

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)

Pravara Rural Education Society's

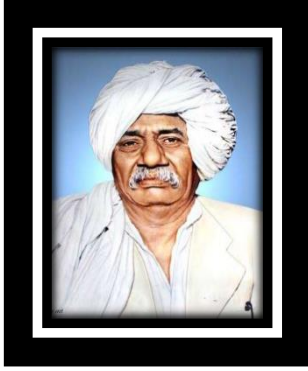
ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL

Tal. Rahuri, Dist. Ahmednagar (MS) Pin - 413711



Code of Conduct and Standard Operating Procedures

Founder Father



Padmashri Dr. Vitthalrao Vikhe Patil

Source of Inspiration



Late Dr. Balasaheb Vikhe Patil

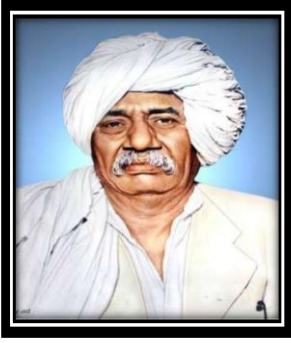
(Padmabhushan Awardee)



Dynamic Leadership

Shri. Radhakrishna Vikhe Patil

Chairman, Pravara Rural Education Society



Founder Father: Padmashri Dr. Vitthalrao Vikhe

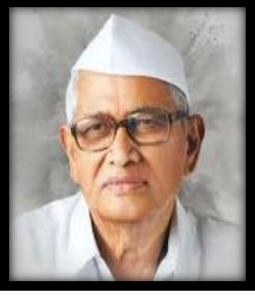
Padmashri Dr. Vitthalrao Vikhe Patil, a legendary figure in the history of cooperative enterprise in India, began his journey as a humble farmer. He pioneered the cooperative movement, using it as a powerful tool for the social, educational, and economic upliftment of rural masses. His relentless efforts transformed the rural landscape of Maharashtra, instilling awareness and purpose among its people.

In recognition of his lifelong dedication to the cooperative movement, Padmashri Dr. Vitthalrao Vikhe Patil was awarded the prestigious Padmashri by the first President of India, Dr. Rajendra Prasad, in 1961. He received honorary degrees such as D.Lit. from the University of Pune in 1978 and Doctor of Science from Mahatma Phule Krishi Vidyapeeth, Rahuri, in 1979.

Dr. Vikhe Patil's pivotal role in organizing sugarcane growers across 44 villages near Pravaranagar led to the establishment of Asia's first cooperative sugar factory in 1950. Born into a farming family in Loni in 1901, he was deeply moved by the plight of the rural poor, who were exploited by moneylenders and feudal lords. His initiatives addressed challenges such as inefficient sugarcane marketing and low jiggery prices, significantly improving the lives of local farmers.

Beyond his contributions to the cooperative sector, Dr. Vikhe Patil laid the foundation of the Pravara Rural Education Society, which has evolved into a modern education complex. Recognizing the transformative power of education, he championed initiatives to educate women, understanding that their empowerment was key to societal progress. His efforts included persuading parents to enrol their daughters in schools and establishing trusts and schemes to support students pursuing higher education.

Padmashri Dr. Vitthalrao Vikhe Patil's legacy continues to inspire, demonstrating how dedication, vision, and proactive leadership can drive enduring change in society.



“Think Globally Act Locally;

Source of Inspiration: Late Padmabhushan Dr. Balasaheb Vikhe

Dr. Eknathrao alias Balasaheb Vikhe Patil (5th May 1932 - 30th December 2016) served as a distinguished member of the 14th Lok Sabha of India, representing the Kopergaon and Ahmednagar (South) constituency of Maharashtra under the banner of the Indian National Congress (INC). He inherited the visionary legacy of his father, Padmashri Vitthalrao Vikhe Patil, and dedicated himself to transforming dreams into tangible realities through dynamic and pragmatic leadership.

A prominent figure in Maharashtra, Dr. Balasaheb Vikhe Patil was deeply committed to the social, educational, and economic upliftment of rural communities. His approach, grounded in the philosophy of "Think globally and act locally," resonated through his eight consecutive terms as Member of Parliament. He also held significant roles as the Union Minister of Finance and Heavy Industries in the Government of India.

Recognizing his relentless contributions, Dr. Balasaheb Vikhe Patil was honoured with the prestigious civilian award, Padma Bhushan, on 31st March 2010. His life remains a testament to his unwavering dedication to public service and his unwavering commitment to the welfare of society.



Dynamic Leadership: Hon'ble Dr. Radhakrishna Vikhe Patil

Under the dynamic leadership of Honourable Dr. Radhakrishna Eknathrao Vikhe Patil, Pravara Rural Education Society is poised for tremendous growth. His lifelong dedication to serving farmers and rural communities has led to advancements in education, employment opportunities, and reforms in rural agro-industries, water conservation, agriculture, finance, and healthcare sectors. Building on the legacy set by his father, he has steered the Society towards achieving ambitious goals.

The primary focus today is on achieving excellence in education across all fields of operation. Establishing and successfully running educational institutions in remote areas was initially a daunting task, undertaken by the visionary Padmashri Vikhe Patil and his collaborators. Early initiatives included English medium public schools and a separate school for girls, followed by the establishment of Arts, Science, and Commerce Colleges for higher education. These endeavours marked the humble beginnings of providing urban amenities in rural areas.

Today, Pravara is widely recognized as an educational hub with numerous centers offering primary, secondary, and higher education. In the competitive landscape of modern times, our aim is to equip students with knowledge that empowers them to excel in life and contribute to national development. Many institutions within the Pravara network have expanded extensively, making Pravara a role model for rural educational centers nationwide, thanks to its dynamic leadership.

Pravara Rural Education Society- at the glance

The foundation of Pravara Rural Education Society was laid by its founder Chairman, Padmashri Vikhe Patil, in 1964. Widely acknowledged as a modern and multidimensional educational complex, the society reflects Padmashri Vikhe Patil's belief in the pivotal role of youth in nation-building through quality education. He championed the idea that educating women translates to educating entire families, recognizing that rural social transformation hinges significantly on uplifting and involving women. To achieve these goals, institutions like Pravara Public School and Pravara Kanya Vidya Mandir were established, with Padmashri Vikhe Patil personally persuading parents and creating the Late Mrs. Gangubai Eknathrao Vikhe Patil Trust to ease financial burdens. The introduction of the Earn and Learn Scheme further supported intelligent and needy students pursuing higher studies.

Dr. Eknathrao Balasaheb Vikhe Patil, a member of the 14th Lok Sabha, continued this legacy by translating his father's dreams into reality through dynamic and pragmatic leadership. His efforts were recognized with a prestigious civilian award on 31st March 2010 for outstanding social work. Under the leadership of Shri. Radhakrishna Eknathrao Vikhe Patil, who dedicated his life to serving farmers and the rural community, Pravara Rural Education Society has flourished. His initiatives have included providing educational facilities, creating employment opportunities, and spearheading reforms in rural agro-industries, water conservation, agriculture, finance, and healthcare sectors.

Starting with humble beginnings to provide urban amenities in rural areas, the society has grown to include numerous centers of primary, secondary, and higher education. Pravara has become a role model for rural educational centers nationwide, reflecting its commitment to excellence and its transformative impact on the community.



Principal's Message

Dear Students, Faculty and Staff,

As we embark on this new academic year, I extend a warm welcome to each one of you. Our college is not just a place of learning but a community that thrives on curiosity, collaboration, and excellence.

This year presents us with new challenges and opportunities. Let us approach them with determination and resilience, knowing that every obstacle is a chance to grow stronger and wiser.

To our returning students, welcome back! Your enthusiasm and achievements continue to inspire us all. To our new students, congratulations on choosing to join our vibrant community. I encourage you to embrace every aspect of college life and make the most of the resources available to you.

I would like to express my gratitude to our dedicated faculty and staff. Your commitment to academic excellence and student success is the bedrock of our institution. Together, let us foster an environment where knowledge is cherished, creativity is encouraged, and diversity is celebrated.

As we navigate the year ahead, let us remember the values that define us: integrity, respect, and a passion for learning. Let us support one another, uphold our traditions, and forge ahead with innovation and compassion.

I look forward to witnessing your accomplishments and growth in the coming months. Here's to a fruitful and fulfilling academic year for us all.

Warm regards,

HAND BOOK
ON
Code of Conduct
And
Standard Operating Procedures
Composition of Committee

Sr. No.	Name of the Staff	Designation	Role
1.	Dr. S.N. Shingote	I/C Principal	Chairman
2.	Dr. D. N. Gholap	Vice - Principal	Member
3.	Dr. Mrs. J. R. Singar	Vice - Principal	Member
4	Dr.R.D. Borse	HOD Representative	Member
5	Dr. V.M. Pulate	Teacher Representative	Member
6	Mr. M.E. Wani	Physical Director	Member
7	Mr. A.S. Gagare	Non-Teaching Representative	Member
8	Ms. P.B. Sambare	Student Representative	Member
9	Mr. S.N. Borude	IQAC Coordinator	Convener

Student Rules and Regulations:

1. **Academic Integrity:** Maintain honesty and uphold academic integrity in all coursework and examinations. Plagiarism and cheating are strictly prohibited.
2. **Attendance and Punctuality:** Attend all classes regularly and arrive on time. Notify instructors in advance of any anticipated absences.
3. **Behaviour and Respect:** Treat fellow students, faculty, staff, and visitors with respect and courtesy at all times. Display appropriate behaviour in classrooms, common areas, and throughout the campus.
4. **Dress Code:** Adhere to the dress code guidelines established by the college.
5. **Facility Use:** Utilize college facilities responsibly and report any damages or issues promptly.
6. **Health and Safety:** Prioritize your personal health and safety, as well as that of others. Adhere to all health and safety protocols mandated by the college.
7. **Engagement and Participation:** Engage actively in college activities, events, and academic discussions. Contribute positively to the college community.
8. **Disciplinary Measures:** Understand that violations of these rules may result in disciplinary actions, which may include warnings, probation, or more severe measures in accordance with college policies.
9. **Attendance and Participation:** Attend all classes, assignments, tests, tutorials, and seminars regularly and actively participate.
10. **Respect for College Property:** Students are responsible for any damage caused to college property and will be required to reimburse the college accordingly.
11. **Examination Protocol:** During examinations, students must carry their admit card and hall ticket for identification purposes.
12. **Behavioural Expectations:** Misbehaviour of any kind within the college campus premises is strictly prohibited.
13. **Environmental Responsibility:** Reduce the use of plastic and encourage others to do the same. Respect and preserve the college's green spaces.
14. **Energy Conservation:** Turn off electricity when not in use to conserve energy

15. **Promotion of Environmental Consciousness:** Actively support and engage in initiatives that promote environmental awareness and sustainability. These rules are essential for fostering a supportive and respectful environment conducive to learning and personal growth. Your cooperation in following these guidelines is greatly appreciated.

Best regards,

What is code of conduct?

A code of conduct is a set of guidelines and principles that outline expected behaviour and ethical standards for individuals within a particular organization or community. It serves as a framework to promote integrity, respect, fairness, and responsibility among members.

Key aspects typically covered in a code of conduct include:

1. **Ethical Standards:** Clear expectations regarding honesty, fairness, and ethical behaviour in all interactions and activities.
2. **Behavioural Expectations:** Guidelines on how individuals should conduct themselves professionally and personally within the organization or community.
3. **Respect and Inclusivity:** Emphasis on treating others with respect, dignity, and inclusivity, regardless of differences.
4. **Compliance and Legal Requirements:** Adherence to applicable laws, regulations, and organizational policies.
5. **Confidentiality:** Respect for confidentiality and handling of sensitive information appropriately.
6. **Accountability:** Acknowledgment of individual accountability for actions and decisions.
7. **Consequences of Violations:** Procedures and consequences for violations of the code of conduct, including disciplinary measures.

A well-defined code of conduct promotes a positive and supportive environment, fosters trust among members, and aligns individuals with the organization's values and objectives.

What is the purpose of having a code of conduct?

A code of conduct serves several important purposes:

1. **Guidance:** It provides clear guidelines and expectations for behaviour, helping individuals understand what is considered acceptable and appropriate within a specific context, such as an organization or community.
2. **Promotion of Values:** It promotes and reinforces core values and principles, such as integrity, respect, fairness, and accountability, which are essential for maintaining a positive and ethical environment.
3. **Standardization:** It ensures consistency in behaviour and decision-making across all members or participants, fostering unity and cohesion.
4. **Prevention of Issues:** By outlining expected behaviour and consequences for violations, a code of conduct helps prevent misunderstandings, conflicts, and unethical practices.
5. **Compliance and Legal Requirements:** It ensures compliance with legal and regulatory requirements, as well as organizational policies, reducing risks and liabilities.
6. **Building Trust and Reputation:** A well-implemented code of conduct enhances trust among stakeholders, including employees, customers, partners, and the community, contributing to a positive reputation.

Overall, a code of conduct plays a crucial role in defining organizational culture, guiding ethical behaviour, and maintaining a harmonious and respectful environment.

Sr. No. & Body	Code of Conduct
1.	Governing Body
2.	Principal
3.	Vice Principal
4.	Internal Quality Assurance Cell (IQAC)
5.	Teaching Staff - Head of Department - Faculty Coordinator - Time Table Coordinator - Class In Charge - Assistant Professor
6. Library	- Librarian
7. Administrative Staffs	- Office Superintendent - Accountant - Establishment Section - Student Section - Laboratory In Charge - Laboratory Assistant - Electrical Maintenance - Store Department - Office Superintendent - Accountant
8. Examination Section	- College Examination Officer (CEO) - Senior Supervisor - Junior Supervisor - Supporting Staff - Examination Advisory for Students
9. Professional Behaviours	- Students
10. Committees	- Anti-Sexual Harassment Committee - Grievance and Discipline Committee - Anti-Ragging Committee
11. Students Welfare Officer	- Earn and Learn Scheme - National Service Scheme
12. Training and Placement Cell	- Training & Placement Officer - Students - Rules of Application - Students Code of Conduct

	- Supporting Staff
13. Research and Development Cell	
14. Skill Development Cell	
15. Mentor Mentee Scheme	
16. Cultural Activity	
17. Sport Committee	<ul style="list-style-type: none"> - Physical Director - Sport Coordinators - Departmental Sport Coordinator - Student Sport Coordinator
18. Alumni Activity	<ul style="list-style-type: none"> - Ethical Protocol - Duties of the Head of the Institution - Duties of the members of Alumni Cell - Duties of the IT team, Alumni Cell
19. Magazine	
20. Website	
21. Green Campus	<ul style="list-style-type: none"> - Maintenance of Garden - AUDIT (Green, Energy, Environment) - PLASTIC BAN POLICY - Collection and Segregation of Generated Waste - Wet Waste Treatment
22. Rain Water Harvesting	
23. Human Values and Professional Ethics	
24. Standard Operating Procedures for Laboratories	<ul style="list-style-type: none"> Chemistry Laboratory - Botany and Zoology Laboratory - Physics Laboratory - Computer Laboratory - Computer Laboratory Rules - Language Laboratory - System Operator
25. Guidelines for Leaving Laboratory	<ul style="list-style-type: none"> - For a Responsible Laboratory Worker - General Laboratory Safety Procedures
26. Standard Operating Procedures for Leave	<ul style="list-style-type: none"> - Casual Leave - Sick Leave - Maternity Leave - Earn Leave

Standard Operating Procedure for 27. Seminars, Conferences, and University Work	
28. Feedback Analysis	<p>Introduction</p> <ul style="list-style-type: none"> - Overview of Feedback Process - Annexure-I: Feedback from students on curriculum - Annexure-II: Feedback from Students on Teacher - Annexure-III: Feedback from Teachers on curriculum - Annexure-IV: Feedback from Parents / Employers on curriculum - Annexure-V: Feedback from Alumnae on curriculum
29. Guidelines for Conducting Value Added/Certificate Courses	<ul style="list-style-type: none"> - Course Structure - Duration - Evaluation - Financial Commitment - Annexure-I: Application for conducting Value added / Certificate Courses - Annexure-II: Details of completion of Value added / Certificate Courses

Responsibilities of the Governing Body

The governing body is entrusted with ensuring the effective management and fulfilment of the institute's objectives. Their responsibilities include:

1. Ensuring the institute operates effectively to meet its established objectives.
2. Exercising due care and skill in their roles, seeking professional advice when necessary.
3. Regularly attending governing body and committee meetings, and acquiring necessary knowledge to contribute effectively to decision-making.
4. Facilitating the institute's capability to undertake specialized studies, with adequate provisions for laboratories, libraries, and other resources.
5. Establishing colleges, institutes of higher learning, research units, specialized departments, schools, and hostels as needed.
6. Presenting budget estimates, as reviewed by the Finance and Accounts Committee, for final approval by the principal.
7. Providing necessary infrastructure, premises, furniture, equipment, and consumables for the smooth functioning of the institute.
8. Reviewing and approving the perspective plan for the academic development of the institute.
9. Taking overall responsibility for student welfare, ensuring their well-being and fostering a conducive learning environment.

Constitution of College Development Committee

Sr. No.	Constitution of College Development Committee
1.	Chairman of the Education Society
2.	Management Representative
3.	Member from Educationalist
4.	Member from Industrialist
5.	Member from Researcher
6.	Member Social Worker
7.	Member HOD Representative
8.	Member Coordinator, IQAC
9.	Member
10.	Member
11.	Member Non-Teaching Representative

Principals:-

Standard Operating Procedure for Academic Monitoring

The conduct of institute administrators should be characterized by integrity, professionalism, and commitment to the higher education enterprise at large. Here are the procedures to be followed for implementation of SOP in academics:

- 1. Compliance with Laws and Regulations:** Ensure compliance with applicable governmental laws, rules, and regulations.
- 2. Competence and Service:** Act with competence and strive to advance competence, both personally and in others, while rendering effective and creditable service.
- 3. Ethical Conduct:** Maintain privacy and refrain from disclosing information for personal or financial gain. Refuse any gifts, favours, services, or items of significant value.
- 4. Adherence to Ethical Principles:** Refuse to engage in actions that violate ethical principles outlined in the code or provisions of the law.
- 5. Faculty Subject Choice:** At the end of each year, the Principal shall gather subject choices from faculty members for the upcoming year.
- 6. Subject Allocation and Course Preparation:** The Head of Department (HOD) shall allocate subjects to faculty within one week of receiving subject choices. Senior faculties shall be assigned to teach First Year students, ensuring each faculty teaches only one subject per class.
- 7. Course File Preparation:** Each faculty member, when assigned a new subject, must prepare or update the course file at least one week before the semester starts. The Principal shall review course files and teaching plans one week before the academic year begins.
- 8. Academic Calendar:** The HOD shall prepare an academic calendar, including examination dates and seminars, at least one week before the academic year starts or immediately upon receiving the Board's academic calendar. The Principal shall customize this calendar with additional information as needed.
- 9. Timetable Approval and Communication:** The HOD shall finalize the timetable one week before the semester starts, obtaining approval from the Principal. The Principal shall communicate the start date and other pertinent information to parents through class teachers.
- 10. Student Welfare and Attendance Monitoring:** The Principal shall appoint class teachers and faculty mentors, ensuring the teaching-learning process commences promptly. Class teachers and mentors shall monitor daily attendance and prepare reports, which the Principal shall evaluate.
- 11. Department Portfolios and Responsibilities:** Within the first week of the semester, the Principal shall assign various department portfolios to faculty members, which may include coordination roles for NSS, Sports, Time Table, academic activities, event management, MoM maintenance, ERP,

12. Training & Placement, attendance monitoring, mentoring schemes, alumni relations, student associations, and clubs.
13. **Result Analysis and Reporting:** Immediately after university result declarations, the Principal shall analyse results and promptly report to the Director of Non-technical departments.
14. **Event Reporting and Feedback:** The Principal shall summarize monthly events and student feedback for review and necessary action by the Director of Non-technical departments.
15. **Defaulter List and Attendance Reports:** Monthly, the Principal shall review and publish the defaulter list on the college notice board and ensure class teachers or mentors send monthly attendance reports to parents. A parent-teacher meeting shall be organized at least once per semester, with feedback sent to the Director of Non-technical departments for follow-up.
16. **Support for Faculty Development:** The Principal shall facilitate proposals for workshops, conferences, paper publications, research proposals, and QIPs, guiding and encouraging faculty to publish work in reputable journals listed on the UGC portal.
17. **Staff Feedback and Monitoring:** At year-end, the Principal shall collect staff feedback in a prescribed format.
18. **Academic Monitoring and Appraisal:** After each semester, the Principal shall prepare Academic Monitoring Reports (AMRs) and submit them to the Director of Non-technical departments. Annual appraisal reports (APIs) for teaching and non-teaching staff shall also be prepared and submitted.
19. **Confidential Reports:** Confidential reports for non-teaching staff shall be submitted to the Director of Non-technical departments at year-end.

Vice Principal's

Standard Operating Procedure for Academic Monitoring

In order to ensure effective monitoring of academic activities throughout the year, the Vice Principal follows these procedures:

1. **End of Semester Procedures:** Collect the choice of elective subjects for the next semester from class teachers, where applicable.
2. **Faculty Subject Choice:** Gather subject choices from each faculty member for the upcoming semester, with each faculty required to propose at least one subject.
3. **Review of Course Files and Teaching Plans:** Conduct a review of course files and teaching plans with the Head of Department (HOD) one week before the start of each semester.
4. **Customized Academic Calendar:** Based on the Principal's academic calendar, prepare a customized academic calendar that includes details such as guest lectures, seminars, workshops, placement activities, industrial visits, and other organized events in consultation with the HOD.
5. **Time Table Approval:** Review and approve the semester timetable prepared by the Time Table In-charge, seeking approval from both the HOD and Principal, one week before the semester begins.
6. **Commencement of Teaching-Learning Process:** Ensure that the teaching-learning process starts smoothly from the first day of the semester.
7. **Registration and Attendance Monitoring:** Oversee the registration process and monitor attendance from the first day of the semester, working closely with class teachers and mentors to follow up on absent students daily.
8. **Academic and Attendance Reports:** Coordinate with class teachers to prepare monthly Academic and Attendance defaulter reports, which should be submitted through the HOD to the Vice Principal for necessary actions. Display the defaulter list on the departmental notice board.
9. **Student Feedback:** Organize student feedback sessions, online or offline, after the completion of each unit and before the semester ends. Summarize the feedback and forward it to the HOD for appropriate actions.
10. **Parent-Teacher Meetings:** Coordinate with class teachers to organize at least one parent-teacher meeting per semester. Send feedback from these meetings to the Vice Principal through the HOD for necessary actions.
11. **Lab Coordination and Assessment:**

Work with the lab coordinator to check lab files, dead stock registers, notice boards, manuals, and continuous assessment processes.

Internal Quality Assurance Cell (IQAC)

Standard Operating Procedure

The IQAC aims to achieve uniformity and consistency in academics across all departments. Its primary objectives include developing a system for conscientious, consistent, and catalytic action to enhance the academic and administrative performance of the institution. Additionally, IQAC strives to promote a culture of quality within the institution through the internalization of best practices. Here's how these goals are implemented:

1. **Development and Application of Quality Benchmarks:** Establishing quality benchmarks and parameters for various academic and administrative activities of the institution.
2. **Creating a Learner-Centric Environment:** Facilitating a learner-centric environment that fosters quality education. Supporting faculty maturation in adopting knowledge and technology for participatory teaching and learning processes.
3. **Feedback Mechanism:** Arranging for feedback from students, parents, and stakeholders on institutional processes related to quality.
4. **Dissemination of Quality Information:** Sharing information on various quality parameters relevant to higher education.
5. **Workshops and Seminars:** Organizing workshops and seminars on quality-related themes, both within the institution and with external collaborators. Promoting quality circles among faculty and staff.
6. **Documentation of Quality Initiatives:** Documenting all activities aimed at enhancing quality within the institution.
7. **Coordination of Quality Activities:** Acting as the central coordinating agency within the institution for all quality-related initiatives. Adopting and disseminating best practices.
8. **Institutional Database Management:** Developing and maintaining an institutional database through Management Information Systems (MIS) to support ongoing quality enhancement efforts.
9. **Cultivating a Quality Culture:** Promoting and nurturing a culture of quality throughout the institution.
10. **Preparation of Annual Quality Assurance Report (AQAR):** Compiling and preparing the AQAR as per the guidelines and parameters of accrediting bodies such as NAAC (National Assessment and Accreditation Council). This report is submitted annually to NAAC for evaluation.

The IQAC aims to:

- Enhance clarity and focus in institutional operations to elevate quality standards.
- Internalize a culture of quality throughout the institution.
- Enhance and coordinate various institutional activities, institutionalizing best practices.
- Provide a robust foundation for decision-making to enhance institutional effectiveness.
- Serve as a dynamic mechanism for implementing quality improvements in Higher Education Institutions (HEIs).
- Establish a structured approach to documentation and internal communication.

Chairperson's Roles and Responsibilities:

The Chairperson of IQAC is responsible for:

- Overseeing all activities of the IQAC.
- Approving the minutes of meetings.
- Communicating decisions made during IQAC meetings to the management.
- Holding the authority to approve Standard Operating Procedures (SOPs).

Roles and Responsibilities:

Chairperson:

- Provides overall supervision of IQAC activities.
- Approves minutes of meetings.
- Communicates decisions made during IQAC meetings to management.
- Holds authority to approve Standard Operating Procedures (SOPs).

Coordinator:

- Ensures active participation of all members in meetings and deliberations.
- Coordinates all activities of IQAC.
- Ensures IQAC functions in accordance with SOPs.
- Prepares the Annual Quality Assurance Report (AQAR).

Secretary:

- Schedules meetings and prepares agendas and minutes.
- Maintains documents related to IQAC activities, internal communication, and archives.
- Assists the coordinator in IQAC matters.

- Updates SOPs as necessary.

Members:

- Regularly attends IQAC meetings.
- Actively participates in preparing the AQAR.
- Contributes to academic audits and other IQAC activities.

Tenure of Membership:

- Members serve a three-year term.

- **Functioning of IQAC:**

Criterion In-Charge:

- Responsible for overseeing activities related to their designated criterion.

Meetings of IQAC:

- IQAC members convene semi-annually.
- Additional meetings are scheduled as needed. The Secretary, in consultation with the Chairperson and Coordinator, sets the agenda and notifies all members.
- Meeting details (date, time, venue, and agenda) are communicated to members at least one week in advance.
- Meeting minutes are distributed to members via email and published on the institutional website.

Academic Audit:

- The Head of Department (HOD) conducts the audit in consultation with the Principal and IQAC Coordinator.
- Audits are conducted at the conclusion of each semester.
- The schedule for audits is finalized by the Chairperson following discussion at IQAC meetings.
- Audits adhere to the Academic Audit module. Audit reports submitted by auditors are forwarded to departments for corrective action.

Preparation of Annual Quality Assurance Report (AQAR):

- AQAR is prepared in accordance with NAAC standard format and reviewed during IQAC meetings.
- The finalized AQAR is presented to the Managing Committee for approval.
- Approved AQAR is submitted to NAAC.

Teaching Staff Preamble:

Teaching is a profoundly respected profession that plays a crucial role in nation-building. In a developing nation like ours, teachers have a significant responsibility in shaping the character and future of students. A teacher's good character leaves a lasting impression on society, contributing to the strength and vibrancy of our nation. It is expected that all faculty members exemplify exemplary conduct, serving as role models for their students.

Code of Conduct for: - Faculty Members:

Commitment to Student Development: A faculty member acknowledges the responsibility to shape students' futures beyond simply delivering course content. Recognizing that not all students are self-motivated, regular counselling in various forms is essential to guide and motivate them towards academic and career growth.

- 1. Preparation and Teaching Excellence:** Faculty members are expected to meticulously prepare for lectures, integrating theoretical and practical examples, and using multimedia aids like pictures and videos. Participation in class discussions should be encouraged and, if necessary, made compulsory, with English as the preferred medium of communication.
- 2. Dedication and High Standards:** Quality teaching requires dedication to the profession, students, and subject matter. Dedication and motivation are interdependent; a dedicated faculty member demonstrates a genuine commitment visible to students, enhancing their learning experience.
- 3. Innovation and Academic Environment:** Faculty members are encouraged to innovate methodologies that improve the institute's academic environment and suggest constructive changes.
- 4. Student counselling and Conflict Resolution:** General counselling of students is a shared responsibility. Faculty members should allow students to express their viewpoints respectfully, both in and outside the classroom, guiding them towards beneficial decisions. Arguments with students should be avoided in public settings, maintaining authority with care and affection.
- 5. Discipline and Professionalism:** Faculty members must uphold discipline within the campus, intervening in instances of misconduct to restore order effectively. Personal career development activities, such as preparing for competitive exams or seeking external employment, should be conducted outside of college hours and academic areas.

6. Professional Conduct:

Except during lunch hours, faculty members must remain within the department or academic areas of the institute, refraining from private meetings that do not pertain to academics.

Interactions with colleagues should be respectful and professional, setting a positive example for students.

7. Adherence to Law and Institute Standards:

Faculty members must abide by the law and refrain from activities that could tarnish the institute's reputation.

• **Head of the Department (HOD) –**

• **Implementation of SOP:**

1. Utilize formats prescribed by IQAC and approved by the Principal.
2. Collect elective subject choices from students at the end of each semester where applicable.
3. Collect subject preferences from faculty members for the next semester, ensuring each faculty offers at least one subject from First Year to Final Year.
4. Allocate subjects to faculty within one week, ensuring no faculty member teaches more than one subject to the same class.
5. Assign senior faculty members to teach First Year and Final Year classes.
6. Ensure faculty members begin preparing course files a week before the start of each semester.
7. Review lab maintenance status with Lab In-charges, seeking financial approval from the Principal. Ensure equipment maintenance is completed during vacations.
8. Prepare the department's academic calendar a week before each semester, incorporating all activities from the college's academic calendar provided by IQAC.
9. Coordinate with the Time Table In-charge to create class-wise timetables.
10. Require faculty members to prepare teaching plans for theory and practical subjects.
11. Review course files and teaching plans in collaboration with IQAC.
12. Appoint class teachers and assign other department-level duties.
13. Have Class Teachers prepare Academic Books and distribute them to faculty and students.
14. Ensure mentors are appointed by the mentoring in-charge.
15. Initiate the teaching-learning process from the first day of each semester.
16. Oversee student registration in the department from the semester's outset.
17. Monitor classes and practical sessions according to the timetable, alongside the Vice Principal.
18. Conduct daily follow-ups on absent students with Class Teachers and mentors.
19. Review absent student reports weekly and submit them to the respective Vice Principal for necessary action.
20. Allocate projects to students in the first week of the semester; address grievances through IQAC for Principal's action.
21. Prepare monthly attendance and academic progress reports, submitting them to the Principal through the HOD and Vice Principal.
22. Display monthly defaulter lists on notice boards and send monthly attendance reports to parents.
23. Conduct counselling sessions for defaulting students involving Class Teachers, mentors, Vice Principal, HOD, and Principal.

24. Review syllabus coverage monthly and report to IQAC and Principal through the HOD by the Vice Principal.
25. Conduct result analysis immediately after university result declaration, forwarding reports to the Principal via IQAC.
26. Prepare event reports in prescribed formats and submit them to IQAC and Principal through the HOD.
27. Summarize monthly departmental event activities and submit reports to IQAC and Principal.
28. Gather student feedback (Online/Offline) twice per semester (mid-semester and end of semester), forwarding results to IQAC and Principal for necessary actions.
29. Organize Parent-Teacher Interaction meetings to discuss departmental information, student progress, results, placements, and academic issues. Send meeting feedback to the Principal via IQAC.
30. Display internal assessment marks on notice boards upon Principal's approval.
31. Conduct regular academic reviews and organize fortnightly faculty meetings to discuss issues, documenting meeting minutes.
32. Submit proposals for workshops/conferences, paper publications, research proposals, and QIP with necessary documentation and financial support requests to the Principal for approval.
33. Encourage faculty to publish work in reputable journals and participate in workshops, seminars, Faculty Development Programs (FDPs), and Short Term Training Programs (STTPs).
34. Prepare Annual Performance Appraisal (API) for Teaching and Non-Teaching staff at the end of the second semester, submitting to the Principal via IQAC.

• Faculty Coordinators:

1. Maintain and update the database of Final Year and Pre-Final Year students in prescribed formats provided by the Training & Placement Officer (TPO).
2. Compile and submit a list of company HR contacts relevant to their respective departments and assist the TPO in organizing HR Meets.
3. Gather student data and activities related to placements within the department and submit it to the Placement Officer.
4. Ensure physical presence during Assessment Tests and throughout the campus recruitment process.
5. Assist in the selection of candidates after assessment tests.
6. Collect feedback forms from participants of Training and Placement related events. Prepare a summary report and submit it along with relevant photographs to the Training and Placement Cell (TPC) for record-keeping.
7. Communicate campus recruitment dates to students and ensure all necessary preparations are completed before the recruitment process.
8. Collect offer letters received by students via mail and ensure they are submitted to the department staff coordinator. Collect copies of offer letters from all placed students and submit them to the Placement Officer.
9. Facilitate student internships by issuing necessary letters and communicating with companies to secure internship opportunities.

Time Table Coordinator:

1. Prepare a draft of the timetable based on the distribution of teaching loads among faculty members at least 15 days before the start of the semester.
2. Coordinate with other departments if laboratories are shared, ensuring there are no overlaps between lectures and practical sessions. Resolve any conflicts in consultation with the respective Head of Department (HOD) and the Time Table In-Charge.
3. Finalize the departmental timetable, including class-wise schedules, and collaborate with the HOD and Vice Principals to prepare the master timetable for the institute.
4. Obtain approval from the Principal for the final timetable and ensure it is communicated to all faculty and students at least one week before the start of the semester.
5. Submit a copy of the finalized timetable to the Vice Principals to facilitate the preparation of the institute's master timetable.
6. Allocate practical batches as per the finalized timetable.

Class Teacher

Standard Operating Procedures (SOP)

1. Student Registration and Roll Number Allocation:

Initiate student registration based on completed registration forms.

Allocate roll numbers accordingly.

2. Preparation of Roll Call List:

Compile and prepare a comprehensive roll call list for the class.

3. Distribution of Roll Call List:

Email the final roll call list to each faculty member.

4. Distribution of Time Table and Academic Books:

Before the academic year commences, distribute the time table and academic books to students via email and WhatsApp groups.

5. Responsibilities for Class Discipline and Conduct:

Ensure discipline, conduct, character, and cleanliness within the class.

Provide usernames and passwords to students for the Student Information Module.

6. Appointment of Class Representative:

Appoint a Class Representative from among the students.

7. Mentor Allocation Check:

Verify if mentors have been assigned to students as required.

8. Execution of Lectures and Practical Sessions:

Monitor and ensure adherence to the class timetable for lectures and practical sessions.

9. Monthly Attendance Management:

Maintain and submit monthly attendance reports to the Vice Principal and HOD.

Display attendance information on the notice board.

Take immediate action in case of low attendance.

10. Counselling and Make-up Classes:

Counsel students with low attendance.

Arrange make-up classes with respective subject teachers as needed.

11. Parent Communication:

Contact parents to inform them about their child's academic progress and attendance.

Organize an annual Parent-Teacher Interaction (PTI) meeting, notifying parents at least one week in advance through SMS and calls.

12. Record Keeping:

Preserve and file all leave letters, medical certificates, history cards, and parent communication records for future reference.

13. Examination Awareness:

Inform students about upcoming examinations and practical sessions.

14. Student Feedback and Issue Resolution:

Collect feedback from students through mentors.

Address any issues raised by students promptly.

15. Security and Discipline Measures:

Enforce a strict policy against mobile phones and digital devices during lectures and on college premises.

16. Student Welfare Initiatives:

Implement schemes for student welfare related to studies, classroom arrangements, and interpersonal relationships.

17. Industrial Visits and Field Trips:

Obtain parental consent and inform parents about any industrial visits or field trips.

18. Result Analysis and Counselling:

Prepare a detailed result analysis within one week of result declaration.

Counsel students who have failed in particular subjects and arrange remedial classes with respective subject teachers.

Assistant Professor:

- Ensuring student attendance in accordance with university regulations.
- Planning and executing directives from the Head/Principal.
- Conducting assessments and evaluations.
- Creating educational materials for teaching and learning.
- Engaging in community and industry outreach.
- Providing guidance and mentoring to students.
- Conducting research and development on industrial issues and consultancy.
- Maintaining communication with parents and the community.
- Publishing research papers, with at least one per semester.
- Participating in at least one seminar, conference, or workshop annually.
- Contributing to departmental administration, including lab management.
- Joining at least two relevant professional bodies at personal expense.
- Supporting activities for sustaining institute accreditation.
- Handling examination-related tasks such as organizing supervision and assessments.
- Arranging bridge and remedial classes as needed.
- Securing resources from diverse funding agencies and advancing qualifications.
- Authoring books and monographs.
- Undertaking any additional responsibilities as assigned by management and the Principal.

Library:-

Library Rules and Regulations:

1. **Entry and Identity:** Every student must enter their name in the library entry register at the entrance and carry their identity card, which must be produced upon demand.
2. **Book Borrowing:** Students may borrow up to two books for a period of 7 days. Renewals are allowed twice unless the books are requested by others.
3. **Digital Library and Internet Use:** The digital library and internet facilities are strictly for academic purposes only; entertainment use is prohibited.
4. **Behavioural Guidelines:** Smoking, spitting, and eating are strictly prohibited within the library premises. Silence must be maintained, and mobile phones should be switched off. Sleeping in the library is not allowed.
5. **Personal Items:** The library reserves the right to search any personal items. It does not accept liability for loss or damage to personal belongings. Please keep your belongings on the designated rack.
6. **Book Returns and Penalties:** Books must be returned on time. Late returns will incur fines as per the Library Committee's rules. Any damages found upon return of a book will result in penalties and may require payment for repairs or replacement.
7. **Lost Identity Card:** In case of a lost identity card, students must inform the librarian immediately to prevent misuse.
8. **Clearance Procedure:** Students must submit their identity card to the library at the time of clearance.

• Librarian

- Every student must carry their identity card and present it upon request when entering the library.
- Students are required to sign their names in the library entry register upon arrival.
- Each student may borrow up to two books for a period of 7 days, with the option to renew twice unless the books are requested by others.
- Books that are in demand cannot be renewed.
- The use of the Digital Library and Internet facilities is strictly for academic purposes only; entertainment activities are prohibited.
- Smoking, spitting, and eating are strictly prohibited within library premises.
- Maintain silence and keep mobile phones switched off while in the library.
- Sleeping in the library is strictly prohibited.
- Handle all library materials with care.
- The library reserves the right to inspect personal items and is not liable for any loss or damage to them.

- Store personal belongings on racks provided.
- Return borrowed books on time; delays will incur fines according to Library Committee rules.
- Any damage detected upon returning a book must be compensated with a penalty and the cost of repair or replacement.
- Report lost identity cards to the Librarian immediately to prevent misuse.
- Maintain a respectful relationship with library staff.
- Submit the identity card to the library during clearance procedures.

Administrative Staff

- Staff members must adhere to the highest standards of professional behavior expected in an educational institution.
- They should collaborate with colleagues, offering support, guidance, and assistance as needed by them, the Head of Department (HOD), or administrative head, fostering effective communication across the institute.
- Staff must refrain from using their position for personal advantage and avoid actions or statements that could damage the institute's reputation or undermine colleagues in the eyes of staff, students, or parents.
- Maintain professional objectivity and avoid promoting personal beliefs or political biases in their work activities.
- familiarize themselves with and adhere to institute policies, systems, and procedures, ensuring students do the same and using the established management structure for communication.
- the institute provides continuous professional development and support aligned with the Institute Development Plan's objectives, including mandatory training activities.
- Staff members are expected to arrive punctually at work as per their terms of service. In case of unavoidable lateness or absence, they should inform the HOD or administrative head promptly to facilitate necessary arrangements.

The Office Superintendent:

- performs the following duties:

- Scrutinizes Admission & Eligibility documents and maintains admission registers.
- Supervises and manages personal files of staff and faculty.
- Handles Provident Fund (P.F.) accounts as required.
- Ensures discipline and work schedules of Class IV employees.
- Reviews staff attendance registers daily and submits them to the Principal for counter-signature.
- Maintains records of compensatory offs and ensures timely utilization within the subsequent week/month.
- Manages the casual leave register and staff movement register under office administration.
- Supervises daily reports from the security section and other college departments, overseeing the key board and movement register.
- Takes disciplinary actions as instructed by the Principal.
- Provides guidance and assistance to Accounts and other sections as needed.
- Coordinates the printing of brochures and placement documents for the institute.

- Assists the Principal in receiving guests and visiting dignitaries respectfully.
- Initiates and records all correspondence, forwarding it to the Principal, HOD, and section heads.
- Liaises with the University/UGC and Social Welfare department on relevant matters.
- Maintains all files systematically updated and numbered as per requirements.
- Takes responsibility for matters assigned to the establishment, students, stores, maintenance, and security sections.
- Supervises the admission section without direct or indirect involvement in admission matters.
- Maintains general discipline and fosters healthy staff relations within the institute.
- Receives parents, visitors, and students courteously to address concerns in collaboration with HODs/section heads.
- Addresses minor grievances of students empathetically and ensures timely resolution, prioritizing student satisfaction.
- Manages biometric requirements efficiently.

The Accountant's:-

Responsibilities include:

Maintaining account records related to construction work.

Preparing documents for submission for biannual and annual audits.

Developing the college budget estimates under the guidance of the Principal, Vice-Principal, HODs, and section heads, and conducting periodic reviews.

Verifying bills for payment and checking the monthly payroll.

Filing E-TDS returns.

Managing all statutory accounting books such as dead stock registers, ledgers, consumable registers, registers of fixtures and fittings, and printing them, verifying and attesting monthly.

Holding custody of receipt books and vouchers.

Compiling all necessary records for statutory auditors and presenting them regularly.

Controlling and monitoring the advance register to ensure timely recovery.

Supervising the maintenance of files and records within the Accounts Section managed by Accounts Assistants.

Holding one of the duplicate keys for the cash box.

Receiving records of fee collections from banks and maintaining related records.

- Notifying and collecting dues from students, ensuring all fees are collected within the academic year under the guidance of the Vice Principal (Administrative).
- Reconciling bank statements with fees received and verifying bills for payment.

- Maintaining an advance register and ensuring timely settlement of advances.
- Keeping all files systematically updated and numbered.
- Preparing the monthly payroll and making payments to parties.
- Settling journey claims and advances.
- Compiling TDS statements and submitting them to the Chartered Accountant.
- Typing all correspondence related to the section and handling other emergency typing assignments as directed by the Office Superintendent and Officers.
- Maintaining the Fee Collection register.
- Managing the cash book and having it attested daily by the Accountant and weekly by the Principal. Ensuring the cashier maintains accurate ledger entries.
- Following up with the Social Welfare Office for outstanding fee payments and coordinating with the SBI Treasury Branch for cheque clearances.
- Receiving records of fee collections from bank counters and maintaining accurate records.
- Undertaking any other duties assigned by the Principal as required.
- Drafting various grant proposals and managing their utilization.

The Clerk in the Students Section (Admissions) is responsible for:

- Custody and final disposal of original student documents.
- Handling Transfer Certificate (T.C.) and Eligibility forms.
- Issuing Air, Bus, and Railway concessions.
- Maintaining files and registers of the section, ensuring they are systematically numbered and updated.
- Organizing current and back volumes of files neatly labeled and numbered.
- Receiving scholarship forms for Economically Backward Class students and those belonging to SC, ST, NT, VJ, DT, OBC, SBC, SEBC, submitting them to the Social Welfare department along with caste validity and other required documents within prescribed deadlines.
- Handling applications for Minority scholarships (Central and State Govt.), submitting them to the Directorate of Technical Education, Maharashtra, under the Principal's supervision within stipulated deadlines.
- Compiling merit lists of first-year students categorized as per Directorate of Technical Education, Maharashtra requirements, and submitting them for approval within deadlines.
- Following up regularly on approvals and sanctions for ESC Scholarship and Social Welfare Scholarships.
- Issuing 'No Dues Certificates' promptly to students upon request.
- Issuing Transfer Certificates promptly while ensuring receipt of 'No Dues Certificates' from students.

- Typing all correspondence related to the section and handling emergency typing assignments as directed by the Office Superintendent and Officers.
- Interacting courteously and providing assistance to current students, alumni, faculty, and staff.
- Performing any other duties assigned by the Principal and Vice Principal as required.

Laboratory In charge

The Standard Operating Procedure (SOP) for the Laboratory In charge aims to ensure uniformity and consistency across all departments in academics.

Implementation of SOP includes:

- Conducting maintenance at the end of each semester before vacation, with timely submission of any requirements.
- Displaying lab timetables and plans on notice boards according to the schedule.
- Maintaining records such as lab utilization, lab files, and continuous assessment sheets. Ensuring upkeep of lab equipment.
- Planning lab requirements at the end of the academic year and maintaining hardware and software.
- Ensuring cleanliness and organization of the lab environment.
- Managing dead stock registers, inward/outward registers, and lab files.
- Proposing new configurations and maintaining lab testing reports.
- Providing instructions to lab users on proper equipment use.
- Encouraging students to engage in research using lab resources.
- Consulting with HOD on complex lab issues.
- Authorizing temporary equipment shifts and external lab use when necessary.
- Displaying models, charts, slides, etc., for educational purposes.

Lab Assistant or Technical Assistant

The Standard Operating Procedure (SOP) for the Lab Assistant or Technical Assistant involves assisting teachers during practical sessions, maintaining laboratory records, and ensuring equipment upkeep.

Implementation of SOP includes:

- Communicating Vision and Mission statements within the laboratory.
- Maintaining a dead-stock register and preparing laboratory manuals.

- Displaying Lab time-tables, total laboratory costs, lists of major equipment, lab area details, and Standard Operating Procedures (SOPs).
- Monitoring equipment conditions, conducting preventive and predictive maintenance, calibrations, and managing annual maintenance contracts for laboratory equipment.
- Recommending new equipment to support teaching needs, coordinating the erection/installation, commissioning of new equipment, and procuring consumables before implementing revised syllabi (if applicable).
- Determining batch sizes, arranging sets, demonstration kits, etc., and preparing Continuous Assessment Sheets for allocated batches.
- Archiving sample journals.
- Maintaining registers for laboratory and equipment utilization, and recording testing and consultancy activities conducted in the laboratory.
- Gathering regular feedback from students regarding equipment functionality and special requirements.
- Developing and monitoring the laboratory budget.
- Ensuring laboratory safety protocols and cleanliness are maintained.

Electrical Maintenance Team

Standard Operating Procedures (SOP)

A) Maintenance In-Charge:

1. Supervision and Coordination:

Oversee the overall maintenance operations of electrical systems.

Coordinate with team members to ensure smooth execution of tasks.

2. Inspection and Assessment:

Conduct regular inspections of electrical equipment and systems.

Assess the condition and performance to identify maintenance needs.

3. Planning and Scheduling:

Plan maintenance activities based on inspection findings and operational requirements.

Schedule tasks to optimize efficiency and minimize downtime.

4. Resource Allocation:

Allocate resources such as manpower, tools, and materials for maintenance tasks.

Ensure availability of necessary equipment and spare parts.

5. Safety Compliance:

Enforce safety protocols and standards during maintenance activities.

Conduct safety briefings and ensure adherence to safety regulations.

6. Documentation and Reporting:

Maintain records of maintenance activities, inspections, and repairs.

Generate reports on maintenance performance, equipment status, and recommendations for improvements.

7. Training and Development:

Provide training to team members on equipment maintenance procedures and safety measures.

Promote continuous learning and skill development within the team.

8. **Emergency Response:**

Respond promptly to electrical emergencies and breakdowns.

Implement contingency plans to minimize impact on operations.

9. **Quality Assurance:**

Ensure maintenance tasks meet quality standards and specifications.

Conduct quality checks and inspections after repairs or installations.

10. **Customer Interaction:**

Communicate with internal stakeholders and customers regarding maintenance schedules and updates.

Address inquiries and provide technical support as required.

11. **Continuous Improvement:**

Identify opportunities for process improvement and efficiency enhancement.

Implement best practices and innovative solutions for maintenance operations.

12. **Environmental Compliance:**

Adhere to environmental regulations and guidelines related to electrical maintenance activities.

Promote sustainable practices and waste management within the team.

Wireman:

•Standard Operating Procedures (SOP)

1. Daily Task Completion:

Complete assigned tasks daily as directed by the Maintenance In-Charge.

Report task completion to the Maintenance In-Charge in the morning and evening.

2. Maintenance Requirement Collection:

Collect maintenance requirements, work orders, and complaints from across the campus.

Submit collected information to the Maintenance In-Charge promptly.

3. Handling Minor Complaints:

Independently decide and address minor complaints promptly.

Ensure tasks are completed efficiently and effectively.

4. Emergency Response:

Immediately report any emergency faults, accidents, or power outages to the Maintenance In-Charge.

Take immediate action to rectify the problem to minimize disruption.

5. Night-Time Power Outages:

In case of power outages during the night, promptly report to the campus authorities and resolve the issue.

Ensure minimal downtime and restore power swiftly.

6. Monitoring Power Consumption:

Identify and address any instances of unauthorized power consumption.

Take necessary action and report to the Maintenance In-Charge for further investigation.

7. Campus Inspection:

Conduct alternate day visits to key areas such as hostels, canteen, guest houses, and staff quarters.

Provide maintenance reports to the Maintenance In-Charge based on inspections.

8. DG-Set Operations:

During load shedding, promptly start the DG-Set and inform the Maintenance In-Charge.

Regularly monitor and report DG-Set parameters such as oil level, temperature, and diesel status every fortnight.

9. Procurement and Material Handling:

Obtain written permission from the Campus Director/Principal to purchase diesel along with the vehicle in charge.

Collect electrical materials from campus stores with written permission as per requirements.

10. Energy Conservation:

Turn off unnecessary fans, lights, and other electrical equipment during daytime.

Instruct respective area in-charges to comply with energy-saving measures.

11. Street and Corridor Light Maintenance:

Conduct weekly maintenance checks on all street and corridor lights.

Provide maintenance reports to the Maintenance In-Charge based on inspections.

12. Energy Meter Readings:

At the end of every month, record readings of all energy meters for internal billing purposes.

Hand over the readings to the Maintenance In-Charge promptly.

13. Water Pump Maintenance:

Regularly inspect and maintain all water pumping systems across the campus on a monthly basis.

Report any issues or requirements to the Maintenance In-Charge promptly.

Obtain HT electricity bills from MSEDCL and submit them to the Account Section with prior permission from the Campus Director/Principal.

14. Night-Time Availability:

Ensure one wireman is available on campus during night-time to handle any electrical emergencies or issues.

Safety Precautions for Electrical Hazards:

1. Bucket Safety:

Buckets should contain coarse aggregate or sand to prevent electrical hazards.

2. Fire Safety:

Fire extinguishers shall be available at various locations throughout the campus.

Water resources should be readily accessible at different points across the campus.

3. Personal Protective Equipment (PPE):

Ensure availability of hand gloves, insulating sticks, dielectric shoes, and other necessary safety electrical devices on campus.

4. Quality Standards:

Always use ISI marked wires, cables, switches, fuses, MCBs, ELCCBs, etc., for electrical installations.

Minimize wiring joints wherever possible to enhance safety and reliability.

5. Wiring Integrity:

Avoid loose connections in the wiring system to prevent electrical faults and hazards.

6. Panel and Distribution Box Maintenance:

Maintain cleanliness and organization of control panels and distribution boxes across the campus.

7. Insulating Ladders:

Ensure availability of insulating ladders with good mechanical strength for safe electrical maintenance and operations.

8. Electrical Tools:

Equip the campus with ISI marked electrical tools such as pliers, testers, screwdrivers, nose pliers, clamp meters, and multi-meters.

9. Emergency Response:

In case of an electrical fire or accident, immediately disconnect the power supply to prevent further damage.

Provide first aid to victims, including administering pure oxygen by standard methods.

Check the victim's breathing and ensure proper medical attention.

10. Reporting:

Inform the nearest MSEDCL substation (220/33 KV) about any electrical fires occurring within the campus premises.

• Procedure for Fan/Motor/Water Pump/AC/Water Cooler Maintenance/Rewinding:

1. Initiation of Maintenance Request:

The Institute/Department/Section In-charge identifies maintenance requirements or complaints and submits them to the Maintenance In-charge.

2. Spot Verification:

The Maintenance In-charge assigns the wireman to conduct a spot verification of the reported complaint.

3. Report Preparation:

The wireman prepares a detailed report and submits it to the Institute Head and Maintenance In-charge.

4. External Agency Engagement:

The rate for various machinery/parts and external agency services is pre-decided by the Head Office.

The Maintenance In-charge seeks approval from the Campus Director/Principal and arranges for the transfer of items/machinery to the external agency using a gate pass.

5. Repair Timeline:

The maximum allowable time for repairs is determined by guidelines set forth by the Head Office.

6. Billing and Approval:

Upon completion of repairs, bills submitted by the external agency are reviewed, approved by the Campus Director, and submitted to the Campus Store.

• Procedure for Scrap Electrical Material:

1. Collection of Scrap Material:

After replacing old or malfunctioning accessories with new ones, the old material is collected in the Electrical Maintenance Room.

2. Preparation of Scrap List:

The wireman categorizes all scrap materials and prepares a comprehensive list.

3. Submission to Maintenance In-charge:

The wireman submits the categorized list of scrap materials to the Maintenance In-charge.

4. Approval Process:

The Maintenance In-charge seeks approval from the Campus Director/Principal to proceed with disposal.

5. Submission to Campus Store:

Upon approval, the Maintenance In-charge submits the approved list along with the scrap materials to the Campus Store.

6. Forwarding to Head Office:

The Campus Store sends the list of scrap materials to the Head Office for further processing.

7. Sale through Open Tender:

The Head Office conducts an open tender for the sale of these scrap items, in the presence of the Director and the Board of the Head Office.

• Annual Electrical Maintenance Budget:

1. Budget Allocation:

The budget allocation for each financial year is finalized based on guidelines from the Campus Director/Principal at the beginning of the session.

2. Various Budget Allocations:

A) Consumable:

- Electricity Bills
- Generator Diesel/Servicing
- Electrical maintenance work for all accessories
- Rewinding Fan motor, AC Maintenance
- Solar water heater Maintenance
- Inverter Maintenance Battery
- Annual Maintenance of all sub panels

B) Non-consumable:

- LED Street light for Campus
- Ceiling fan Replacement
- Tube light replacement
- Various Equipment Maintenance
- All new Electrical work

3. Budget Preparation and Approval:

The Maintenance In-charge prepares all budgets, obtains approval from the Campus Director/Principal, and submits them to the Account section of the respective institute within the campus.

Store:

Standard Operating Procedure

1. Compilation of Requirements:

Collect all types of requirements such as dead stock (equipment, machinery, computers, printers, furniture, etc.) and consumables (chemicals, stationeries, civil and electric materials, etc.) from departments and sections as per the budget provisions made by the account section.

2. Submission of Requirements:

Compile all collected requirements and send them to the Head Office for the purchasing process.

3. Material Handling Procedures:

All incoming materials to the campus must be registered at the Security Office (Gate).

All issued materials must be registered in the General Purchase register.

4. Installation and Testing: If required, installation of purchased materials should be done, and testing reports collected from the respective department or section. Bills for purchased materials should be submitted to the account section after receiving the testing reports.

5. Material Issuance:

Materials are issued as per departmental requirements on an indent signed by the HoD with permission from the Principal.

For civil and Electrical Maintenance, materials will be issued after submitting damaged/old materials.

6. Record Keeping:

Records of materials issued and received will be verified by the Head Office as per their instructions.

7. Scrap Handling:

Scrap items will be disposed of as per decisions made by the Principal and instructions from the Head Office

Examination

College Examination Officer (CEO)

Responsibilities of the CEO include:

- Ensuring smooth conduct of examinations for all classes and subjects in the college.
- Coordinating: (a) Theory examinations, (b) Practical examinations.
- Communicating with the University of Pune regarding: (c) Changes/Corrections in names on mark sheets, (d) Forwarding revaluation requests from students, (e) Handling requests for photocopying answer sheets, (f) Managing delays in the arrival of results, (g) Addressing questions in exams that are out of syllabus or incorrect.
- Printing and delivering the appropriate number of question papers to the senior supervisor before the exam starts, ensuring confidentiality.
- Ensuring the setup of exam security, including monitoring proceedings in the control room.
- Coordinating with external senior supervisors and ensuring their availability
- Ensuring availability and functionality of: (h) One PC with CCTV for downloading question papers, (i) Second PC for general exam purposes, (j) Printer, (k) Mobile phone, (l) PCs with secured internet connections.
- Recording and issuing answer books, holographs, and other exam-related stationery.
- Providing necessary support to the exam control room as required.

Senior Supervisor

- **Preamble:** Conducting examinations is a solemn responsibility, requiring all office bearers to uphold the highest principles of sincerity to ensure all examinees have an equal and fair opportunity to perform.
- **Block Size Recommendation:** The University of Pune recommends block sizes ranging from 30 to 40 examinees.
- **Preparation of Blocks:**

1. **Cleaning and Maintenance:**

Ensure thorough cleaning of the examination block.

Arrange for repairs of facilities as needed.

Verify power backup systems are operational.

Ensure toilets are sanitized and potential hidden copying materials are removed.

2. Pre-Examination Preparation:

Prepare for any necessary postponements of examinations, if required.

Take immediate action upon discovering any unfair means or malpractices.

3. Logistics and Distribution:

Receive question papers from the CEO (Chief Examination Officer).

Distribute question papers to designated blocks according to the examination schedule.

4. Monitoring and Collection:

Oversee the collection of answer scripts from Junior Supervisors within the designated blocks.

Ensure the packing of written answer sheets and their dispatch.

Maintain accurate records, including documentation related to the Central Assessment Program (CAP) centre.

5. Emergency Preparedness: Appoint standby and reserve Junior Supervisors to manage emergencies or unexpected situations during examinations.

Junior Supervisor Guidelines:

Preamble: Given the seriousness of examinations, all office bearers must carry out their duties with utmost sincerity, upholding the highest principles. This ensures that all examinees have an equal and fair opportunity to perform.

- 1. Reporting Time:** Report to the examination venue 20 minutes prior to the scheduled start time.
- 2. Distribution of Answer Papers:** Distribute blank answer papers to students 10 minutes before the examination begins. Ensure no materials are exchanged among students.
- 3. Maintaining Silence and Order:** Prevent any form of communication among students during the examination.
- 4. Reporting Irregularities:** Immediately report any malpractices, including points 3 and 4, to the senior supervisor.

5. **Verification of Question Papers:** Verify that correct question papers, based on the pattern and subject, are distributed to all students.
6. **Conduct During Examination:** Refrain from using mobile phones or engaging in any activity that may distract from invigilation duties. Ensure students are not disturbed for any reason during the examination period.
7. **Restriction on Leaving Examination Hall:** Prohibit students from leaving the examination hall within the first 30 minutes of the examination.
8. **Collection and Submission of Answer Papers:** Collect answer papers and arrange them sequentially before submitting them to the senior supervisor.

Observations:

1. Often, the entry and movements of individuals within the examination hall go unnoticed by supervisors.
2. Supervisors should maintain an active and vigilant presence, moving within the examination hall.
3. In case of emergencies, junior supervisors should arrange mutual exchange of duties and submit a written report to the senior supervisor or CEO.

Support Staff

Preamble: Conducting examinations is a serious responsibility, requiring all office bearers to perform their duties with utmost sincerity to ensure equal and fair opportunities for all examinees.

1. Reporting Time:

Report to duty 30 minutes before the start of the examination.

2. Opening of Blocks:

Ensure examination blocks are opened and ready 20 minutes before the start of the examination.

3. Duties Assigned:

Carry out duties assigned by the Senior Supervisor promptly and efficiently.

4. Presence and Permissions:

Do not leave the examination venue without informing and obtaining permission from the Senior Supervisor.

Assist in preparing examination blocks, including shifting and rearranging furniture, and maintaining cleanliness.

5. Prompt Response:

Be prompt in responding to urgent examination-related needs as directed.

6. Assigned Tasks:

Fulfil any examination-related tasks assigned by the Senior Supervisor or the CEO.

7. Post-Examination Protocol:

Remain at the assigned location or venue until permitted to leave by the Senior Supervisor, even after the examination concludes.

Examination Advisory for Students

Preamble: Examinees are expected to demonstrate good behaviour and uphold high moral and ethical values. They should refrain from attempting to gain unfair advantages. The examination system aims to provide every examinee with equal and fair opportunities.

1. Dos:

Arrive and occupy your seats at least 15 minutes before the examination begins.

Ensure you have all necessary stationery (pen, pencil, eraser, ruler, etc.) and a permitted model/type of calculator (non-programmable electronic calculators).

In case of emergencies or urgent needs, communicate only with the examination supervisor.

Follow all instructions given by the examination supervisor.

2. Don'ts:

Refrain from borrowing stationery or calculators from other students.

Maintain silence and avoid any form of communication with other students during the examination.

Avoid arguing with the examination supervisor under any circumstances.

Do not bring any material into the examination room with the intention of copying, whether deliberate or unintentional.

Avoid attempting to cheat using any means, including non-written communication (refer to University of Pune website for specific regulations on this issue).

Do not leave the examination hall during the examination period without permission from the supervisor.

Leave cell phones, tablets, or any electronic devices outside the examination hall.

Do not rearrange benches or disturb seating arrangements intended for examination officials' monitoring purposes.

Internal Marks

The Internal marks in all the courses/subjects will be awarded based on continuous internal assessment made during the semester concerned. For each subject 30 marks are allotted for internal assessment and 70 marks are allotted for the End Semester Examination

Continuous Internal Evaluation:

It has been decided to introduce Continuous Internal assessment for a total of 30 marks as per university norms, which are to be distributed as follows:

I) For Theory

Sr. No.	Component	Distribution of Marks
1	Unit Test I (20 Marks, 1 Hour)	20
	Unit Test II (20 Marks, 1 Hour)	
2	Attendance	05
3	Assignment/Seminar (Internal)	05
	TOTAL	30

II) For Practical

Sr. No.	Component	Distribution of Marks
1	Practical Work Book	10
	Attendance	05
2	Assignment / Seminar (Internal)	05
3	Internal Practical Viva	10
	TOTAL	30

Professional Behaviours:

Professional behaviour encompasses various aspects outlined in this Code of Conduct:

1. Acting in a fair, courteous, and mature manner towards students, colleagues, and stakeholders.
2. Cooperating and liaising with colleagues to ensure students receive a coherent and comprehensive educational service.
3. Endeavouring to assist the institute in achieving its corporate and strategic objectives, particularly by maintaining a positive attitude towards marketing, quality, and equality.
4. Demonstrating respect for institute property.
5. Maintaining the institute's image through standards of dress, general courtesy, and the correct use of institute stationery.
6. Taking responsibility for student behaviour in the classroom and sharing this responsibility throughout the premises.
7. Ensuring fitness for work by refraining from being adversely influenced by drugs, alcohol, etc.
8. Being familiar with job requirements, including proper preparation, use of suitable methods/systems, and maintenance of necessary records. Staying updated with relevant developments in the field.
9. Understanding communication channels and institute procedures applicable to both students and staff.
10. Conducting all assessments, exams, and tests in a fair and prescribed manner, ensuring strict adherence to confidentiality and security procedures.
11. Respecting the rights and opinions of others.

General Rules and Regulations for Students

Students are expected to conduct themselves with dignity and courtesy both within and outside the college premises.

1. Students must adhere to strict modesty in attire. Girls may wear Salwar-Suit, Trousers, and Shirt. However, T-shirts, tight-fitting wear, sleeveless shirts, tight leggings, and similar attire are strictly prohibited.
2. Students are required to wear identity cards visibly around their necks within the campus and during off-campus meetings. Failure to comply will result in disciplinary action.
3. Possession of mobile phones during college hours on campus is strictly prohibited. Offenders will face a fine of Rs. 500/- and deduction of marks from general proficiency.
4. Students are not permitted to leave the institute premises during institute hours without a Gate Pass for valid reasons.
5. Visitors must not be entertained on campus without prior permission. Students are responsible for reading and complying with notices/circulars displayed on the college notice board.
6. Activities such as spitting, smoking, littering with paper within the institute campus are strictly prohibited. Consumption or distribution of alcohol, harmful drugs, narcotics, ghutkas, chewing gums, or smoking cigarettes is strictly prohibited and will lead to disciplinary action.
7. Firecrackers of any kind are prohibited on the college campus.
8. Colored powders and water splashing in the guise of festivals or functions are not allowed on campus.
9. Writing or scribbling on desks, blackboards, or walls of the college is strictly prohibited.
10. Students are prohibited from entering the institute office during unspecified hours.
11. Students are advised against damaging the institute's reputation or that of individuals (fellow students and staff) through social or electronic media.
12. Respect for institute property is mandatory. Any destruction or damage to institute property will result in punishment. Collective responsibility will be assumed if individual accountability cannot be determined.
13. Mutilation of trees, shrubs, or plants, or removal of identification signs or tags attached to them, is illegal.
14. Convening meetings, collecting funds, or circulating/displaying notices without permission from the Principal/Vice-principal/HOD is strictly prohibited.
15. No information or reports should be sent to the press, broadcasting agencies, or placement companies without the Principal/Vice-principal/HOD's permission and approval.

16. Students must not form unauthorized unions, groups, or engage in political activities. Gathering in groups at various locations on campus is strictly prohibited.
17. Students shall refrain from engaging in any misconduct that could bring disgrace to the institution. They must promptly inform the college of any changes in personal details or address.
18. All vehicles must be parked in designated areas. No vehicles are allowed to enter the institute premises during institute timings. Two-wheeler riders must wear helmets compulsorily, and vehicles parked in unauthorized places will be impounded.
19. Students attending college functions should conduct themselves in a manner that reflects positively on themselves and the institution.

Committees

- **Anti-Sexual Harassment Committee**

The college has established an Internal Complaints Committee (ICC) for the prevention of sexual harassment of women at the workplace, as mandated by law.

Composition:

- **Presiding Officer:** According to the law, the Presiding Officer must be a senior-level woman employee from within the college. This role is typically held by a Woman Head of Department (HOD) or, at minimum, a Woman Associate Professor.
- **Two Members:** Employees with expertise in social work or legal matters.
- **External Member:** A representative from an NGO or similar organization dedicated to women's issues or someone well-versed in matters related to sexual harassment.
- **Gender Representation:** At least half of the committee members must be women.

Anti-Sexual Harassment Committee Responsibilities

The committee is responsible for raising awareness on sexual harassment and ensuring prompt action in case of any reported incidents. Upon approach by any individual, committee members must immediately notify others and obtain a written complaint from the aggrieved person. The aggrieved person has the right to file a complaint within 90 days of the incident(s). The committee will initiate necessary actions, including counselling and conciliation upon request, to resolve the matter swiftly. If unresolved, an inquiry will be conducted, and the matter will be resolved within 10 days from the date of the complaint. Committee members must remain vigilant at all times, fostering awareness and maintaining open dialogue with students to prevent incidents on campus.

Definition of Sexual Harassment

Sexual harassment includes any one or more of the following unwelcome acts or behaviours, whether directly or implied:

- (i) Physical contact and advances;
- (ii) Demands or requests for sexual favours;
- (iii) Making sexually suggestive remarks;
- (iv) Displaying pornography;
- (v) Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

Implementation of Standard Operating Procedure (SOP) for Complaint and Inquiry

Step I: An aggrieved woman should submit a written complaint in person, by post, or electronically. In exceptional circumstances preventing the filing of a complaint, the period may be extended for up to 3 months. If the aggrieved woman is unable to file the complaint, her legal heirs may do so.

Step II: Upon receiving the complaint, the Internal Complaints Committee (ICC) will initiate an inquiry as per the college's service rules or, in their absence, as per rules under the relevant Act. The inquiry will conclude within 90 days, and the inquiry report will be submitted within 10 days from its completion.

Step III: If the ICC determines that the allegations against the respondent are substantiated, it will submit a report to the Principal for appropriate action under the college's misconduct provisions or, in the absence of such provisions, as per rules framed under the Act.

Step IV: The college management will implement the ICC's recommendations within 60 days from the date of submission of the inquiry report.

Step V: An appeal against the ICC's decision may be made within 90 days of receiving the recommendations.

Committee for Prevention of Sexual Harassment and Atrocities against Students and Women

The committee aims to achieve its objectives through the following initiatives:

1. **Complaint Redressal:** Addressing complaints of sexual harassment at the workplace, ensuring grievances are heard and appropriate actions are taken.
2. **Dissemination of Information:** Producing, distributing, and circulating materials, posters, and handouts across the SPPU campus community to raise awareness.
3. **Awareness Workshops:** Conducting workshops for faculty, non-teaching staff, and students to foster a non-threatening and supportive environment conducive to mutual learning.

4. **Counselling:** Providing confidential counselling services, recognizing the sensitivity of sexual harassment cases which are often underreported. Counselling offers a safe space for victims to discuss incidents and their impact.

Grievance and Discipline Committees

For Employees:

The committee will comprise the following members:

Principal

Head of Department (HoD)

Handling of Grievances, Complaints, and Disciplinary Proceedings for Employees:

Upon receiving a grievance, complaint, or report of a violation of college rules, regulations, or ethical codes, the Principal will assess its merit. If warranted, an inquiry will be initiated by the appropriate committee. This inquiry should commence within seven days of receiving the grievance or complaint, unless deemed impractical. The inquiry must be concluded within 30 days of initiation. Any extensions required must be approved by the Director and sought only when unavoidable. For faculty and staff disciplinary inquiries, an informal inquiry serves as a preliminary step.

2. Grievance and Disciplinary Committee for Students:

This committee is authorized to address both significant student grievances and disciplinary matters in accordance with the UGC (Establishment of Mechanism for Grievance Redressal) Regulations, 2013.

The composition of the committee will be as follows:

Principal

Head of Department

Teaching Faculty (Male)

Teaching Faculty (Female)

General Secretaries

- **Anti-Ragging Committee- Ragging is a Criminal Offense:-**

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student

3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student

- **Following punishments for students involved in ragging**

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship and other benefits
4. Debarring from appearing in any test/examination or other evaluation process
5. with holding results
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel
8. Rustication from the institution for period ranging from 1 to 6 semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution

10. Lodging of an FIR with the police 11. Penalty of up to Rs. 10,000/- to (Rs. 50,000/-)

11. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Anti-Ragging Squad-

Some senior faculty members are nominated to the Anti-

All students are encouraged to approach them without any hesitation in case of

Constitution of Committee:

Principal as Chairman

Committee Secretary

Member from Govt. Organization

Member from Local resident

Member from local

Police Station

Media Member

Parent Member

Teacher Representative

Lady Teacher Representative

Non-teaching Staff Representative

Student Representative

Student Development Officer

Implementation of SOP:

- Apply to various schemes like Earn and Learn, NSS as well as other schemes of Board of student development of SPPU Pune probably in the month of July.
- To form the student council as per the norms and guidelines given by the SPPU Pune for smooth conduction of academic as well as other activities like annual social gathering, sports, cultural events etc.
- Student's council should be elected from the students. All class representatives are members and other posts like General Secretary, Sports Coordinator, Gymkhana Secretary, Cultural Secretary, Magazine Secretary, NSS Coordinators, University Representative, and Ladies Representative should be filled by arranging election as per the guidelines given by the SPPU Pune. .
- Get the approval from the board of student development, SPPU Pune for the various programs and schemes.
Organize the approved programs and schemes in the institute. Preparation of reports and accounting of every program.
Audit of every scheme should be completed through university in the month of March.

Student Development Officer

Implementation Plan for Student Development Activities:

1. Apply for various schemes such as Earn and Learn, NSS, and other schemes of the Board of Student Development of SPPU Pune, typically in July.
2. Establish the student council in accordance with norms and guidelines provided by SPPU Pune to ensure effective management of academic and extracurricular activities including annual social gatherings, sports, and cultural events.
3. Conduct elections among students to appoint members of the student council. Class representatives and other positions like General Secretary, Sports Coordinator, Gymkhana Secretary, Cultural Secretary, Magazine Secretary, NSS Coordinators, University Representative, and Ladies Representative should be elected as per SPPU Pune guidelines.
4. Obtain approval from the Board of Student Development, SPPU Pune, for various programs and schemes.

5. Organize approved programs and schemes within the institute. Prepare comprehensive reports and maintain accurate accounts for each program.
6. Conduct audits of all schemes through the university in March as per the prescribed schedule.

Standard Operating Procedure for the Earn & Learn Scheme

The Earn & Learn Scheme is designed to support economically needy students at [Your College] in accordance with guidelines from SPPU Pune. The following steps outline the procedure for its effective implementation:

1. Sanction Process (July):

Obtain sanction from SPPU Pune for the Earn & Learn Scheme annually in July.

2. Student Notification:

Notify students via notice to submit required documents for enrollment in the Earn & Learn Scheme.

3. Required Documents:

Students must submit:

- Duly filled form
- Income Certificate issued by Tahsildar
- Caste Certificate
- Non-creamy layer validity certificate
- Bank account details

4. Selection Criteria:

Select students based on economic need and academic records.

5. Work Allocation:

Allocate work to students based on their preferences across various departments and sections.

6. Work Hours and Remuneration:

Students work for 2 hours daily on working days.

Remuneration is Rs 55.00 per hour or as per SPPU Pune guidelines.

7. Monthly Reporting:

Students must submit their monthly work report to the Earn & Learn Coordinator.

8. Financial Approval:

Obtain approval from the Principal and accountant for transferring remuneration to students' accounts.

9. Audit and Reporting:

Prepare the audit report and submit it to SPPU Pune in March as per the University's schedule.

• Standard Operating Procedure for the National Service Scheme (NSS)

The National Service Scheme (NSS) plays a pivotal role in fostering social awareness among students and engaging them in community service. It aims to instill values such as patriotism, national integration, cooperation, and communal harmony.

Motto of NSS: "Not Me But You"

Implementation of SOP:

1. Annual Approval Process:

The college must seek approval from the university every year for the NSS Unit.

2. Appointment of Program Officer:

A Program Officer is appointed by the university and serves a tenure of three years.

3. Student Selection:

The college sanctions a unit of 100 students who are selected based on their dedication, interest, and attitude towards the NSS.

4. NSS Volunteer Selection:

Selected students are termed as NSS volunteers, and their final list is uploaded on the NSS portal.

5. Activities and Camps:

Regular activities and a 7-day camp are conducted in nearby villages. The university permits participation of up to 50 students for the camp.

6. Service Requirements:

NSS volunteers commit to two years of service and participation in at least one camp.

Each volunteer must complete 120 hours of service per year to be eligible for the NSS certificate and benefits under ordinance 0.163.

7. Departmental Coordination:

Each department appoints an NSS Faculty Coordinator to facilitate smooth conduct of activities.

8. Student Representation:

An NSS Student Representative is chosen from the NSS volunteers to liaise between the students and NSS authorities.

9. Reporting and Approval:

The Program Officer conducts regular activities with the Principal's permission and submits reports on activities to the NSS portal.

The university provides a grant of Rs. 21,000/- for regular activities and Rs. 29,500/- for the camp.

At the end of each year, the university conducts an audit of both regular activities and the camp.

By adhering to these procedures, the NSS aims to effectively engage students in community service, nurturing a sense of responsibility and social consciousness among them.

- **Standard Operating Procedure for the Training & Placement Cell**

The Training & Placement Cell plays a crucial role in organizing training activities and facilitating student recruitment. The following SOP outlines the operational guidelines for effective functioning:

A) Training & Placement Officer Responsibilities:

1. Daily Operations:

Oversee day-to-day activities related to placements.

Maintain liaison with industries, government, and non-government organizations.

2. Skill Development:

Organize skill development training sessions including soft skills, communication skills, interview techniques, and interpersonal skills.

Prepare students for competitive examinations.

3. Alumni Engagement:

Create and maintain a database of alumni and their current professional positions.

Arrange expert lectures by industry professionals.

4. Industry Feedback:

Collect feedback from industries participating in placement activities.

Organize workshops for entrepreneurship development.

5. Management Information System (MIS):

Develop MIS for tracking placement of alumni.

Maintain a database of recruiting industries and organizations.

6. Departmental Coordination:

Call regular meetings of departmental coordinators to plan training and placement activities.

Coordinators propose names of companies/organizations for potential placements.

B) Placement Drive Execution:

1. Invitation to Companies:

Send invitations to companies for participation in placement drives via email or formal letters.

2. Student Database Collection:

Collect and segregate databases of eligible students from respective departments for scheduled placement drives.

3. Preparation for Placement Drive:

Conduct necessary formalities upon receiving positive responses from companies.

Gather detailed information about job profiles, salary packages, and available positions.

4. Information Sharing:

Discuss all details about the company and placement drive in meetings with T&P Cell members.

Share comprehensive information with students regarding the upcoming placement opportunities.

5. Campus Approval:

Obtain approval from the Principal for conducting placement drives on campus and allocate necessary funds.

6. Conduction of Placement Activities:

Coordinate logistics for smooth execution of placement drives and training programs.

Organize HR Meets to establish rapport with participating companies.

7. Additional Responsibilities:

Fulfill any other duties assigned by higher authorities as required.

By following these procedures, the Training & Placement Cell aims to effectively prepare students for career opportunities and facilitate successful placements, thereby enhancing their professional development and employability skills.

- **Student Guidelines for Placement Activities**

1. Registration Process:

Students must register themselves for placements with the Training & Placement Cell at the beginning of their 6th Semester.

1. Role of TPC:

The Training & Placement Cell acts as a facilitator and counselor for placement activities. Registering with TPC does not guarantee a job or internship.

2. Campus Recruitment Process:

Campus recruitment dates will be finalized on mutually convenient days. Students will receive notification about company visits three days in advance.

3. Recruitment Process:

Results of the recruitment process will be announced to students upon its completion. Students are encouraged to apply to multiple companies as per their interest.

4. Offer Letter Submission:

Once students receive an offer letter via email, they are required to submit a copy to their department's staff coordinator.

5. Internship Process:

Students selected for internships must submit the internship request form (available at the Placement Office) along with the internship offer letter from the company to their department.

6. Sharing of Student Database:

The Training & Placement Cell shares the student database with companies based on their requests after obtaining consent from the students.

7. Identification Requirement:

Students participating in On Campus Recruitment Drives must carry their institute ID card. It must be presented during Pre-Placement Talks (PPTs), tests, interviews, and any other TPC-related activities.

8. Mandatory PPT Attendance:

Attendance at Pre-Placement Talks (PPTs) conducted by companies is mandatory for students who have applied to those particular companies. Students must be present at least 5 minutes before the scheduled start time.

By adhering to these guidelines, students can maximize their opportunities and engagement in placement activities facilitated by the Training & Placement Cell, ensuring effective communication and professional conduct throughout the process.

• Rules of Application:

1. Students are advised to thoroughly research the background and profiles of companies before applying.
2. Once an application is submitted, it cannot be withdrawn under any circumstances.
3. There is no limit on the number of companies a student may apply to until securing their first job.
4. Application deadlines will not be extended unless explicitly requested by the company.
5. Students must ensure they meet all required criteria of a company (e.g., CGPA, medical conditions) before applying.
6. Shortlisted students must appear for tests/interviews. Failure to attend may result in severe actions from the TPC.

- **Student Code of Conduct:**

1. Students found in possession of unauthorized gadgets will be expelled from the test location.
2. Any form of cheating will result in deregistration from the entire Placement season.
3. No concessions will be granted in cases involving cheating under any circumstances.
4. In case of discrepancies, decisions made by the TPC are final and binding.

These guidelines ensure fairness, integrity, and professionalism throughout the

- **Responsibilities of Supporting Staff in Placement:**

1. Setting up seminar halls for placement activities like seminars, expert lectures, and placement events.
2. Securing prior approval from the principal for requisitions, departmental purchases, and hospitality arrangements (e.g., mess coupons) for guests attending placement drives or related events.
3. Assisting in maintaining discipline among students during the entire placement process.
4. Maintaining accurate attendance records of students in the TPC attendance register.
5. Organizing and managing documentation of all placement-related activities, maintaining separate files for each event.
6. Recording details of visitors, experts, students, and alumni visiting the placement office.
7. Remaining in the department premises during working hours unless permission is granted by the TPO.
8. Undertaking any other duties as directed by the Training and Placement Officer or Principal

- **Responsibilities of Peon in Placement Office:**

1. Setting up seminar halls for placement activities such as seminars, expert lectures, and placement events.
2. Securing prior approval from the principal for requisitions, departmental purchases, and hospitality arrangements (e.g., mess coupons) for guests attending placement drives or related events.
3. Assisting in maintaining discipline among students during the placement process.
4. Recording student attendance in the TPC attendance register.
5. Organizing and managing documentation of placement activities, maintaining separate files for each event.
6. Recording details of visitors, experts, students, and alumni visiting the placement office.
7. Remaining in the department premises during working hours unless permitted by the TPO.

8. Fulfilling any other tasks assigned by the Training and Placement Officer or Principal.

Research & Development Cell

The Research & Development (R&D) Cell plays a critical role in enhancing high-quality scientific research to facilitate successful applications. The Institute's R&D initiatives are aimed at fostering research careers, internationalizing human potential, strengthening the knowledge base, promoting innovative applications, and enhancing societal impact through education, research, and innovation.

All educational, research, and innovative pursuits within the Institute are expected to maintain a high standard. The overarching objective includes fostering technological and social innovations alongside R&D activities.

- **Implementation of Standard Operating Procedures (SOP):**
 - **Research and Development Cell**

1. Enhancing departmental research capacities and capabilities.
2. Encouraging all faculty members and students to actively engage in research within their respective fields of expertise.
3. Motivating faculty participation in national and international conferences, seminars, workshops, and Faculty Development Programs (FDPs).
4. Safeguarding and facilitating the commercialization of departmental intellectual property.
5. Conducting consultancy activities pertaining to research and development.
6. Providing ample research and development opportunities to academic staff and students to maintain enthusiasm, stay abreast of current scholarship, and ensure relevance in teaching and institutional activities.
7. Developing infrastructure conducive to fostering both the quality and quantity of research outputs.
8. Promoting emerging areas of research and development.

9. Establishing durable partnerships with industries and research institutions, and securing funding solutions to steer collaborative research efforts.
10. Applying for financial assistance from various funding agencies to support research projects.
11. Ensuring submission of audited utilization statements for all grants during central audits conducted by the university.
12. Encouraging students and faculty to publish research papers in reputable journals approved by the University Grants Commission (UGC).
13. Participating in meetings of research coordinators convened by the university and head office as required.
14. Maintaining accurate records of meeting minutes.
15. Coordinating overall research activities within the college.

- **Skill Development Cell**

Implementation of Standard Operating Procedures (SOP):

1. Research and register for skill development schemes relevant to their fields, aligning with industry requirements in the local area to facilitate employment opportunities for dropout youth.
2. Organize and conduct a Skill Meela to counsel dropout students in the vicinity, gather dropout data, and assess the needs of local youth.
3. Supervise the approval process for establishing Training Centres at individual colleges by respective organizations.
4. Identify dropout students and facilitate their enrolment in affiliated courses.
5. Recruit necessary staff to conduct student training, implement biometric attendance systems for trainee verification, and ensure quality assurance throughout the training process.
6. Enrol eligible students for assessments, using received grants to cover assessment fees, and manage the assessment process in collaboration with the relevant agency.
7. Prepare and maintain records of enrolled students as required by the skill development agency, ensuring timely updates to the governing authority.
8. Follow up with relevant agencies to ensure 100% recovery of applicable grants.

Mentor Mentee Scheme

Preamble:

Many students admitted to the institute hail from rural areas, encountering challenges related to financial support, academic performance, and adjustment. In order to address these issues and empower students to achieve their academic and professional potential, the implementation of a Mentor Mentee Scheme for all students is crucial.

Objectives of the Mentor Mentee Scheme:

The mentorship program aims to achieve the following:

- a. Increase teacher-student interaction hours.
- b. Identify and support slow learners while encouraging advanced learners.
- c. Provide equitable support and guidance to all students.
- d. Reduce student dropout rates.

• College Level Committee for Mentor Mentee Scheme and its Functions:

At each constituent college, a committee is established comprising the Head of the Institute/College as Chairman, the IQAC Coordinator as Member Secretary, and Heads of Departments. The Head of the College nominates additional members from various departments as required.

The committee at the constituent institute develops a scheme tailored to the number of students in respective streams, faculty resources, and disciplinary needs. The following guidelines outline the Mentor-Mentee scheme:

- a. Assign students to mentors (teaching faculty) starting from their first year of the degree program.
- b. Each mentor shall oversee a minimum of 15 and a maximum of 30 mentees.
- c. Preferably, mentees remain with the same mentor throughout their degree program, although exceptions may occur.

- d. Conduct meetings with mentees at least twice per semester, maintaining records of meeting outcomes either in hard copy or through available software
- . e. Meet with mentees regularly, either individually or in groups, as necessary.
- f. Identify students excelling in curricular or co-curricular activities and inform the institute's or department's head for further recognition and encouragement.
- g. Identify students with below-average performance or attendance. Engage with these students to understand their challenges; if necessary, involve parents or department/institute heads to find solutions.

This committee ensures effective implementation and monitoring of the Mentor Mentee Scheme to support student development and success throughout their academic journey.

- **Areas of Review for Mentor-Mentee Interaction:**

- a. Attendance: Mentors will monitor mentees' attendance, advising and taking necessary actions regarding irregular attendance.
- b. Academics: Mentors will track mentees' academic performance, providing counselling and arranging additional lectures when needed.
- c. Behavioural and Discipline: Mentors will address behavioural issues and maintain discipline among mentees.
- d. Achievements, Talents, and Co-curricular Activities: Mentors will recognize and encourage mentees' achievements, talents, and participation in co-curricular activities.
- e. Health and Physical Well-being: Mentors will also oversee mentees' health and physical well-being, ensuring they are supported in maintaining their overall wellness.

- **Duties/Responsibilities of a Mentor:**

- a. Introduce and explain the mentor-mentee scheme to assigned mentees.
- b. Convene meetings with all mentees at least twice per semester, documenting meeting details and noting any specific mentee requirements.

- c. Monitor mentees' attendance, academic performance, and behaviour by liaising with subject teachers and hostel authorities.
- d. Inform concerned subject teachers if a mentee shows weaknesses in specific subjects.
- e. Provide academic and emotional support to mentees.
- f. Communicate with parents of mentees in case of attendance irregularities or other concerns.

Duties/Responsibilities of a Mentee:

- a. Attend meetings regularly as scheduled.
- b. Complete personal information forms upon joining the mentor-mentee system.
- c. Provide details of attendance, continuous assessment, term-end examinations, and participation in co-curricular and extra-curricular activities to the mentor upon request.
- d. Seek advice from mentors regarding personal issues, career choices, achievements, etc.

- **Cultural Activities:- Standard Operating Procedures (SOPs) for**

Standard Operating Procedures (SOPs) for cultural activities provide structured guidelines for organizing Institute-sponsored events within the premises. These procedures not only outline the steps for executing cultural events but also serve as essential tools for communicating key university policies and best practices.

Implementation of SOP for Cultural Activities:

1. At the beginning of each academic year, the Principal forms a cultural committee comprising staff and students.
2. The Cultural Secretary (CS), elected from the student council, coordinates Institute-sponsored cultural activities in collaboration with staff members and the committee coordinator. They organize volunteer groups for various activities and communicate updates to the authority. Students, with permission from the Principal or cultural coordinator, can post notices related to cultural activities on institute and departmental notice boards.
3. Meetings of all cultural coordinators are conducted to assign duties after which auditions are held at both institute and departmental levels by designated selection committees.
4. Responsibilities assigned by the Principal or cultural coordinator to students and staff for managing cultural programs must be fulfilled diligently.
5. All expenditure details must be submitted within two weeks after each program. The Principal holds the final authority regarding financial support for any event.
6. Decisions regarding the inclusion or exclusion of performances in cultural events are at the discretion of the cultural coordinator. Students can participate in multiple events based on their availability and interest.
7. Maintain records of all cultural events and compile a comprehensive report summarizing cultural activities, endorsed by the Principal.

These procedures ensure organized and efficient management of cultural activities while adhering to university policies and practices.

Sports Committee:

Standard Operating Procedure (SOP) of the

The SOP for the Sports Committee outlines procedures for the seamless organization of sports events on campus and facilitates student participation in inter-college, district, state, national, and international competitions.

Content and management:

The content is determined by the actions of the Physical Director, subject to approval by the Principal and Director. The management oversees the allocation of the annual sports budget and approves the annual sports plans.

Objectives of the Sports Committee:-

1. Foster goodwill among students through sports.
2. Enhance the institute's reputation positively through sports.
3. Encourage physical fitness by promoting a competitive sports program.
4. Create opportunities for student athletes to compete in national and international competitions.

Roles and Responsibilities of the Physical Director in the Sports Committee:-

- Conduct regular meetings with all College-level Sport Coordinators.
- Plan and prepare the annual sports calendar, submitting it to the Principal for approval.
- Develop various sports schedules for smooth organization of events.
- Attend meetings of physical directors at the university level.
- Provide instructions and guidance to sports coordinators.
- Prepare and distribute notices to College-level sport coordinators.
- Ensure adherence to rules and regulations by all sport coordinators.
- Draft and present the annual sports budget for approval by higher authorities.
- Supervise the maintenance and upkeep of sports grounds.
- Distribute sports equipment and gear to students for various sports activities.
- Maintain records of issued materials and equipment.
- Coordinate all procedures related to sports competitions.
- Prepare sports reports and maintain records systematically.

Responsibilities of Sport Coordinators:-

- Attend the annual sports meeting with the Physical Director.
- Communicate instructions and notices to departmental sport coordinators.
- Gather budgetary inputs from various departments and relay them to the Physical Director.
- Conduct regular meetings with departmental sport coordinators.

Responsibilities of Departmental Sport Coordinator:-

- Encourage students to organize and actively participate in various outdoor and indoor games.
- Create schedules for different sports activities and inform students accordingly.
- Select athletes for various positions related to sports.
- Prepare reports on sports activities within the department.
- Ensure smooth organization of games and events.
- Enhance students' skills by ensuring their active involvement in sports activities.

Responsibilities of Student Sport Coordinator:-

- Attend meetings with departmental sport coordinators.
- Communicate notices and instructions to fellow students.
- Gather student information and submit it to the departmental coordinator as needed.
- Participate actively in organizing and managing sports activities.

Alumni Activity-

Ethical Protocol for Alumni Activities:

- Maintain continuous communication with alumni.
- Foster a sense of belonging among alumni.
- Maintain a courteous demeanour without being authoritative.
- Refrain from commenting on alumni's choice of profession, designation, or personal life.

Duties of the Head of the Institution for Alumni Activities:

Pre-Event:

1. Coordinate with the Alumni in charge of the institution to identify suitable alumni for planning the activity.
2. Communicate the identified alumni to the Alumni Cell, Pravara Rural Education Society, along with the Know Your Alumnus (KYA) form (Performa 1).
3. The Alumni Cell, Pravara Rural Education Society will contact the alumnus, finalize dates for the activity, and make necessary local logistics arrangements.
4. Collaborate with the Alumni Cell to decide on the dates and nature of the activity.
5. Ensure, along with the institutional IT team, that the chosen venue is suitable for hosting the event.

Considerations should include:

Capacity for the target audience.

Acoustics suitable for live streaming to sister concerns.

Accessibility for attendees.

Reliable internet connectivity.

Availability of audio-visual facilities, with a sound technician on hand to ensure optimal sound system performance.

Alumni Activities - During the Event:

- Ensure strict adherence to discipline throughout the event.
- Verify that the previously communicated protocol is being observed.
- Arrange for photographs to be taken by a photographer or suitable person from the rear of the hall, capturing the entire audience and showcasing the speaker, video conferencing, or webinar. Additionally, a front view photograph of the venue should be taken. These photos are to be included in the event report along with the metrics form. Extra photos can be included as needed.
- Participants are required to sign an attendance report based on registration data.

Post-Event Responsibilities:

- Compile the activity report and send it via email to the Alumni Cell, Pravara Rural Education Society.
- Maintain proper documentation of the event for accreditation purposes.
- Issue participation e-certificates to attendees.

Responsibilities of Members of Alumni Cell, Pravara Rural Education Society: Pre-Event:

- Coordinate closely with the Head of the institution.
- Obtain the KYA (Know Your Alumnus) form and collaborate with the head of the institution to plan the activity.
- Arrange all local logistics required for the event.
- Notify the IT team about any IT setup requirements and issues related to live streaming.
- Create and generate the feedback form, and provide the link to the IT team for bulk SMS distribution to the target audience during the event.
- Prepare the feedback form link for alumni participants.
- Draft the Thank You letter signed by the Honourable Chairman.
- Disseminate event details to all participating institutions.
- Generate the registration link for participants.
- Prepare the attendance sheet.
- Issue participation e-certificates.

Magazine SOP Implementation:

At the commencement of each semester, an institute-level magazine committee is established, comprising a mandatory departmental coordinator tasked with magazine data collection. Monthly meetings are scheduled at the conclusion of every month to conduct magazine data collection and distribute tasks among coordinators and students. Each departmental magazine coordinator is responsible for assembling a team of 2-3 students under their supervision.

Essay Preparation on Institute Success Areas:

Identify all areas of success within the institute and prepare concise essays on each.

Collection of Departmental and Sectional Information:

Gather relevant information from coordinators regarding their departments and sections for inclusion in the magazine.

Collection of Extra-Curricular Activity Data:

Solicit data on extra-curricular activities from interested students for publication in the magazine, available in Marathi, English, or Hindi.

Decision by Printing Committee:

Upon gathering all necessary information, the printing committee will determine the magazine's layout, quality standards, and required quantity.

Publication at Annual Social Gathering:

Ensure the magazine is published on the day of the annual social gathering, with distribution overseen by respective guests.

Distribution among Students:

Departmental coordinators are responsible for distributing copies of the

Submission to the University: Send one copy of the magazine to the University as required

Magazine SOP Implementation:

1. Formation of Institute-Level Magazine Committee:

At the beginning of each semester, establish an institute-level magazine committee, including a designated departmental coordinator for magazine data collection.

2. Monthly Magazine Data Collection Meetings:

Hold monthly meetings at the end of each month to gather magazine content and assign tasks among coordinators and students.

3. Preparation of Essays on Institute Success Areas:

Departmental magazine coordinators are required to prepare short essays on all areas of success within the institute.

4. Collection of Departmental and Sectional Information:

Gather information from departmental coordinators regarding content they wish to include in the magazine.

5. Collection of Extra-Curricular Activity Data:

Collect data on extra-curricular activities from interested students for publication in the magazine, available in Marathi, English, or Hindi.

6. Decision by Printing Committee:

After gathering all information, the printing committee will determine the magazine's layout, quality, and quantity.

7. Publication at Annual Social Gathering:

Ensure the magazine is published on the day of the annual social gathering, with distribution managed by respective guests.

8. Distribution Among Students and University:

Distribute copies of the magazine to all students of the institute through departmental coordinators.

Send one copy of the magazine to the University as per requirements.

College Website SOP:

1.Regular Updates from Departments:

Send department-level updates to the website coordinator regularly for uploading onto the college website.

2.Website Review and Feedback:

Visit the college website periodically and provide feedback to the website coordinator regarding any necessary changes.

3.Follow-Up on Data Upload:

Ensure continuous follow-up on data sent for uploading to the college website until it is successfully published.

4.Social Media Engagement:

Regularly upload department event photos on the college Facebook Page and Twitter account.

5.Promotion:

Encourage students to visit the college website, like the college Facebook Page, and follow the college on Twitter for updates.

6. Upload of Updated Data:

Ensure timely uploading of updated data received from department website coordinators onto the college website.

7 .Publication of News and Circulars:

Upload news articles and circulars received from various departments onto the college website promptly.

8. Posting of Results, Academic Books, Event Photos, and Invitations: Upload results, academic books, event photos, and invitation letters received from various departments onto the college website as required.

Green Campus - College SOP - Garden/Green Area Maintenance

Implementation Steps:

Step 1: Plant and Tree Care:

- Ensure regular watering of plants and lawn.
- Perform pruning of trees, plants, and shrubs as needed.
- Maintain regular mowing and sweeping of the lawn.
- Remove garden refuse promptly and transfer it to designated disposal areas.
- Convert garden waste into compost for use in landscaping or areas lacking vegetation prone to sediment transport.
- Establish and execute a repair schedule for garden infrastructure fortnightly.

Step 2: Lawn Care and Signage:

- Maintain garden benches in good condition.
- Educate students on respecting the utility and beauty of the lawns.
- Install proper signage to identify and classify trees and plants.
- Prepare monthly reports detailing the status of garden maintenance and signage.

By following these steps diligently, we ensure the upkeep and enhancement of our campus green spaces, contributing to a sustainable and aesthetically pleasing environment for all stakeholders.

Green Campus - Gardening Maintenance Procedure

1. The Civil Engineer/Site Engineer provides instructions to the Garden Supervisor regarding gardening maintenance.
2. The Supervisor then communicates these instructions to the gardening labourers (Mali).
3. The Supervisor verifies the completion of assigned tasks

AUDIT

- The intention of organizing Green/Energy/Water Audit is to upgrade the environment condition in and around the institutes, colleges, companies and other organizations.
- Awareness program related to green campus initiative should be conducted.
- The objective of carrying out Green/Energy/Water Audit is securing the environment and cut down the threats posed to human health.
- To make sure that rules and regulations are taken care of
- To avoid the interruptions in environment that are more difficult to handle and their correction requires high cost.
- To suggest the best protocols for adding to sustainable development
- Yearly audit should be done.

PLASTIC BAN POLICY

Ban on the use of plastic in all important parts of College.

Awareness program related to Ban on use of plastic should be conducted. To all teaching and non-teaching staff ban on plastic is mandatory.

Collection and Segregation of Waste: Say No to Plastics

Effective waste management involves eliminating non-biodegradable materials such as plastic covers and bottles. Instead, embrace biodegradable alternatives like cloth bags, jute baskets, reusable bags, and glass bottles.

Transitioning from Plastic Bottles and Bags

1. **Assessment:** Begin by assessing the current usage of plastic bottles and bags through surveys, waste audits, and observation of waste patterns across all institutions.
2. **Notification and Action:** Issue a one-week notice institution-wide to phase out all non-recyclable plastic bottles and bags. Simultaneously, enforce a ban on bringing or using plastic bottles or bags.
3. **Collection Points:** Establish convenient collection points throughout the institution to gather discarded plastic bottles and bags. Provide cloth and paper bag counters for purchase as needed.
4. **Enforcement:** Conduct thorough checks of bags at institution entrances to ensure compliance with the plastic ban, replacing any plastic items with paper, cloth, or jute alternatives.
5. **Segregation at Source:** Implement primary waste segregation at key locations such as laboratories, households, hostel kitchens, dining halls, and canteens.
6. **Bin Placement:** Install appropriate bins across the institution - green for wet waste, blue for recyclables, and red (marked with hazardous materials logos) for hazardous waste to prevent improper disposal of e-waste.

This structured approach fosters a systematic shift towards sustainable practices, promoting environmental stewardship across institutions

WET WASTE TREATMENT:-

The Green Campus In-charge needs to educate the managers of the girls' and boys' hostel messes, as well as the canteen manager, on the proper management of wet waste. Wet waste, consisting mainly of kitchen discards like vegetable peels and food scraps, should be composted using either aerobic or anaerobic methods. Aerobic methods such as windrow composting, vermi-

composting, and NADEP composting are widely recommended. Detailed guides for implementing these methods are available in the web links provided below and can be utilized by the campus for effective waste management.

RAIN WATER HARVESTING-

RAIN WATER HARVESTING: The Civil Engineer will prepare a report based on the available infrastructure and natural location, which will be submitted to the Green Campus In-charge. Subsequently, the Green Campus In-charge will utilize this report to draft a proposal for civil works and seek approval from the Campus Director or Principal. Tasks include measuring the terrace area and height of the college buildings to calculate rainwater harvesting potential, determining water collection capacity, proposing solutions for water filtration and reuse, estimating costs for pipeline and storage tank installation, and evaluating costs for a filtration plant and suitable filtration units. This initiative aims to enhance rainwater harvesting efficiency and promote sustainable water management practices on campus.

Human Values and Professional Ethics

Human Values and Professional Ethics to ensure quality education in classrooms. Teachers treat their students with love, care, affection, and commitment, fostering good values without favouritism or discrimination. They act as role models by demonstrating concern for students and motivating them. Additionally, teachers maintain fairness in grading for internal and external assessments. They respect students' rights and dignity in expressing their opinions and acknowledge differences in aptitude and capabilities, striving to meet individual needs and aspirations.

The College Provides Divyangjan students equal opportunities for accessing all the facilities available in the campus.

The College ensures that Divyangjan students have equal access to all campus facilities. Classrooms and examination rooms for differently abled students are conveniently located. The College offers scribe services and extra time during exams for physically challenged students in accordance with Government and University regulations. Ramps and rails are installed at building entrances, and special toilets are designated for disabled individuals.

Standard Operating Procedures (SOPs) for

The Chemistry Lab

Ensure laboratory safety and the implementation of safe work practices tailored to specific operational requirements, thereby mitigating risks associated with laboratory hazards. Prior to accessing the laboratory, all individuals must undergo a mandatory laboratory safety induction.

General Safety Rules:

1. Listen attentively to instructions before initiating any laboratory tasks.
2. Promptly inform your instructor of any spills or accidents.
3. Wear an apron upon entering the laboratory.
4. Always wear gloves while conducting experiments.
5. Thoroughly wash your hands with soap and water after handling chemicals.
6. Refrain from touching your face during laboratory work.
7. Secure long hair to prevent interference with experiments.
8. Properly label all materials with names, dates, and relevant information.
9. Dispose of waste materials in designated containers.
10. Prohibit food and beverages in the laboratory at all times.
11. Familiarize yourself with the locations of fire extinguishers and first aid kits.
12. Avoid placing any objects in your mouth while conducting experiments.
13. Clean your workstation at the conclusion of each laboratory session.

Arrive promptly for the lab session. A brief introduction to the day's experiment will be given at the beginning. Being late disrupts your partner and other lab participants.

Do:

- Wear eye protection
- Practice fire safety
- Handle glassware safely
- Keep notes

- Wear gloves
- Practice electrical safety

Don't:

- Eat or drink in the laboratory
- Use excessive force

Do not:

- Work with chemicals until you understand their safe handling, including awareness of flame

- **Botany and Zoology Lab Practices and Safety Rules:**

1. Maintain a tidy lab environment at all times.
2. Wash hands with disinfectant soap upon entering and before leaving the lab. Absolutely no food, drinks, chewing gum, or smoking allowed in the laboratory.
3. Avoid putting anything in your mouth, such as pencils, pens, labels, or fingers. Never store food where microorganisms are handled.
4. Use a lab coat and safety glasses during lab sessions. Ensure they are worn properly and avoid loose-fitting clothing. Wear appropriate footwear.
5. Keep your workspace clean; do not place books, purses, or bags on the working table.
6. Disinfect work areas before and after use using 70% ethanol or fresh 10% bleach. Regularly decontaminate lab equipment and surfaces, especially after spills or contamination.
7. Clearly label all items.
8. Recap reagents, solution bottles, and bacterial cultures immediately after use. Avoid unnecessary opening of Petri dishes.
9. Flame sterilize inoculating loops and needles using a Bunsen burner before and after use.
10. Turn off Bunsen burners when not in use. Restrain long hair when using Bunsen burners.
11. Ensure no papers are near when flame sterilizing with alcohol.
12. Treat all microorganisms as potential pathogens; incubate or refrigerate microbial cultures accordingly. Do not store cultures in drawers, cupboards, or desks.
13. Never pipette by mouth; use a pipetting aid or adjustable volume pipettes.

14. Consider all materials as biohazards; autoclave liquids and broth cultures before disposal.
15. Dispose of solid waste in biohazard bags and autoclave before discarding in regular trash.
16. Handle glassware carefully; report any breakage to the lab supervisor and dispose of broken glass in designated containers.
17. Immediately report spills and accidents to your instructor.
18. Report all injuries or accidents, regardless of their severity, to the instructor promptly.
19. Unplug all electrical supplies when not in use.
20. Ensure water supplies are tightly closed after use.
21. Conserve electricity and water for future needs.

- **Physics Laboratory Guidelines:**

Before entering the laboratory, ensure you are prepared by thoroughly reviewing each lab exercise to understand potential hazards. In the teaching laboratory, refrain from eating, drinking, applying cosmetics, or handling contact lenses. Stay vigilant of your surroundings. Familiarize yourself with the locations of fire extinguishers. Always turn off open flames and gas burners when they are not in use and before leaving the laboratory. Maintain an organized work area; bring only your lab notebook into the lab. Work with caution and attentiveness. To prevent contamination and fire hazards, secure long hair away from your face. Clean your workspace using ethanol or

- **Computer Lab Guidelines:**

1. Log in using your username and password, which are for your use only. Never share them with anyone else.
2. Consumption of chewing gum, food, or drinks is strictly prohibited in the computer lab and in close proximity to any computer.
3. Respect the equipment: refrain from removing or disconnecting parts, cables, or labels. Internet usage is limited to activities assigned by the teacher or for class-related work.
4. Personal use of the Internet for chat rooms, instant messaging (IM), or email is not allowed.

System Administrator Responsibilities:

- Manage and maintain the network and PCs.

- Assign login credentials to students and staff.
- Address and resolve complaints related to PCs or the network from students and staff.
- Ensure peripherals such as printers and scanners are operational at all times.

- **Guidelines for Leaving the Laboratory:**

1. Ensure all gas lines are turned off.
2. Turn off all water points to prevent overflowing containers.
3. Ensure no hot plate or heating device is left on.
4. Return reagent bottles to their respective shelves and clear the working table of clutter.
5. Cap all bottles, especially those containing acids or other corrosive materials.
6. Remove all laboratory protective clothing and safety gear (e.g., lab coats, gloves, safety goggles) inside the lab before leaving.
7. Switch off lights, fans, and any other electrical facilities.
8. Lock the main exit gate and inform laboratory security that the lab is empty.

These guidelines ensure a responsible approach to laboratory safety and maintenance when leaving the premises.

General Laboratory Safety Procedures:

DO:

1. Always have a practical basic record, field book, a pen or pencil, a laboratory coat, and a head cap when working in the laboratory.
2. Familiarize yourself with the potential hazards of the materials used in the laboratory.
3. Know the location of safety equipment such as telephones and emergency contact numbers. Wear appropriate personal protective apparel suitable for the chemicals being handled.

4. Wear shoes that cover the entire foot; open-toed shoes and sandals are not suitable for laboratory work. Fabric and athletic shoes do not provide adequate protection from chemical spills. Leather shoes with slip-resistant soles are recommended.
5. Choose street clothing that minimizes exposed skin below the neck. Long pants and shirts with sleeves are examples of appropriate attire.
6. Immediately wash skin that comes into contact with any chemical, regardless of its corrosivity or toxicity. Properly label and store chemicals.
7. Secure long hair and restrain loose clothing to prevent them from interfering with equipment or experiments.
8. Record your results promptly. Seek guidance from your laboratory supervisor or instructor if you encounter difficulties.
9. Document every calculation and step involved in procedures in your notebook.

General Laboratory Safety Procedures:

DO NOT:

1. Eat, drink, chew gum, or apply cosmetics in rooms or laboratories where chemicals are used or stored.
2. Store food in laboratory refrigerators or ovens.
3. Drink water from laboratory water sources.
4. Use laboratory glassware to prepare or consume food.
5. Smell chemicals, taste chemicals, or pipette by mouth.
6. Engage in chemical work or hazardous activities during off-hours.

7. Attend phone calls or use cell phones while conducting tests to avoid hazards and ensure concentration on the task at hand.

Leave Rules

These leave rules are governed by the applicable laws of the Institution, including statutes governing the terms and conditions of service for teachers appointed in the University/Colleges and Institutions conducted by the University, Affiliated Colleges, Constituent Colleges, and Recognized Institutions of the University of Poona (under Section 42 and/or 73 of the Poona University Act, 1974 and by sub-section (3) of section 5 of the Industrial Employment (Standing Orders) Act, 1946). Grant of leave is not automatic and shall be at the discretion of the leave sanctioning authority, depending on the exigencies of the institution.

Procedure for Taking Leave

1. A permanent employee wishing to take leave must submit a written application to the leave sanctioning authority.
2. The Competent Authority may approve or deny the leave application.
3. In cases where an employee needs to take sudden leave due to uncontrollable reasons, the leave sanctioning authority may grant such leave upon subsequent submission of an application.
4. Employees must not commence leave without obtaining a leave pass, except in urgent or unforeseen circumstances.
5. If leave is refused or postponed, the employee shall be informed immediately.
6. An employee on leave who wishes to extend it must apply in writing before the original leave period expires. The decision regarding the extension shall be communicated in writing to the employee.
7. Overstaying the originally sanctioned leave without prior approval will result in non-payment and may be considered misconduct.
8. Holidays declared by the Institution and Public and Weekly Holidays shall be added to Casual Leave and Earned Leave.
9. Each employee shall have access to their leave record, showing their up-to-date leave balance during office hours.
10. Leave sanctioning authority:

- Principal for all kinds of leave.
- Chairman/CEO of Management for teachers and non-teaching staff.

11. The Institution reserves the right to recall an employee on sanctioned leave if their services are deemed essential, thereby cancelling the remaining sanctioned leave, which will be credited back to the employee's leave account.

12. Management may grant study leave with or without pay based on the course duration.

13. The leave year for teaching staff is recognized from June to April, and for non-teaching staff from January to December annually.

- **Casual Leave**

1. Every permanent employee, including probationers, is entitled to 15 days of Casual Leave per year, as prescribed by the UGC and accepted by the Government and University.
2. Permanent non-teaching employees are entitled to 8 days of Casual Leave per year.
3. Casual Leave is non-cumulative, and no other types of leave may be combined with Casual Leave.
4. In case a teacher is unable to attend duty due to a natural calamity, the Principal may sanction Casual Leave for the corresponding period.
5. Casual Leave shall not be taken for more than 3 consecutive days at a time.
6. Half-day Casual Leave may be granted only to non-teaching staff.
7. Casual Leave cannot be encashed under any circumstances.

- **Sick Leave**

1. Every permanent employee, including probationers, is entitled to 10 days of full pay or 20 days of half pay sick leave for each completed year of service.
2. Sick leave for a period of less than 3 days does not require a medical certificate, but intimation is mandatory.
3. Sick leave exceeding 3 days will be granted only upon submission of a medical certificate.
4. Applications for sick leave must be accompanied by a certificate from a registered medical practitioner.

5. Holidays, including weekly holidays, falling within the sick leave period, shall be considered as part of the sick leave.
6. Sick leave cannot be converted into cash under any circumstances.

- **Maternity Leave**

1. A permanent female employee who has completed 2 years of service in the institution is entitled to 180 days of maternity leave.
2. Sick leave, if due, may be granted in continuation of maternity leave to the female employee. The employee may also choose to combine this leave with other leave credits she has.

- **Earned Leave**

1. A permanent non-vocational employee who has completed one year of service in the institution under PRES in the time scale shall be granted 30 days of earned leave.
2. No compensatory benefit in the form of cash or additional leave shall be provided for unused or lapsed earned leave.
3. Earned leave must be taken for a minimum of 4 consecutive days at a time.
4. An employee who has not completed 300 days of service in the institution within the respective calendar year will not be eligible for earned leave

- **Duty Leave**

1. Teachers may avail special leave or on-duty financial assistance with prior approval from the Principal/Director. For Principal/Director/H.O.D., approval from the Executive Chairman/CEO of PRES is required, subject to service contingencies.
2. Minimum essential teaching and other staff must be present during the absence of faculty granted permission to attend seminars, conferences, workshops, symposia, etc.
3. Teachers attending National/International conferences, seminars, workshops, or other official non-remunerative business of PRES constituent colleges/institutions/universities/UGC/State/Central Government bodies or professional associations within India, as well as examination duties of PRES/its

colleges and other universities, shall be considered on duty if the event is on campus. If the event is outside PRES, they shall be granted special leave.

4. Teachers are entitled to special leave for up to 15 days per calendar year for the purposes mentioned above, and 5 days for any affiliating university-related work.
5. Teachers involved in conducting or attending examination work of PRES and its affiliated colleges within the campus are considered on duty. If the examination involves colleges outside the campus, they are granted special leave.
6. Teachers deputed or sponsored by the college/institute/university for special training, teaching assignments, academic staff visits abroad, cultural exchange schemes, collaboration schemes, or similar schemes by UGC, Government of India, State Government, or other bodies shall be considered on duty during their absence.
7. For sponsorship or special training/staff exchange programs, faculty/staff must execute a service agreement with applicable bank guarantees as per current PRES policy.
8. Teachers examined or assigned duty by authorities for examination work of PRES constituent colleges/institutions on non-working days or holidays during the academic term (excluding vacation periods) shall be granted compensatory holidays equivalent to the period worked.

Standard Operating Procedure (SOP) for Seminar, Conference, and University Work

Rules Regarding Eligibility of Teachers for Special Leave/On Duty for Attending University Work, Conferences, Seminars, Workshops, etc.

1. These rules apply to full-time teaching faculty and other academic staff employed in all constituent colleges.
2. These rules shall be enforced from the date of their approval by the Board of Management.

- **Presenting Scientific Papers**

1. When a teacher presents a scientific paper in person or chairs/co-chairs a scientific session at an international/national level professional conference/seminar/workshop: Readers (Associate Professors) and above are eligible to travel by First Class or Second AC Sleeper, including reservation charges. Other teachers may travel by Second Sleeper for international/national conferences within India and for state-level conferences in a year.

Daily Allowance (D.A.) will be paid as per PRES rules upon submission of original tickets. Registration fees, up to a ceiling of Rs. 2000, will be borne by the institution concerned. The period of absence will be treated as special leave.

2. Permission to attend conferences/seminars/workshops without presenting a scientific paper or chairing a session may be granted for international/national and state-level activities by the Principal, subject to special leave rules and service contingencies. Registration fees and Travel Allowance (TA)/Daily Allowance (DA) will be provided.

3. Undergraduate and postgraduate students are permitted to present selected scientific papers/poster presentations at state/national/international conferences in India. They will be entitled to special leave only, and the period of absence will count towards their attendance. No financial assistance shall be provided.

1. To streamline procedures, no claims will be settled unless all the requirements mentioned above are complied with within 15 days post-event. Claims submitted thereafter will not be entertained and shall be considered lapsed.

2. These rules apply to both regular and contractual teachers.

3. The period of absence, which includes the duration of the conference and travel time, is considered special leave.

Feedback analysis, Action taken Report & follow up

Introduction:

Introduction: Feedback analysis is crucial for ensuring quality assurance in educational institutions. Therefore, it is imperative for these institutions to adopt standardized procedures for utilizing feedback from students, parents, teachers, and stakeholders. This input is instrumental in enhancing the quality of the teaching-learning process, infrastructure, and learning resources

Overview of feedback process:

- As a means of Quality assurance, feedback analysis of various stakeholders has primary importance. Hence all higher education institutes must follow structured standard format to obtain feedback from stakeholders including students, teachers, employers, professionals, alumni and parents.
- The Head of the College / Institution shall be responsible for the implementation of this SOP (Processes and Systems).

The institute/college shall ensure the feedback and its analysis from the following stakeholders:

Sr. No.	Stakeholder	Frequency	Sample	Standard Form	Manual/Book
1	Students-UG	Per semester	All students	yes	Manual
2	Teachers	Once a year	All teachers	yes	Manual
3	Resource Persons	Yearly	Random sample	yes	Manual
4	Alumni	Yearly	Random sample	yes	Manual
5	Parents	Yearly	Random sample	yes	Manual

While the feedback from all the students and teachers is expected to be taken at regular interval i.e., per semester, feedback from other stakeholders can be taken randomly once a year.

For obtaining feedback through manual process, there is need for having data templates comprising of questions to elicit feedback in specific and unambiguous manner from all stakeholders.

College Level Committee for Feedback Analysis and its Function.

There is a need to have a committee at each constituent College, consisting of Head of Institute/ College as Chairman and college Coordinator as member secretary. The Head of the College will nominate required members of the Committee from various departments.

It will be responsibility of all the Heads of College to ensure the following through College Feedback Committee:

1. To obtain feedback from all students at end of each semester/ term. For example: terms starting from June, first feedback in month of October, December may be obtained in month of February. For Teachers, feedback is obtained at each semester.
2. For other stakeholders, randomly chosen sample may be sufficient. But a greater number of Stakeholder's response is always welcome

Role of Principal and Coordinators of the Feedback Committee and their teacher members

- The Head of the College - Principal shall announce the **Academic** schedule for obtaining feedback from students and teachers.
- The **Performa** for obtaining the Feedback from stake holders are given in Annexure.
- **The report is prepared** by respective Feedback Committee headed by Principals. **It is presented** in respective college council meetings by respective coordinators. **Action Taken Report** to be prepared by respective Principals.
- The HOI and the college committee shall ensure that all their students (U.G) give feedback twice a year and their entire teacher once a year. For others random sampling nearing to 10 for each stake folder is expected.

Role of Coordinator for feedback Analysis system

To finalize feedback formats, make them available to respective Committee. To offer suggestions and review feedback process from time to time.

1. Coordinator will compile reports and further check them, arrange them and forward it to IQAC.

Role of IQAC:

1. To put up consolidated reports to principal/CDC, who then forwards it to BOM with his remarks/remedial actions, thus completing the cycle.
2. To upload on college website (formats, report, ATR on feedback).

Level 1	Heads of Institutions and Coordinators
Responsibilities	Ensure collection of feedback as per determined schedule
	Analyze feedback
	Take Action (ATR)
Level 2	IQAC
Responsibilities	Forward reports to Principal
	Upload report on website
Level 3	CDC (Curriculum Development Committee)
Responsibilities	Make decisions based on Action Taken Reports (ATR)
	Related to infrastructure, learning resources, and other aspects of educational environment

- A) The Students Feedback submission process by using Questionnaires with option.
- B) The Teachers Feedback submission process by using Questionnaires with option.
- C) The Parents Feedback submission process by using Questionnaires with option.
- D) The Alumnae Feedback submission process by using Questionnaires with option.

VIII. FEEDBACK FORMATS APPROVED BY COLLEGE ARE ENCLOSED AS ANNEXURE

Annexure - I	Feedback from students on curriculum
Annexure- II	Feedback from Students on Teacher
Annexure- III	Feedback from Teachers on curriculum
Annexure- IV	Feedback from Parents / Employers
Annexure- V	Feedback from Alumni on curriculum
	Professionals / Dignitaries on their visit to Institutions

Feedback from students on curriculum

Department:

Class:

Year:

Question No.	Curriculum Evaluation Points	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Curriculum updated enough					
2	Curriculum content interesting					
3	Curriculum fulfilling your expectations					
4	Curriculum helping in developing your personality					
5	Curriculum applicable in your daily life					
6	Curriculum is relevant for the solution of local problems					

Student Sign

Feedback from Teachers on curriculum

Department:

Class:

Year:

Question No.	Curriculum Evaluation Points	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Current syllabus is need based					
2	Curriculum having current content					
3	Programmes outcomes of the syllabi is well defined					
4	Curriculum having good academic flexibility					
5	The course content fulfills the need of students					
6	Need of review of the syllabus					

Teacher Sign

Feedback from employers on curriculum

Department:

Year:

Question No.	Curriculum Evaluation Points	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Syllabus of your ward having current content					
2	Curriculum help in enhancing intellectual aptitude					
3	Curriculum help in developing personality of your ward					
4	Curriculum enhances employability					
5	Your ward get adequate knowledge from the curriculum					

Employer Sign

Feedback from Alumni on curriculum

Department:

Year:

Question No.	Curriculum Evaluation Points	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Need of syllabus updating					
2	Course content is interesting					
3	Course curriculum intellectually stimulate					
4	Course curriculum fulfilling your expectations					
5	Programme help in developing your personality					
6	Courses meet contemporary requirements					
7	Reading material regarding curriculum is easily available					
8	Syllabus enhances employability					

Alumni Sign

Guidelines for Conducting Value Added/Certificate Courses

Course Structure

1. Prior to the commencement date of the course, submit the syllabus and schedule for the value-added course to the Institutional Interdisciplinary Board of Studies (IIBOS) during their meeting. Enclose the syllabus (minimum 30 periods), schedule, and details of the faculty assigned to the course, all approved by the Head of the Institution.

a. The course offered should not duplicate any listed in the respective program's curriculum.

b. Value-added courses may also be conducted during weekends or vacation periods.

c. The course is open to all UG program students in any semester.

d. Industry experts or eminent academicians from other institutes are eligible as subject experts for these courses.

e. The course requires a minimum of 5 student enrolments to proceed.

f. Students may enrol in value-added courses offered by other departments with permission from the respective Head of Department.

Duration

1 The duration of value-added courses spans 30 periods, with a maximum of three hours per day for theory and laboratory sessions.

2. Courses may offer either 30 periods of theory or a combination of theory and laboratory work, where 2 periods of theory equal 1 period of laboratory.

Evaluation

Evaluation methods for value-added/certificate courses may include internal assessments, practical assessments, seminars, viva examinations, and presentations.

a. The evaluation process shall be overseen by a committee comprising the Head of the Department and the course coordinator.

b. The course coordinator is tasked with maintaining and managing records related to assessment marks and results.

c. Internal assessments, practical assessments, seminars, viva examinations, and presentations must collectively carry a minimum weightage of 30 marks. These assessments shall be conducted by the respective department at the conclusion of the course.

d. Results must be declared by the coordinator within 15 days of the examination.

e. The marks or grades obtained will be included in the certificates issued to the students.

Maximum Number of Courses:

Students are permitted to enrol in any number of value-added/certificate courses throughout their entire program of study.

Financial Commitment:

The institute will bear the expenditure required for conducting these courses.

ANNEXURE - I

APPLICATION FOR CONDUCTING VALUE ADDED / CERTIFICATE COURSES

- 1. of the Department:**
- 2. UG Programme:**
- 3. Details of the Value Added / Certificate Courses:**
 - a. Name of the Value Added / Certificate Courses:
 - b. Type of Value Added / Certificate Courses (Theory/ Lab/ Lab integrated Theory/others)
 - c. Short Description/objectives : Enclosure 1 enclosed - YES / NO
 - d. Syllabus including Reference : Enclosure 2 enclosed - YES / NO
- 4. Target audience:**
 - a. Semester (indicate if more than one):
 - b. Others
- 5. Details of Faculty handling the course:**
 - a. Name of the Faculty handling the course:
 - b. Designation:
 - c. Contact details:
Email ID:
Phone No:
- 6. Tentative Time Table : Enclosure 3 enclosed-YES / NO**
- 7. Number of students opting for the course:**
- 8. Name and Designation of the Coordinator:**

Coordinator HOD

Principal

ANNEXURE II

DETAILS OF COMPLETION OF VALUE ADDED /CERTIFICATE COURSE

1. Name of the Department:
2. Name of the Value Added / Certificate course offered :
3. Name of the coordinator :
4. E- mail :
5. Contact :
6. Year :
7. Semester:
8. Details of students attended the course:

Sr.No.	Name of the student	Roll. No.	Marks/ Grade

IQAC Coordinator

HOD

Principal