidential information. What you publish is widely accessible and will be around for a long time, hence considering the content carefully. The lines between public and private as well as that between personal and professional content are often blurred on social Media. By identifying yourself as a student of JSPM's BSIOTR, you may influence perceptions about the JSPM's BSIOTR, particularly for those who have access to your social network profile or weblog. All content associated with the student will be consistent with your position at the College and with the Departments values and professional standards. Unprofessional postings by others on a student's social media page may reflect very poorly on the student. Please monitor another's postings on your profile and strive to ensure that the content will not be viewed as unprofessional. It may be useful to block such postings from individuals. Students will help monitor their peers by alerting them to any unprofessional or potentially offensive comments made online or on social media platform. Please help to protect the good name of your institution as well as that of yourself, your peers and friends. Student are required to follow through on this document both in letter and spirit. They will have an impact both on

their life and the career that they themselves wish to build for as well as the legacy that they want to create for their alma mater.

Responsible behavior

Every student has a duty to understand and abide by the policy and guidelines with regard to the responsible use of social media. A lack of knowledge of JSPM's BSIOTR policy will not be accepted as an excuse for failure to comply with the Code of Conduct on it. Any non-compliance by the students shall be subject to appropriate reprimand and disciplinary action.

STUDENT CODE OF CONDUCT FOR LABORATORY AND WORKSHOP, CLASSES

1. Students are to report for the required laboratory and workshop sessions on time.
2. Students are required to wear workshop uniforms as prescribed by the BSIOTR. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
3. All Laboratory equipment/workshop machinery/appliances need to be handled with care by students.
4. Students must intimate the faculty, laboratory assistant/workshop assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.
5. Any damage caused to equipment/machinery/appliances will be recovered by the respective Department from the concerned student/students.
6. Students should adhere to the instructions given by the faculty/laboratory technician/workshop technician during the laboratory class.
7. Students are required to report to the laboratory/workshop sessions with their record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behavior such as, unnecessary talking in the laboratory/Workshop is strictly prohibited.
8. All materials used in the laboratory/workshop are the property of the Institution and should not be taken out of the laboratory/workshop except under the guidance of a faculty member in charge and with the permission of the Head of the Department.
9. Students absenting themselves from laboratory/workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.

ACADEMIC CONDUCT

Punctuality

Students are required to be punctual for their classes, practical as well as for seminars, presentations and assessment tests.

Academic misdemeanor

The following are considered as serious offences at institution, and may result in the immediate dismissal from the course. The Registrar (Examination and Evaluation) records all offences for any future reference.

Plagiarism

Plagiarism occurs when a student submits work (project report (UG & PG)) that steals and attempts to pass off another's ideas or words, or that uses another's work product without properly crediting the source. In such cases, the parties involved will forfeit marks available for a given assignment/project.

Academic misconduct

Students engaging in any form of activities construed as cheating, copying, assisting others or receiving any form of assistance during the examinations will be subject to disciplinary action. Any breach of requirements relating to examinations and assessments, whether committed intentionally or unintentionally, will be regarded as a 'gross misconduct' and a flagrant violation of the Code of Academic Integrity. The Registrar (Examination & Evaluation)/Dean will refer the matter to the Academic Standards Committee/Enquiry Committee, which can take any action deemed necessary.

Proxy signatures

Signing in by proxy in classroom attendance or elsewhere by students amounts to signature forgery and will be treated as a criminal offence by institution. Students involved in such forgery will be liable to prosecution.

Attendance Requirements

Every student is expected to have a minimum of attendance as prescribed in the academic instructions of SPPU for different courses during each semester. A shortfall in this requirement will mean that the student will not be eligible to appear for the semester-end examination. An exemption of attendance may be given to students involved in work assigned to them by the

institution. This will be entirely at the discretion of the Dean of Academics. Attendance at special seminars and guest lecturers is compulsory for students.

RAGGING

Students will refrain from ragging of any kind and those who violate this rule will be instantly suspended from the institution for a period of one week. The matter will be placed before the Anti-Ragging Committee, which will review the incident of ragging and take action according to the due process of law. Students must take note that ragging results in dismissal from the institution. The attention of the students is also drawn to the judgment committee wherein it is mandatory for the institution to file a complaint with the higher authority and with all resulting consequences as per “The Circular of the Education Department, Government of MAHARASHTRA on Prohibition of Ragging in Colleges and Hostels.”

Anti-Ragging Measures

1. Government/University Grants Commission (UGC), guidelines notified *vide* no.F.1-16/2009 (CPP-II) dated 21-10-2009 on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Under Section 26(1) (g) of the University Grants Commission Act, 1956) are strictly implemented at BSIOTR,wagholi.
2. In addition to the above, those students who indulge in the acts of ragging shall attract the punishments as applicable, which include any one or combination thereof: Expulsion from the institution/hostel, Suspension from the classes, Fine with a public apology withholding of scholarship or other benefits extended to those involved in ragging, Debarring from representation in events such as cultural or sports, or any other representation in events for which the student(s) may have been selected withholding examination results entering the ragging incident on the Transfer Certificate/Migration Certificate of the students, which may adversely affect their career.
3. No placement assistance to. Filing of a complaint by the affected student with the Police Authority (as per the Supreme Court's Directive).
4. The student is required to submit an anti-ragging affidavit as per the UGC/AICTE notification.
5. Continuous watch and vigil over ragging by committee and the committee will promptly deal with the incidents of ragging brought to its notice
6. The JSPM’s BSIOTR will summarily punish or reprimand the guilty student, either by itself or by following procedures, administrative or otherwise, by constituting a special

Enquiry Committee and put forth its findings or recommendations before the competent authority to take a decision.

7. Students are encouraged to report any ragging act witnessed or experienced by them to the institution's administrators, faculty, Student Affairs and Grievances Committee or other any staff member with whom the student may feel comfortable. The BSIOTR ensures the confidentiality of such a disclosure by the student.

Disciplinary Action

The Student Affairs and Grievances Committee will deal with all disciplinary matters. The Committee shall constantly monitor the behavior of the students. All disciplinary matters will be placed before the Committee, which will hear the matter and take action according to the due process of law. The Student Affairs and Grievances Committee hearing any matter will pass a resolution of termination, suspension, retention, penalties or any other action as deemed fit and necessary. The decision of the committee shall be final and binding.

PAYMENT OF FEES

- ✓ All fee payments to the BSIOTR will be made on or before the date specified by the JSPM.
- ✓ Failure to make fee payments by students on time will invite appropriate penalties as the Institution may prescribe which also includes the cancellation of admission of the defaulting student.
- ✓ The fees for the entire course/program will be paid by the student who intends to discontinue for any reason whatsoever and at any time during the course/program in accordance with DTE rules and regulations.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to such conduct is made a term or condition for participating in educational courses; (ii) submission to or rejection of such conduct is used as a basis for academic decisions affecting the student; (iii) such conduct has the purpose or effect of unreasonably interfering with a student's academic performance thereby creating an intimidating, hostile or offensive working or learning environment.

Some examples of sexual harassment may include, but are not limited to the following:

Creating an offensive learning environment by repeated written, verbal, physical and/or visual contacts with sexual overtones

1. Written forms include suggestive or obscene letters, notes and invitations.
2. Verbal forms include derogatory comments, slurs, jokes and epithets.
3. Physical forms include assault, unwelcome touching, impeding or blocking movements.
4. Visual forms include leering, gesturing, display of sexually offensive objects, pictures, cartoons or posters.

Establishing a pattern of conduct that causes discomfort and/or humiliates a student at whom the conduct is directed and includes:

1. Unnecessary touching, patting, hugging or brushing against a student.
2. Remarks of a sexual nature about a student's clothing or body, remarks about sexual activity or speculations about previous sexual experiences.
3. Continued expressions of sexual interest after being informed that the interest is unwelcome.
4. Making reprisals, threats of reprisal or implied threats of reprisal following a rebuff of harassing behavior.
5. Retaliating against a student for reporting or threatening to report sexual harassment.

DRESS CODE

All students are expected to be appropriately attired-formally dressed while in Administrative Building, Learning Center and Laboratories at all times on designated day. On Saturday students may wear smart casuals. One can be casually, but appropriately and decently dressed at other locations in the campus.

- ✓ Men will wear formal trousers, formal shirts and leather shoes and women will wear formal trousers, formal suits, *salwar kameez* or *sarees*.
- ✓ All students are required to wear suits/blazers/sarees on formal occasions, during special seminars and presentations and other functions organized by the institution.
- ✓ Distinguished guests and visitors frequently visit the institution and its educational campuses and therefore, students must bear in mind that they are projecting the image of the BSIOTR.

DISRUPTIVE CONDUCT

Disruptive conduct is termed as conduct that is intentionally disruptive, substantially obstructs or disrupts the teaching in the BSIOTR; restricts the freedom of movement or other lawful activities on BSIOTR premises; or in connection with any college-sponsored event or activity.

Discrimination

Engaging in verbal or physical behavior directed at an individual or a group based on origin, race, creed, gender, religious belief, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them.

Discrimination as a form of disruptive conduct includes remarks made by a student that are derogatory, racist, discriminatory, patently offensive, profane, sexually explicit or communicated as graphic messages, either in words or pictures, and which demonstrate a bias or discrimination against any individual or group within the campus of BSIOTR

Falsification

Falsification means willfully providing BSIOTR offices or officials with false, misleading or incomplete information; forging or altering official institutional records or documents; either Further conspiring with or inducing others to forge alter BSIOTR records and documents.

Refusal to identify

Refusal to identify means falsely identifying oneself when requested by an authorized BSIOTR official including members of the hired security personnel. Signing in by a student of proxy attendance amounts to signature forgery and this will be treated as a criminal offence by respective department of institution. Students involved in such forgery will be liable to prosecution.

Illegal or unauthorized possession or use of weapons

Illegal or unauthorized possession or use of a weapon by a student means possessing or using weapon or articles and substances which are usable as weapons and include, but are not limited to: firearms, incendiary devices, explosives which are dangerous, biological or chemical agents. The illegal or unauthorized possession or use of weapons by a student is serious offence liable to prosecution under law.

Illegal or unauthorized possession or the use of drugs, alcohol and smoking

BSIOTR strongly believes in a 'Drug Free Campus'. It is policy of institution that no student will distribute, possess or use illegal drugs or a controlled substance on its premises.

- i. Possession of paraphernalia associated with the illegal use, possession or manufacture of a controlled substance is also prohibited.
- ii. Smoking as a policy is prohibited inside the premises of all the campuses including the halls of residence hostels of the BSIOTR. This is considered a serious offense and is likely to be prosecuted under disciplinary action.

Unauthorized access and use

Unauthorized access and use means accessing without authorization from BSIOTR by a student such as its property, facilities, services, information systems and obtaining or providing to another student or person the means of such unauthorized access, which includes but is not limited to using or providing without authorization keys, access cards or access codes of the BSIOTR. Unauthorized access and use also include using the BSIOTR's telecommunications, data communication networks for illegal or improper purposes or in violation of BSIOTR's regulations and policies, or related laws.

Act of violence, threatening, harassing, or assaultive conduct

An act of violence and threatening, harassing or assaultive conduct by a student means engaging in conduct that causes injury to other students or residents of the educational campus, endangering the health and safety of another person, and includes but is not limited to threatening, harassing or assaultive conduct. A student who engages in such conduct is liable for disciplinary action under the BSIOTR code of conduct.

Theft, property damage and vandalism

Theft, property damage and vandalism by a student includes theft, embezzlement, damage, destruction, unauthorized possession or wrongful sale or gift.

Public display of affection

BSIOTR promotes a healthy interaction between genders at its educational campuses provided that the same is restricted to academic and professional spheres. Public display of affection through explicit physical contact by students in public places is banned and is construed as a punishable offence.

Students of BSIOTR are refrained from displaying public affection towards another student and at all the establishments of the institution. Students are required to maintain decency in behavior and discipline at all times and must refrain from indulging in boisterous activities including birthday celebrations. Festival celebrations, however, can be planned with prior approvals.

VEHICLE PARKING

1. Students who wish to avail of the Parking facility for two and four wheelers are to register with the BSIOTR admin office by paying a nominal fee (if any) and obtain the parking sticker. Displaying the sticker on the vehicle is mandatory to gain entry into the educational campuses of the BSIOTR. Without the parking sticker the vehicle is not allowed inside the educational campuses. The parking sticker will be issued to the student upon submitting a copy of valid driving license. Parking facility on the central campus is limited, and can be obtained on a first-come-first-served basis.
2. Vehicles are not permitted beyond the parking lot and students are advised to follow all precautions for safe driving.
3. Parking is at the owner's risk and the JSPM'S BSIOTR shall not be responsible for any loss or damages to their vehicles.
4. The concerned student will be held responsible for any violation of rules even if the vehicle is not driven by student.

HELMET COMPULSORY

Helmet use is effective at reducing head injuries

Wearing a helmet is the single most effective way of reducing head injuries and fatalities resulting from motorcycle and bicycle crashes. Motorcyclists who do not wear helmets are at a much higher risk of sustaining head injuries and from dying from these injuries. In addition, riders who do not wear helmets place additional costs on hospitals while the disability that results from these head injuries incurs costs at an individual, family (or career) and societal level. There is considerable research that has been conducted on the effects of wearing a helmet on the risk of a head injury as a result of a collision. The results show slightly different effects, depending on the study type, population, situation etc. Consequently it is useful to examine this research collectively – in what is known as a *systematic review* on the topic of interest. Systematic reviews of studies are a means of objectively examining the evidence for a particular claim (in this case, helmet use in preventing head injury) and combining the results in a way that minimizes any bias. Reviewers conducting such reviews search widely for all the studies on the topic and include those of a sufficiently high methodological quality. So every (student) bike riders should wear the helmet while riding the bike.

NON VEHICLE DAY

Vehicle Free Day aims to remove the heat off the planet for just one day by encouraging people to be less reliant on their vehicle and try alternatives. We can stop pollution, reducing traffic jam, we can shorten our journey, we can enjoy nature, ultimately we can save money.

GIRLS HOSTEL RULES AND REGULATIONS

All girls students residing in the Hostels will follow the rules and regulations mentioned below including those that may be framed from time to time. Failure to follow these rules by students will invoke disciplinary action from the JSPM.

- Students residing at the hostels will return to their respective rooms before the deadline for the entry in the night, and will log their entry. Failing to sign in will result in the student being marked as absent from the Hostels. Students seeking to stay out beyond the time limit shall seek written permission in advance from the hostel management and submit the same to the Hostel rector. Failing to follow this procedure can result in the eviction of the student from the hostel immediately without notice.
- Students will adhere to the Hostels and the educational campus entry timings. Failure to adhere to the timings will invite disciplinary action. Students who wish to stay out of the Hostels in the night occasionally for genuine reasons, upon having secured the permission from their respective parent/ guardian, may do so by submitting appropriate Leave forms to the hostel warden. In the case of Undergraduate students, the Leave form must necessarily be accompanied with the written consent of the parent/guardian.
- Students residing in the hostel are not permitted to change their hostel rooms allotted in hostels and without prior permission from the hostel management.
- Students residing in Hostel will pay the hostel charges for 12 months, irrespective of academic vacations. At the time of joining by the student. Hostel charges for the subsequent period(s) must be paid on or before the date notified. The Hostel charges may be revised as per the decision of the management.
- Students residing in the hostels will retain the allotted room till the completion of the course. At the time of vacating the hostels, the student must submit the 'No Dues Certificate' from the hostel management along with the room keys, hostel identity card and original deposit receipt. The deposit will be refunded to the students after deducting maintenance charges fine (if any).

- Students who choose to use the hostel facilities are required to use hostel facilities for the entire duration of the course. If they seek to vacate in the middle of the course they have to pay the hostel charges for the entire period of the course. However, the student can vacate the hostel if and when the option is given to them by a separate notice by the BSIOTR. Undergraduate students must obtain written consent of their parents to discontinue availing hostel facility.
- All valuables (cash, jewelry, clothes, laptops, transistors, cameras, mobile phones, etc.) must be kept under lock and key. The hostel management will not be responsible for the loss or theft of such items.
- Cooking and cooking equipment are not allowed in the hostels. No electrical appliances such as electric irons, heaters, electrical coils, etc., are to be used in the room. The violation of this rule will result in the confiscation of such items as well as a penalty. Student residents are expected to be considerate to others and should refrain from noisy activities at all times.
- Playing of loud music or engaging in activities that may disturb other residents or neighbors is prohibited. The student residents are collectively responsible for keeping the premises clean and organized. Hostel residents are required to clean their rooms and to keep a dustbin in each room. Scribbling, spitting or hanging posters/art on walls is strictly prohibited. Similarly, Drilling, nailing and fixing other fixtures are not allowed.
- The BSIOTR reserves the right to periodically check allotted rooms in the Halls of Residence and hostel rooms.
- Water and electricity are scarce resources. Residents are advised to ensure that all electrical switches are turned off and that water taps are closed while not in use.
- Damage or loss caused to JSPM's properties (both movable and Immovable) by student residents such as furniture, fittings, etc. will be repaired or replaced by the BSIOTR at the expense of the defaulting hostel residents.
- Parents or guardians may visit the hostels only with prior permission obtained from the hostel management. Parents and guardians are not allowed to stay in the hostels.
- The hostel management along with student representatives are responsible for taking care of health-related issues of student resident until the preliminary treatment is completed. In case of a medical emergency, the student resident are advised to use the campus medical ambulance facility to reach the nearest hospital or doctor for further treatment and the local guardian or parent will be informed. The local guardian or parent will have

to take or hospitalization charge thereafter and the entire responsibility for treatment and related expenses will have to be borne by the parents or local guardian. In case of contagious health problems, the student resident must vacate the hostels and will reside either in the parents' home or at that of the local guardian.

- Men are not allowed in the women's hostels and vice versa. The violation of this rule will result in an immediate eviction from the halls of residence or hostel, of the student resident and the suspension from classes for a period of seven days. These student residents can also be expelled from the JSPM campus immediately.
- It is imperative that student residents do not indulge in any activities that are considered inappropriate, unethical or illegal. Such activities include, but are not limited to the following: use of narcotics, smoking, drinking (consumption of liquor), use of *gutka*, use of abusive language, quarrels and arguments, driving without a license and proper documents, and rash driving, among others. Students residents found indulging in any of these activities and other such behavior considered detrimental to the image of the institution will be liable for disciplinary action by the disciplinary committee, which includes the filing of a First Information Report (FIR) with the local police for appropriate and necessary legal action, as well as expulsion from the hostels and from the institution.
- Indulging in any political activities or unwarranted dangerous activities that may cause of nuisance to neighbors and the neighborhood will be viewed seriously and can lead to expulsion of the student from the hostels and the institution immediately.
- Ragging, in any form, in the residing hostels as well as is prohibited. Ragging will be viewed seriously and dealt with as per the anti-ragging rules and regulations, which can result in the dismissal of the student residents from the BSIOTR.
- All complaints must be recorded in the complaint book only.
- The BSIOTR reserves the right to instruct any student resident to move from one room to another in the same the hostels or alternatively, from one hostel to another hostel, if need be, without explanation. Student residents are bound to carry out such instructions.
- The BSIOTR reserves the right to change and introduce any new rules from time to time, in the larger interest of the BSIOTR and the student residents. Rules and regulations formulated and those added from time to time are to be followed strictly. Violation of any rules and regulations will result in an immediate eviction of the student residents from the hostels and as well as a suspension from the institution. A student resident facing such charges will be asked to appear before the Policy Implementation/ Disciplinary Committee. This committee will hear the matter and take action according to the due

process of law and pass resolutions for termination, suspension, penalty or any other action as deemed fit and necessary. The decision of the Disciplinary Committee shall be final and binding.

- The hostel charges shall be revised whenever it is needed.
- JSPM's BSIOTR promotes a healthy interaction between genders provided that the same is restricted to academic and professional spheres. Public display of affection through explicit physical contact in public places by student residents is banned and construed as a punishable offence.

DISCIPLINARY PROCEEDINGS

An incident of indiscipline/breach of the Code of Conduct by a student of BSIOTR will be reported to the Disciplinary Committee. The defaulting student will be issued a Show Cause notice where necessary. Such students will appear before Disciplinary Committee which will hear and take appropriate action(s). The Disciplinary Committee will communicate the decision to the defaulting student(s) in writing, a copy of which will be sent to respective parents and relevant departments/sections of the BSIOTR for appropriate action(s).

PUNISHMENT AND PENALTIES

One or more of the following courses of action can be taken when a student is found to have violated the student's Code of Conduct:

- A written letter of reprimand by the BSIOTR resulting from a student's misconduct.
- *Suspension* is a sanction that terminates the student's enrollment at the BSIOTR for a specified period of time.
- Confiscation: means confiscation of goods used or possessed in violation of the BSIOTR regulations.
- *Restriction of privileges*: means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programs, BSIOTR events for a defined period of time.
- Withholding of Degree: withholding of degree means the withholding of degree of a student otherwise earned for a defined period of time or until the completion of assigned sanctions.
- Dismissal: is a sanction which permanently separates a student from the institution without opportunity to re-enroll in the future.
- Other sanctions: other appropriate sanctions may be imposed by the competent authority of the BSIOTR singularly or in combination with any of the sanctions noted above.

GRIEVANCE REDRESSAL MECHANISM

The Grievance Redressal Committee at BSIOTR addresses the redressal of grievance of students. The students are informed about the existence of such a committee, the members and the procedure of submitting grievances.

The Grievance Redressal Committee

- i. Principal.
- ii. Dean/Director.
- iii. Two nominees from the academic community.

Procedure

- I. The aggrieved student is required to submit in writing the grievance or complaint to the Registrar, BSIOTR.
- ii. The Registrar, BSIOTR will convene a meeting within ten days of receiving the complaint.
- iii. The report of the Committee must be submitted to the Registrar, BSIOTR and the same is to be placed before the PRINCIPAL/DIRECTOR within five working days of the meeting.
- iv. The decision taken would be communicated to the student within three further working days.

Further the student can appeal to the BSIOTR Grievance Committee (appellate authorities) PRINCIPAL/DIRECTOR within five working days thereafter.



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**JAYAWANT SHIKSHAN PRASARAK MANDAL'S
BHIVARABAI SAWANT INSTITUTE OF TECHNOLOGY & RESEARCH,
WAGHOLI, PUNE**

(Approved by AICTE, NewDelhi & DTE Maharashtra Govt. Affiliated to SPPU, Pune)

JSPM's Bhivarabai Sawant Institute of Technology and Research, Wagholi, Pune
 Guidelines for Implementation of Academic activities
 Semester-II, Academic Year 2020-21
 17/05/2021

Sr. No	Activities	Guidelines
	Quality of Content Delivery by teacher, Quality of PPT, Material used during online teaching by subject teacher	HOD and module coordinator should attend online lecture of teacher and record the observations on quality of content delivery and material used, independently in prescribed format
	Students Attendance	All subject teachers should take attendance of all students by name/roll number at the start and end of the lecture/practical. Respective HODs should login to lectures of all SE,TE,BE frequently/randomly and counsel the students to attend the lecture regularly to gain/upgrade the knowledge
	Extra online lecture	Subject teachers should engage extra lectures for 100% completion of the syllabus.HOD should regularly conduct meeting with faculty members and schedule extra lectures wherever required.
	Recording and uploading of online lectures on YouTube, Google drive and MOODLE	All online lectures should be compulsorily recorded and uploaded on YouTube, Google drive and MOODLE. HODs should have the record of this activity
	Uploading of Subject notes / PPTs / other material of completed units/all units on MOODLE	All subject teachers should upload subject notes / PPTs / other material of completed/all units on MOODLE. HODs should have the record of this activity
	Uploading of MCQs of completed units/all units on MOODLE	MCQs of completed units/all units should be uploaded on MOODLE
	Conduction of weekly / unit wise MCQ test	Weekly / unit wise MCQ test should be conducted for all the subjects of FE, SE, TE, BE and result analysis should be carried out by HOD/DAC. Absent students should be given another chance to appear for these tests.
	Videos Links for experiments	All subject teachers should find the videos of the relevant experiments from different sources like Virtual Lab, You-Tub, NPTEL etc and the links should be uploaded on MOODLE / GOOGLE DRIVE
	Short Descriptive Questions and MCQs on concerned experiments.	Short descriptive Questions and MCQs should be prepared on concerned experiments and uploaded on MOODLE.
	Registration and Utilization of study material on MOODLE by students	HODs should ensure that all students of their departments have enrolled on MOODLE. Subject teacher should cross verify the extent of utilization of the study material uploaded by them and motivate the students to use it.
	Seminar/guest lecture/expert lectures/training programs/community outreach programs etc as expected by NBA/NAAC	Departments should plan and execute Seminar/guest lecture/expert lectures/training programs/community outreach programs etc as expected by NBA/NAAC
	Filling of data of activities on spread sheet on daily basis.	A spread sheet related to above mentioned activities will be shared with HOD and faculty members. They should make the relevant entries in the spread sheet. No activity should be kept pending.

Dr. T. K. Nagaraj
Principal



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Founder Secretary

Dr. T.K. Nagaraj
ME. (Civil Engg), Ph.D (Civil Engg)
LMISTE, LMIGS, LMIRC
LMISRMTT, LMIE
Principal

Date: 11 May 2020;
Time 6:00Pm-9.00 pm

Minutes of Meeting held on 11/05/2020 (Conducted using Zoom meet) (Advisory Guidelines for online teaching during academic year 2020-21)

Agenda:

1. Load Distribution for Semester-I of academic year 2020-21
2. Planning and content development for online teaching for FE,SE,TE,BE in AY 2020-21
3. Exam form filling as per SPPU circular if received and conduction of exams as per the expected guidelines from SPPU.

Minutes of Meeting:

1. Students who have not filled examination form, they should fill as per news published in newspaper, after receiving the circular from SPPU regarding the same and that activity should be completed in time.
2. HODs to collect Draft copy of SE syllabus for 2020-21. (Structure and title of subjects/syllabus)
3. Workload should be Distributed to teachers from FE-BE for Semester-I of 2020-21 considering preferences, expertise, and requirements of students (from FE to BE).
4. Subject distribution must be completed on or before 20th May 2020.
5. Subject teachers should prepare online teaching material for respective subjects after load distribution.
6. Online teaching material should be prepared for Theory and practical as per guidelines and it should be uploaded and delivered effectively on MOODLE/through Zoom lectures or Google meet etc.
7. The entire online teaching should include theory and practical and continuous internal assessment through MOODLE, Whatapp etc based on tests, assignments, quiz, presentations etc.
8. All departments should prepare academic calendar starting from 1 June 2020 till the date of conclusion of teaching as recommended by SPPU.
9. Online activities should be carried out as per well-defined time table.
10. Dean academic should conduct weekly meeting with Department academic coordinator from 1 June 2020 to review the online teaching activities and submit the report to respective HODs and Principal.
11. HODs should conduct weekly meeting with Department academic coordinator and department teacher from 1 June 2020 to review the online teaching activities and submit the report to Principal.

Content Development for online teaching:

For effective implementation of academic activities the contents to be developed by subject teachers are enlisted below based on the discussion during Zoom meeting.

Theory:

1. Unit wise notes should be prepared by respective subject teachers keeping in mind the quality parameters.
2. Topic wise video for 10 to 12 minutes duration on each topic from the units of the subject.



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3. Number of videos to be prepared per unit shall be at the discretion of the respective subject teachers depending on the subject and necessity of video lectures and their effectiveness.
4. Elaborated PPTs supplemented with topic wise short video/animations should be prepared
5. Animated videos can be used (if readymade: courtesy mentioned)
6. Webinars should be arranged by utilising Zoom, Google meet etc.
7. NPTEL videos relevant to the topics only be suggested to students by putting links on MOODLE. (https://swayam.gov.in/nc_details/NPTEL)
8. AICTE-Free e-Learning Resources on ELIS portal for Students , URL: <http://free.aicte-india.org>
9. For mathematical subjects: elaborated notes and stepwise solved problems must be prepared so that students can easily understand by reading/ practicing. (put the ref so that , they can also go through the same)
10. Provide the website link from where students can download E-Books or upload link on Moodle.
11. Any extract of e-material available in typed form to be also be uploaded on MOODLE.
12. Insist students to go through the MOOCs available and Give the link for specific topic.
13. Creation of BLOGs by faculty members to provide learning material to the students.
14. Guidelines be given to students to make use of free webinars, schemes available through AICTE.

Continuous internal evaluation (CIE):

For continuous internal evaluation direct and indirect tools should be used. In this connection respective departments should prepare the time slots for evaluation though direct and indirect methods. All evaluation process should be well documented by Dean, DAC, Subject teachers and HODs. It suggested that the continuous internal evaluation should include.

1. Preparation of Question bank unit wise for all subjects by respective subject teachers.
2. Assignments should be prepared unit wise and assessment process must be followed on MOODLE.
3. Conduction of tests and re-tests based on the assignment questions.
4. Result analysis after each evaluation activity.
5. Type of questions shall be as per awaited SPPU guidelines.
6. Online presentation /quiz competitions/mini project

Conduction of Practical's:

If it comes to condition of online practical's, the following options/means can be adopted depending upon the subject.

1. Advice students to install free software on their mobile/PC to carry out the practical assignments/tasks given by subject teachers and also for online teaching. (Particularly for computer and IT departments)
2. Use of Virtual lab should be explored for core branches like ETC, Mechanical and Electrical and subject teachers/HODs should submit proposal for approval of necessary funds for subscription of such virtual labs. (e.g.: <http://www.vlab.co.in/>); Just go through it
3. Proposal for approval of necessary funds for Conduction of webinar for students by Industry expert/ academician as per industrial requirement should be prepared by all departments and submitted for further actions.
4. Utilization of FOSSEE (Free/Libre and Open Source Software for Education).
5. Mock orals on telephone after conduction each experiment and its formatted documentation.
6. On line Internship (<http://www.internship.aicte-india.org/>)
7. Internshala (<https://internshala.com/internships/internship-at-AICTE>, https://trainings.internshala.com/?utm_source=internshala-menu-dropdown-FTUD1)



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Employability skill development activities by Training and Placement Cell

1. Training and Placement Officer and TPCs should conduct online seminars/training programs online possible batch wise and adopt a evaluation process to measure the outcome.
2. TPO should prepare the schedule of activities for FE/SE/TE/BE in consultation with all HODs and TPCs on or before 30 May 2020.
3. Updates should be given to students regarding all types of free training activities conducted by industries may be as CSR activities.
4. TPO should see that all programs conducted should be based on CSR activities and paid activities should be avoided.

Above guidelines are advisory emerged through the meeting held. However all HODs and teachers are most welcome to suggest/use any innovative methods/means to implement the curriculum in an effective manner from time to time as and when they come across such online teaching techniques/methods which are not mentioned in this document of online teaching guidelines.

Attendee:

Principal; Dr. T.K. Nagaraj
Dean Academics; Dr. A.L. Wanare
HOD Mech: Prof. P.V. Jatti
HOD E&TC: Dr. Yogesh Anagal
HOD ELECT; Dr. N.N. Ghuge
HOD Comp; Dr. Gayatri Bhandari
HOD IT: Prof. Ankita Tidake
FE HOD: Dr. Prafulla Sharma
ALL DACs of respective Depts. and FE
Moodle Coordinator of Institute
Moodle coordinators of respective Depts.

Dr. T.K.Nagaraj
Principal