

Estd : 2011



**Phaltan Education Society's**  
**COLLEGE OF ENGINEERING, PHALTAN**

Sr.No.31 Takurki Tal-Phaltan Dist-Satara Maharashtra State (INDIA) Pin-415523

Approved by AICTE, New Delhi, Govt.of Maharashtra (DTE,Mumbai),

Affiliated to Shivaji University, Kolhapur

[Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere – from 2017]

Website – [www.coephaltan.edu.in](http://www.coephaltan.edu.in),

E-Mail: [coepincipal@yahoo.co.in](mailto:coepincipal@yahoo.co.in),

Contact : 8149800212

**Policy Document,**  
**Codes**  
**and Manuals**

*Approved By*

## INDEX

<b>Section No's</b>	<b>Details</b>	<b>Page No</b>
1	Introduction	2
2	Parent Trust – Phaltan Education Society, Phaltan,Satara.	4
3	About the Institution	5
4	Vision Mission and Quality Policy	6
5	Guiding Principles	7
6	Governance of The Institute	9
7	Organizational Structure	10
8	Governing Body	12
9	College Development Committee	16
10	Quality Assurance Cell	18
11	Classification of Employees	22
12	Service Rules	23
13	Leave Rules & Vacation	31
14	Code of Conduct	35
15	Disciplinary action	47
16	Duties and Responsibilities	49
17	Consultancy, R & D and Teaching Assignments	54
18	Incentives – Students	55
19	Institute Working Committees and their responsibility	56
20	Maintenance policy	60
21	Academic Policy	61
22	Code of Ethics in Research	64
23	Code of Ethics and Conduct for Students	69
24	Mentor - Mentee Manual	82
25	Mechanism for Examination related Grievances	87
26	Annexure (Formats)	92

## **1. INTRODUCTION**

The guidelines published in this document are for the Governance of Phaltan Education Society's College of Engineering sponsored by Phaltan Education Society, Satara, Maharashtra State. The document is a fusion product based on

- a. All India Council for Technical Education, New Delhi, India guidelines.
- b. Bye laws of Phaltan Education Society, Phaltan Maharashtra State.
- c. Good Practice Guide for Governing Bodies.
- d. Dr. Babasahed Ambedkar Technological University, Lonere and Shivaji University, Kolhapur Rules and Regulation for Affiliated Colleges.
- e. Previous documents viz Administrative Manual of the College
- f. Existing Best Practices in the institution.

This ***Institute Policy Document*** has been prepared to ensure an effective functioning and efficient governance at all levels to the satisfaction of stakeholders. This document provides core principles of good governance. The implementation of these governance guidelines shall lead to effective utilization of manpower, infrastructure and facilities available in the institute and thereby enhance the quality of education. The guidelines will lead to transparency and accountability in the administration. The expected benefits due to implementation of good governance through the guidelines presented in the document may include to:

- Strengthen the existing good practices
- Implement transparency at all levels of governance and administration
- Follow integrity in appointments at all levels
- Strengthen the Industry-Institute Interaction
- Establish fair and transparent processes in internal control
- Comply with rules and regulations
- Establish strong and capable financial processes and procedures relating to procurement, appropriate utilization of funds and audit
- Involve the entire stake holders at various levels as deemed fit with regard to guidelines of statutory bodies.
- Maintain registry of interests of members of governing body
- Achieve optimum utilization of infrastructure, resources for better output
- Establish processes in risk management
- Meet the requirements of accreditations
- Enhance the quality of teaching-learning process
- set up centers of excellence in research & development and enhancement of quality of research and consultancy

- Set up and strengthen student support programs, training for enhancing quality in placements and higher education
- Place improved systems for feedback, self appraisal of faculty and staff
- Create bench marking with other institutes of repute
- Accomplish appraisal of Head of the Institution

The document provides information on organization of the institute along with its organization structure, functions, and responsibilities of all statutory bodies. In addition, it outlines the responsibilities of various functionaries in the academics and administration including non-saturatory committees formed for the smooth and effective functioning of the college.

### **1.1 PREAMBLE**

*Title, application, and the authorities to interpret, clarify, modify and to amend*

- a) The regulations stated herein below shall be called the
 

Phaltan Education Society’s College of Engineering,  
**“Institute Policy Document”**.
- b) These regulations shall be in force from the academic year from the date of ratification by the Governing Body of the college.
- c) In the event of any doubt about the interpretation of these regulations, the matter shall be referred to the Governing Body and its decision shall be final.
- d) The Governing Body shall have the authority to modify, amend and repeal any of the provisions of these regulations.

### **1.2 DEFINITIONS**

- i. **“Institute / PESCoE”** means “Phaltan Education Society’s College of Engineering.”
- ii. **“Student”** means a candidate who has taken admission into any course of this college as per the guidelines stipulated from time to time by the Government of Maharashtra for admissions into various courses of study and the affiliating university, Dr. Babasaheb Ambedkar Technological University, Lonere and Shivaji University, Kolhaour.
- iii. **“Society”** means The Phaltan Education Society, Phaltan.
- iv. **“Management”** means the Governing Body / College Development Committee of College of Engineering, Phaltan. However, the overall Management and the day-to-day administration of the institute shall rest with the Principal, College of Engineering, Phaltan.
- v. **“AICTE”** means the All India Council for Technical Education, New Delhi.
- vi. **“Government”** means the Government of Maharashtra.

- vii. **“Governing Body(GB)”** means the members of Governing Body constituted as per the Guidelines of AICTE.
- viii. **“College Development Committee (CDC)”** means the College Development committee constituted as per the guidelines of Maharashtra University Act 2016.
- ix. **“Principal”** means the Head of the institution.
- x. **“Head of the Department”** means the Head of an Academic Department of the College.
- xi. **“Faculty member”** means the teacher (Assistant/Associate/Professor) working on regular or adhoc basis in any of the Academic Departments of the College
- xii. **“Employee”** means a regular employee employed at PESCoE by Phaltan Education Society, Phaltan to discharge the duties of the institute for teaching and non-teaching purposes on remuneration basis.
- xiii. **“Salary”** means Basic Pay, Dearness Allowance and other allowances, if any, wherever applicable or consolidated pay without any allowances payable to an employee.
- xiv. **“Service”** includes the period during which an employee is on duty as well as on leave duly authorized by the Institute, but does not include any period during which an employee is absent without salary.
- xv. **“Disciplinary Authority”** The secretary of Phaltan Education Society, Satara is the disciplinary authority for all the employees employed in the institute under the control of the society. The secretary may nominate any other person/employee to be the disciplinary authority for a certain class/category of employees. The person so nominated shall exercise the powers of the disciplinary authority in discharge of the duty.
- xvi. **“Appellate Authority”** Where the disciplinary authority is being exercised by the Secretary, the Executive Committee along with the Secretary will constitute an Appellate Authority in all other cases; the secretary will be the Appellate Authority.
- xvii. **“Enquiry Officer”** Enquiry Officer is the person/committee appointed by the disciplinary authority to enquire into the charges leveled against an employee of an Institute.

## **2. PARENT TRUST – PHALTAN EDUCATION SOCIETY, PHALTAN.**

The Phaltan Education Society is one of the leading educational institutions in the state of Maharashtra. The value of its contribution to education in general is enormously great as it has, from the very beginning, tried all its best to lay emphasis on the education of the down-trodden, the poor and the ignorant who really form the major bulk of society. The Phaltan Education Society was founded by **Late. Malojirao Naik Nimbalkar in 1953**. It happens to be one of the leading educational organizations in Maharashtra. The Phaltan Education Society since its inception has focused to provide education to the poor, downtrodden segments of the society. **Late. Malojirao Naik Nimbalkar** believed that education

alone can eradicate untouchability, caste-hierarchy, money lending, superstitions, social and economic inequality. Accordingly, he started “Earn and Learn” scheme which has been recognized as a unique tool in the area of mass education.

The Phaltan Education Society manages around 50 schools of varied categories and 5 colleges in the streams of Arts, Commerce, Science, Engineering, Agriculture, Pharmacy etc. These institutions are functioning in different districts of Maharashtra.

### **3. ABOUT THE INSTITUTION**

Phaltan Education Society’s College of Engineering, is designated to serve as a Center for Academic Excellence in imparting Engineering Education. The Institution is having recognition of All India Council of Technical Education and is affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, Maharashtra. Institute is established in 2011 by Phaltan Education Society, Phaltan which is a non-profit Society and pioneer in education. Next to the managing council of Phaltan Education Society, the Governing Body and College Development Committee are the authorities, under which Institute functions. The CDC is responsible for the development and/or approval of the Institute programmes and for the policies under which the Institute operates. The Phaltan Education Society, Phaltan has accepted to follow the conditions of service as per AICTE and affiliating University for teaching and non-teaching staff. The principal objective is to attract persons with zeal and to retain the well-qualified and talented staff in all disciplines, with the ultimate object of imparting high standard and quality education in the field of Engineering and Technology.

These service conditions are aimed to encourage the employees to take sincere interest and pride in the Institute and its progress and to put their best talents in the discharge of their responsibilities.

These service rules concern only regular employees who are employed on the rolls of the Institute/institutes and on continuing positions. Some persons may be employed on temporary/Adhoc/contractual/part-time basis for a specific purpose and/or for a specific period of time. Such employees are not covered under the provisions of these rules/policies. This also does not apply to daily-Wages/contract labour/workers.

## **4. VISION, MISSION, QUALITY POLICY**

### **4.1 THE VISION**

- *“Phaltan Education Society's College of Engineering aspires to be recognized as the college of first choice for excellence in technical education..”*

### **4.2 THE MISION**

- To prepare specially rural students for a productive and rewarding career in engineering profession.
- To impart value added technical and soft skills for attaining excellence in Career
- To develop responsible citizens with ethical values.

### **4.3 QUALITY POLICY**

- Develop a quality system for conscious and consistent actions to improve the academic and administrative performance of the Institution.
- Ensure timely, efficient and progressive performance of academic, administrative and financial activities.
- Ensure relevance and quality of academic and research programs.
- Optimization and integration of modern methods of teaching and learning.

### **OBJECTIVES**

- To become dynamic, vibrant, demand driven, quality conscious, efficient, forward so as to offer instructions in Applied Science, Engineering and Technology at the level comparable to the very best anywhere in the India.
- To strive for total quality management in order to have quality faculty and churn out quality students having prowess in their technical/managerial domain with cultural values.
- To prepare Students for a life time leadership.

### **CORE VALUES**

- Loyalty and Integrity
- Honesty and Sincerity
- Joyful Education
- Respect, Ethics, Cooperation
- Motivation and Compassion
- Fairness and Equality

## **5. GUIDING PRINCIPLES**

The Institute policy document is prepared to make all employees/students working at Phaltan Education Society's College of Engineering aware of the rules and regulations that governs their working in the institute. The policy is effective from 01 Nov 2018. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change /modify as and when necessary and apply their discretion in specific cases.

### **5.1 DETAILS OF COURSES**

<b>Sr. No.</b>	<b>Program</b>	<b>Intake</b>
<b>1</b>	B.Tech in Civil Engineering	30
<b>2</b>	B.Tech in Computer Engineering	120
<b>3</b>	B.Tech in Electronics and Telecommunication Engineering	60
<b>4</b>	B.Tech in Mechanical Engineering	60
<b>5</b>	B.Tech in Artificial Intelligence and Data Science	30

### **5.2 REPORTING**

Reporting of the different staff members will be according to the policy designed by PESCoE which is as follows

<b>Faculty / Staff</b>	<b>Reporting Authority</b>
Administrative Officer PES	Hon. Secretary PES
Principal	Administrative Officer PES
Office Superintendent	Principal
Head of the Departments	Principal
Faculty	Head of the Department
Laboratory Staff	Head of the Department
Librarian	Principal
Library staff	Librarian
Administrative/ students section/accounts/ Office staff	Office Superintendent
Store Staff	Office Superintendent
Peon	Respective HOD's/ Office Superintendent



### **5.3 WORKING HOURS**

At Present the working hours of the Faculty/staff members is as follows:

<b>Post/Category</b>	<b>Engineering and Technology</b>	
	<b>Working Hours</b>	<b>Lunch and Tea breaks</b>
Principal/HODs/ Faculty	9.45 am to 6.00 pm	12.00 to 12.30 pm 2.30 pm to 2.45 pm
Office Staff (Class-I)	9.30 am to 6.00 pm	2.00 pm to 2.30 pm
Office Staff (Class-II and Class-III)	9.30 am to 6.00 pm	2.00 pm to 2.30 pm
Departmental Non-Teaching Staff (Class-III)	9.45 am to 6.00 pm	12.30 to 1.15 pm 3.15 pm to 3.30 pm
Students Lecture and Practical's	10.00 am to 5.0 0pm	12.00 to 12.30 pm 2.30 pm to 2.45 pm

Note: The Institute will observe a holiday on every second and fourth Saturday of every month. All the faculty and departments staff members need to report 15 minutes before start of academic session.

### **5.4 LEADERSHIP**

The institute's leadership at all sites and in all capacities, communicates the institutes goals and values; facilitates teamwork, collaboration, and partnership; rewards achievement of desired outcomes; supports continuous learning and improvement and encourages innovation and capacity to respond to changes. In doing so the institute's leadership encourages each employee to take active responsibility for the mission and vision of the institute and foster the development and use of each employee's capability.

### **5.5 QUALITY OF EMPLOYMENT**

The institute is committed to creating and sustaining a workforce of highly qualified faculty and staff to provide a positive environment of work for all and one that encourages balancing the work and personnel commitments.

### **5.6 COMPENSATION REWARD AND RECOGNITION**

The institute's compensation programme is administered fairly and equitably strengthening the tie between pay, performance and organizational success. The staff members are rewarded for their outstanding performance during the *Sanstha Vardhapan Din on 25<sup>th</sup> August of Every Year.*

## **5.7 CONTINUOUS LEARNING AND DEVELOPMENT**

The institute supports and motivates the faculty and staff to attain the various faculty/staff development programme which naturally supports continuous learning so that it can provide structured development and integrates institutional mission, organizational and individual needs and performance expectations.

## **5.8 RESPONSE TO CHANGE**

The institute constantly prepares itself for the challenges of the future. In doing so during periods of changing needs, the institute creates opportunities for employees to acquire the needed skills to achieve the mission of the institute.

## **5.9 POWER TO IMPLEMENT AND TO AMEND THE RULES:**

The power to implement or to amend the rules and regulations vests with the Management, which is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and regulations.

# **6. GOVERNANCE OF THE INSTITUTE**

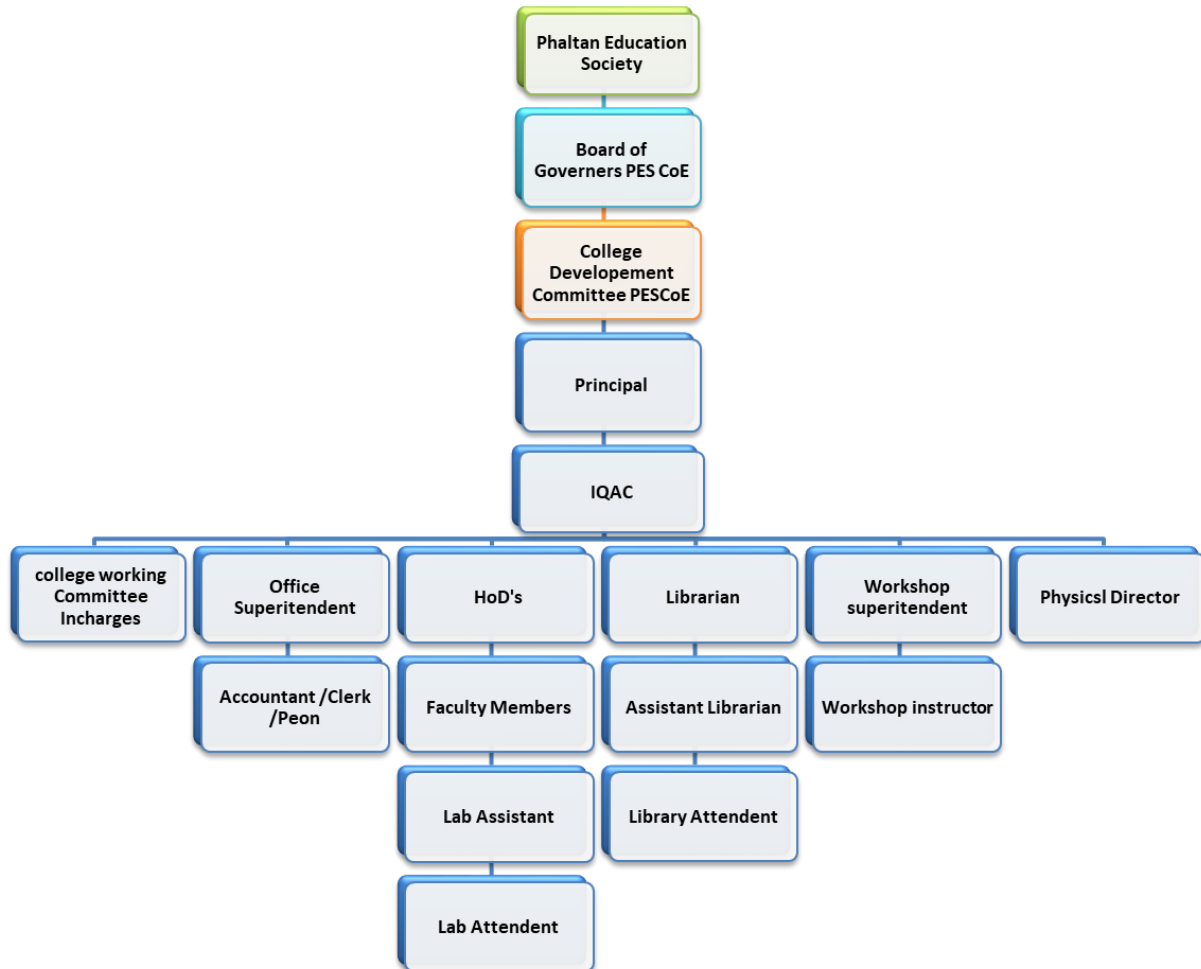
## **6.1 STATUTORY BODIES**

The following committees ensure proper governance at various levels including academic, financial and general administrative affairs. The following are the statutory bodies constituted as per the guidelines of AICTE and affiliating university:

1. Governing Body
2. College Development Committee
3. Internal Quality Assurance Cell

Beyond statutory bodies institute functions through various statutory committees and other functional committees where faculty and staff are participate for smooth and transparent functioning of the institute.

## 7. ORGANIZATIONAL STRUCTURE



The 'Phaltan Education Society' is a democratic organization and so is the institute College of Engineering, Phaltan. The Institute is managed through Board of Governance (BoG) and College Development Committee (CDC). The BoG and CDC are the policy makers and leaders for the institute. The Policy decisions are further implemented through Principal of the Institute. The Principal puts the development proposals and planning of implementation strategies to CDC for approval. The meeting of CDC is called twice a year and through agenda of CDC the proposals are put for sanction. The CDC through resolutions gives the directives to principal for implementation of development proposals.

Principal, using designated powers, implements the administrative and academic progression plans through following sections in the institute.

1. Administrative office controlled through Office Superitendent

2. Academic departments controlled through Heads of the Departments
3. Internal Quality Assurance Cell
4. Workshop
5. Library
6. Training and Placement Office
7. Alumni coordination
8. Sports activities through Physical Director

The Administrative office is divided in following sections for the purpose of organized control over student centric, Human resource (Faculty and Staff) related activities. The Posts like registrar, Office superintendent and Accountant are shouldering the responsibilities with the help of clerks and supporting staff.

1. Establishment section
2. Students section
3. Accounts section
4. Stores
5. Campus security

The Academic activities are controlled through Dean Academic and Heads of respective departments. The teaching faculty are appointed as per posts sanctioned by affiliating university. The Laboratories with the departments are functioning with the help of Faculty as laboratory in charge and laboratory assistants and supporting staff. The Dean Academic is controlling the academic activities in departments to follow Academic Calendar with the help of Heads of Departments.

IQAC monitors academic activities in coordination with Dean Academic and the reports from heads of departments. Analysis of monitored activities is reported by IQAC to the Principal and The CDC. The Training and Placement Officer (TPO) is majorly concerned about the good

placement of students passing out from this institute. To achieve good placements and to make the students industry ready TPO organize skill development programs for students identifies the organizations and companies who can absorb the students of this institute. TPO maintains good liaison with potential employers. TPO also focus on Organization of entrepreneurship development programs for identified prospective students to be entrepreneurs. The physical Director is responsible for sports and related activities for students of institute.

The roles and responsibilities of various sections of organization, recruitment and promotional policies, procedures etc. are made available on institute's web site [www.PESCoEs.edu.in](http://www.PESCoEs.edu.in) The institute is abiding by the service rules and conditions laid by apex bodies AICTE, Affiliating University, Dr. Babasaheb Ambedkar Technological University, and the State Government.

The institute has setup the online Grievance Redressal mechanism through its website [www.PESCoEs.edu.in](http://www.PESCoEs.edu.in). The Grievances can also be put through regular channel by writing a prescribed application addressing to the principal. The Grievance Redressal Committee addresses to the grievance.

## **8. GOVERNING BODY**

The Governing body is the highest body that monitors the progress of the college and suggests activities for the growth and overall development of the institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of technical education.

The Governing body of the college has been constituted as per the affiliating University, AICTE, New Delhi, India.

The main objective of the Governing body is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders.

Phaltan Education Society, Satara the sponsoring academy of the college, in one of its executive meetings resolved to have an eminent educationist in the Governing body. The PESCoE felt that under the stewardship of an eminent personality with highly focused and concerted ideas in the field of education can definitely build the institution for the future.

### **A. THE PRIMARY ACCOUNTABILITIES**

**The Governing Body of an institution is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved.**

#### **A1. TO APPROVE THE MISSION AND STRATEGIC VISION OF THE INSTITUTION**

The prime duty of the GB is to develop and implement the mission, vision, quality policy, and strategic plan of the institution. It has to review its short term and long term goals and, if necessary, make changes in the priority as time passes. It should suggest to the institute to achieve quality both in internal and external parameters like teaching-learning process, good academic and administrative practices, bench marking, risk management including financial, physical, staff so as to meet the interests of stakeholders viz students, parents,

alumni, employers, local communities, government and others representing public interest. The GB should be supported by various other committees in aspects like operational planning of strategic issues to meet the vision and mission statements in true sense. The strategic plan may be reviewed once in five years.

#### **A2. TO ENSURE THE ESTABLISHMENT AND MONITORING OF PROPER, EFFECTIVE & EFFICIENT SYSTEMS OF CONTROL AND ACCOUNTABILITY**

The *Governing Body* shall ensure the preparation of annual budgets and review the audit and performance reports for the smooth functioning of the institution.

- Submit to the FRA/State Government the expenditure report for the fixation of the fees and other charges payable by the students who seek admission into the college, on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Committee.
- Follow proper procurement guidelines and ensure appropriate spending for the right cause.
- The associated risks shall also be reviewed from time to time and advise suitable remedial measures to have sustainability.

#### **A3. TO MONITOR INSTITUTIONAL PERFORMANCE & QUALITY ASSURANCE ARRANGEMENTS**

The *Governing Body* shall advise the institute from time to time in respect of the following:

- Timely submission of documents for accreditation.
- Ensuring that the statutory requirements are met in respect of accreditation for the purpose of maintaining quality of education.
- Benchmarking to be taken up as a tool for performance monitoring to ensure credibility in the society for the institution.
- Carrying out gap analysis and indentifying the areas for improvement

#### **A4. TO PUT IN PLACE SUITABLE ARRANGEMENTS FOR MONITORING THE PERFORMANCE OF MANAGERIAL & ADMINISTRATIVE POSITIONS**

Members of Governing Body shall ensure that the

- Head of the institution implements the decisions of GB in true spirit for the growth of the institution using the process of decentralization.
- Head of the institution shall plan the future growth of the institution
- Required documentation is maintained to meet the statutory requirements
- Processes to evaluate the performance of Head of institution are established.

## **B. OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES**

In order to maintain high ethical standards, transparency and openness are to be ensured in the working of the institution by the Governing Body.

### **B1. TO PROMOTE OF TRANSPARENCY AND OPENNESS AT EVERY LEVEL**

- All the minutes of meetings of various committees should be available for the important stake holders.
- Preparing annual reports showing the activities in an academic year and putting the report on the website.
- Conducting proceedings of Governing Body in an open manner as possible (and permissible by statutes), including the review of those of the Governing Body and any reports on the outcomes of such reviews.
- Detailing student admission information to ensure public trust in the integrity of the processes used regarding the selection and admission of students using clear and transparent criteria, procedures and processes.
- Ensuring that vacancies are widely publicized both within and outside the institution.

### **B2. TO MAINTAIN REGISTER OF INTERESTS**

All members of GB shall give a declaration of interests, if any in the working of the institute. The register of interests should be collected and made available to the stakeholders and keep them updated whenever necessary.

## **C. KEY ATTRIBUTES OF GOVERNING BODY**

- The GB has been constituted in accordance with the guidelines of the AICTE for technical colleges. As per the guidelines, as and when required, independent members may be co-opted into the GB to carry out primary responsibilities for duration of two years.
- The Chair of the Governing Body is responsible for the leadership of the Governing Body, and is, therefore, ultimately accountable for its effectiveness. The Chair ensures the institution is well connected with its stakeholders. The Head of Institution is responsible to the governing body for advice on strategic direction and for the management of the institution. The head of the institution is accountable to the governing body, and regularly reviews, having regard to the authority conferred by the instruments of governance.

## **C1. COMPOSITION OF GOVERNING BODY (GB)**

The Governing Body is constituted as per the Guidelines of the AICTE, New Delhi.

### **BOARD OF GOVERNORS**



## **9. COLLEGE DEVELOPMENT COMMITTEE**

### **9.1 ROLES AND RESPONSIBILITIES**

- i. Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;
- ii. Decide about the overall teaching programmes or annual calendar of the college;
- iii. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
- iv. Take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
- v. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
- vi. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
- vii. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
- viii. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
- ix. Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
- x. Formulate proposals of new expenditure not provided for in the annual financial estimates (budget) ;
- xi. Make recommendations regarding the students' and employees' welfare activities in the college or institution;
- xii. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
- xiii. Frame suitable admissions procedure for different programmes by following the statutory norms;
- xiv. Plan major annual events in the college, such as annual day, sports events, cultural events, etc.;
- xv. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
- xvi. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
- xvii. Recommend the distribution of different prizes, medals and awards to the students.
- xviii. Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;
- xix. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

## **9.2 COMPOSITION OF COLLEGE DEVELOPMENT COMMITTEE (CDC)**

The College Development Committee is constituted as per under section 97 of Maharashtra University Act 2016,

### **COLLEGE DEVELOPMENT COMMITTEE**

## **10.INTERNAL QUALITY ASSURANCE CELL**

### **10.1 INTRODUCTION**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations. The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

### **10.2 IOAC – VISION**

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

### **10.3 OBJECTIVE**

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **10.4 STRATEGIES**

IQAC shall evolve mechanisms and procedures for

- i. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- ii. Relevant and quality academic/ research programmes;
- iii. Equitable access to and affordability of academic programmes for various sections of society;
- iv. Optimization and integration of modern methods of teaching and learning;
- v. The credibility of assessment and evaluation process;
- vi. Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- vii. Sharing of research findings and networking with other institutions in India and abroad.

## **10.5 FUNCTIONS**

Some of the functions expected of the IQAC are:

- i. Development and application of quality benchmarks
- ii. Parameters for various academic and administrative activities of the institution;
- iii. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- iv. Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- v. Dissemination of information on various quality parameters to all stakeholders;
- vi. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- vii. Documentation of the various programmes/activities leading to quality improvement;
- viii. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- ix. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- x. Periodical conduct of Academic and Administrative Audit and its follow-up
- xi. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

## **10.6 BENEFITS**

IQAC will facilitate / contribute to

- i. Ensure clarity and focus in institutional functioning towards quality enhancement;
- ii. Ensure internalization of the quality culture;
- iii. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- iv. Provide a sound basis for decision-making to improve institutional functioning;
- v. Act as a dynamic system for quality changes in HEIs;
- vi. Build an organised methodology of documentation and internal communication.

## **10.7 COMPOSITION OF INTERNAL QUALITY ASSURANCE CELL (IQAC)**

IQAC is constituted under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

### **INTERNAL QUALITY ASSURANCE CELL**

<b>Chairperson: Head of the Institution</b>	
1	Prof. Dr. N. G. Narve
<b>Teachers to represent all level (Three to eight)</b>	
2	Prof. Mr.S. T. Kale, Criteria 1 Chairman
3	Prof.A. A. Hipparkar, Criteria 2 Chairman
4	Prof. G. V. Thombare, Criteria 3 Chairman
5	Prof. Ms. D. S. Bhoite, Criteria 4 Chairman
6	Prof. V. V. Gundage, Criteria 5 Chairman
7	Prof. D.D. Jadhav, Criteria 6 Chairman
8	Prof. Prof. D. J. Sangale, Criteria 7 Chairman
<b>One member from the Management</b>	
9	Hon.Sanjivraje Naik Nimbalkar
<b>Few senior administrative officers</b>	
10	Dr. Ashokrao Shankarrao Bhoite
11	Mr. Arvind Sakharam Nikam, Administrative Officer PES
12	Mr. D.G.Ghule Librarian
13	Mr. N.S. Pawar, Non Teaching representative
<b>One nominee each from local society, Students and Alumni</b>	
14	Ms.Saniya S. Shaikh, Student Representative
15	Ms.Ghadage Vaishnavi Madhukar, Alumni Representative
<b>One nominee each from Employers /Industrialists / stakeholders</b>	
16	Mr. Parag Shirish Doshi
<b>One of the senior teachers as the co-ordinator / Director of the IQAC</b>	
17	Prof. S. V. Kalel

## **10.8 THE ROLE OF THE COORDINATOR**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

## **10.9 OPERATIONAL FEATURES OF THE IOAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs. The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them. The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the Institute for the follow up action for necessary quality enhancement measures.

## **11. CLASSIFICATION OF EMPLOYEES**

At Phaltan Education Society's College of Engineering employees are classified on the functional basis to increase the efficiency of the work by assigning proper authority and responsibility at different levels.

### **11.1 THE EMPLOYEES WILL BE CLASSIFIED AS FOLLOWS:**

#### **i) Teaching Staff / Faculty.**

#### **ii) Non-Teaching staff including administrative, supporting technical staff and non-technical employees.**

They are further classified as:

- a) Regular employee:** means the qualified person employed in a regular post and has successfully completed the probation for a period of two years and whose regular service has been confirmed in writing.
- b) Probationary employee:** is a person who is provisionally employed with a view to being considered for eventual absorption in the regular service of the Institute. The period of probation, however, will be stipulated in the letter of appointment, which may be extended at the discretion of the Management. Further, before absorption of the concerned, it is considered essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the HOD or Principal, who recommends his/her service to confirm/extend probation or even for termination, if found not suitable.
- c) Staff on contract:** All the subordinate and secretarial staff members, lab assistants, supporting technical staff etc. fall in this category, whose service conditions will be as per mutually agreed terms of contract, which they have entered with the Institute and whose contract may or may not be renewed.
- d) Temporary/Adhoc appointees:** means employees who are employed for work which is essentially of temporary nature or who are employed in connection with the temporary increase in permanent work or are employed in a post of permanent or temporary employee or probationer who are temporarily absent due to any reason, including one permitted by the Institute to go on advanced studies.
- e) Apprentices / Trainees:** means persons engaged for training and who will be on stipend during the period. However, regularization of their services is purely at the discretion of the Institute.
- f) Casuals:** means persons employed for work of a casual or occasional nature.

## **12. SERVICE RULES**

The Management shall fix the number of posts in the institute in all categories from time to time and also prescribe qualifications, mode of recruitment, and the scales of pay etc., to each category of posts, which may be reviewed and revised by the Management from time to time, depending upon the exigencies. The pay scales of the Teaching Staff are covered under AICTE scales. Hence, their payments will be fixed in the appropriate grades and scales depending upon qualifications, experience, exposure and merit etc., as applicable and as amended from time to time, except the staff recruited temporarily or on adhoc basis or on consolidated pay.

Notwithstanding anything contained in these rules and regulations, the Management may employ persons on a temporary/adhoc basis or on contract basis to different posts in the organization under their control on consolidated pay or on daily wages, wherever the necessity and circumstances so warrant. For all the non-teaching staff, the terms and conditions with regard to pay etc. will be at the discretion of Management

### **12.1 AGE:**

The age of a person at the time of his / her first appointment in the Organizations under the control of Management shall be at the discretion of the Management.

In case of Teaching Staff, other than the staff covered under the AICTE scales of pay, the Management may take decision basing on the qualification, experience etc. about the age of the person employed to the posts.

### **12.2 JOINING FORMALITIES:**

At the time of joining, the new recruit would have to furnish the following to the Establishment section in the institute

- Joining Report
- Medical check-up form
- Proof of Date of Birth
- Original Certificates supporting qualification/experience for verification with copies to be furnished.
- Two passport size photographs
- Names and addresses of two persons for contacting in case of any emergency.



### **12.3 COMMENCEMENT OF SERVICES:**

Except as otherwise provided by or under these regulations, service of an employee shall be deemed to commence from the working day on which the employee reports to duty in an appointment covered by these regulations at institute and time intimated to him/her by the RayatShikshanSanstha, Satara, provided he/she reports in the forenoon; otherwise, his/her service shall commence from the following day. In the case of a batch of persons appointed as per the recommendation of a duly constituted selection committee, the seniority of persons will be as per the merit order in the proceedings of the selection committee.

### **12.4 PROBATION:**

Employees who are appointed to the posts in the institute directly on a regular basis shall be required to be on probation for a period of two years and in case of employees on promotion/transfer appointed to higher posts shall be for a period of one year.

The services of an employee on probation may be terminated either by giving one month's notice to the other party or one month' salary in lieu thereof.

### **12.5 RESIGNATION AND TERMINATION:**

- a) If an employee at any time after confirmation intends to resign, he/she shall give three months' notice in writing or pay three months' salary in lieu thereof. Similarly, the Society shall be competent at their discretion to terminate the services of any employee by giving three months' notice or three months' salary in lieu of notice.
- b) The Society shall also terminate the services of an employee in case of abolition of post or posts, due to closure of an Institution or reduction in intake by giving three months' notice in writing or by paying three months' salary in lieu thereof.
- c) The Society shall also terminate the services of an employee who is incapacitated to discharge his/her official duties or for misconduct in discharge of his/her official duties, by giving three months' notice or paying salary in lieu of notice.

### **12.6 RETIREMENT:**

Every employee shall retire from service on attaining the age of superannuation, i.e., 60 years in case of teaching staff and 58 years of age in case of others.

The employees in all categories of posts shall retire from services after attaining the age of superannuation w.e.f. the afternoon of the last day of the month in which their date of retirement falls.

### **12.7 WORKING HOURS /HOLIDAYS /VACATION:**

The working timings of the employees are determined and notified by the Institute from time to time, based on the work /service requirements, fulfillment of Institute's obligation to students and such other expediencies. The Institute will observe National /Festival holidays as may be notified from time to time. Employees notified will be available for work on said holidays and those working on the holidays will be granted compensatory off (as per the convenience of the Institute).

The Institute will also observe vacation which will be notified from time to time.

### **12.8 ATTENDANCE AND PUNCTUALITY:**

Each employee in the Institute has an important role in ensuring smooth and efficient handling of classroom and maintenance of discipline as well required for the smooth functioning of the Institute. They are, therefore, expected to be at their respective allotted places on time on each working day. Employees are expected to be present for duty on all working days, except on the days of authorized leave.

### **12.9 PERSONAL RECORDS:**

The employee records are kept within the establishment section, which are used within the Institute only for bonafide reasons. Establishment section ensures that the relevant employment-related information is maintained in strict confidence. Employee-related information is given to outsiders only if the Institute is satisfied with the validity of the request, or if it is required by law, or if the employee himself has requested that information to be supplied for reference purposes.

### **12.10 APPRAISALS:**

There will be a system of annual performance appraisal of Institute's employees on a regular basis. The main objective of this scheme is to evaluate the performance of an employee systematically, obviously, the performance appraisal report will have an important bearing on the:

- a) Promotion as well as sanction of increments
- b) Confirmation of service.
- c) In respect of Ad hoc appointees, for taking them to regular rolls.
- d) Self-appraisal to appraise one's own on their goals/targets gives an opportunity to explain what employee has done and factors that helped and / or hindered employee's performance.

Regarding the probationers, this report is a must to confirm employee's services; hence periodical appraisal will be done and deficiencies will be brought to employee's notice for necessary rectification.

### **12.11 DISCIPLINE:**

- a) Every employee is expected to maintain a certain standard of discipline as envisaged by the Institute policies in force from time to time, failing which, he/she renders himself / herself liable for such action as may be taken against him/her. Every employee shall take all possible steps as may be required of him/her to ensure and to protect the interests of the Institute and perform his/her duties with utmost integrity, honesty, devotion and diligence.
- b) Every employee shall show courtesy in his/her interactions with other employees, students, parents of the students, suppliers and others having dealings with the Institute.
- c) Every employee shall strive to develop and impart such an education to the students of the Institute to develop expertise in their respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes, loyalty and integrity towards the Institute and Phaltan Education Society.

### **12.12 LIABILITY TO ABIDE BY THE RULES AND REGULATIONS:**

Every employee shall conform to and abide by such rules and shall observe, comply with and obey all orders and directions issued by the Institute and Phaltan Education Society, Satara from time to time, with utmost endeavour to promote the interest of the Institute by showing courtesy and attention in all transactions.

### **12.13 EMPLOYEE'S APPLICATION FOR OTHER EMPLOYMENT:**

- a) No employee shall apply for other employment or signify his/her willingness to accept such employment or office, whether stipendiary or honorary or otherwise without the prior written permission of the Institute.
- b) No employee, whether on leave or in active service of the Institute shall undertake a part time job, which is likely to embarrass or influence him/her in discharge of his/her official duties, for any consideration of cash or kind. However an employee, with the written permission of the Institute, may undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that such work does not interfere with his/her official duties.

#### **12.14 OBLIGATION TO MAINTAIN SECRECY:**

Every employee shall maintain secrecy in regard to the affairs of the Institute and its constituents and shall not divulge directly any information of a confidential nature, either to a member of the public or of the Institution staff, unless compelled to do so by judicial or other legal authority or unless instructed to do so by the Principal.

#### **12.15 ABSENCE FROM DUTY WITHOUT PRIOR PERMISSION:**

An employee shall not absent himself / herself from his/her duties without first obtaining the permission of the competent authority. In case of unavoidable circumstances, a message or a letter should be sent on the next working day, giving the reasons of his/her absence for the previous days. If the employee absents himself continuously for a period of 10 working days or more without any leave letter or communication, the employee shall be prosecuted as per regulations of Phaltan Education Society.

#### **12.16 PENALTIES:**

##### **A. MINOR PENALTY**

As per service regulations of Phaltan Education Society, Satara.

##### **B. MAJOR PENALTIES:**

As per service regulations of Phaltan Education Society, Satara.

#### **12.17 PROCEDURE FOR IMPOSING PENALTY:**

Secretary, Phaltan Education Society will pass the order imposing penalty specified above after an enquiry is held as per service regulations of Phaltan Education Society, Satara.

#### **12.18 EMPLOYEES PROVIDENT FUND SCHEME:**

All employees of the Institute are entitled for Employees' Provident Fund Scheme under the provisions of Employees' Provident Fund and Misc. Provisions Act, 1952, and related pension scheme of 1995, those who have completed two years of service at PESCoE.

#### **12.19 GRIEVANCE REDRESSAL:**

Employees may have grievances, real or imaginary, which if not heard and resolved expeditiously, may lead to frustration and discontentment, affecting moral and Institute's interests. Hence, in order to maintain harmonious relations between the employees /staff and the Management of the Institution, the "Grievance Redressal Mechanism" is established in the Institute as per guidelines of AICTE.

### **12.20 HUMAN RESOURCE PLANNING:**

- i) The principal will obtain the information regarding the Faculty / Staff requirement from all the Heads of the Departments and arrive at the number of faculty members required for the Departments. The principal will consider appointing a professor for heading the department concern, besides the number of Associate Professors and Assistant Professors required by each Department in accordance with the teacher student ratio as per AICTE norms (1:15).
- ii) The Principal shall assess the staff requirement for the subsequent academic year in the month of May every year.
- iii) Principal will communicate the requirement of faculty and staff further to Phaltan Education Society for further processing and appointment.

### **12.21 RECRUITMENT**

- i) The recruitment of faculty and staff is done by Phaltan Education Society, as per norms of affiliating university, Directives of state govt. and AICTE.
- ii) Principal can appoint temporary or adhoc staff for short period of time with due permission from CDC and then from Phaltan Education Society.

### **12.22 CERTIFICATES (DEPOSIT/RETURN)**

All faculty and staff members shall submit original certificates to the college. They will be returned after due verification and registration of service.

### **12.23 ORIENTATION**

- i) Every teacher of the college shall be briefed about the college by the principal or his nominee on the day of his/her joining.
- ii) The principal shall take/send him/her to the department of his/her work and introduce him/her to the Head of the Department in turn.
- iii) The Head will brief him/her about the Department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- iv) The HOD will take him/her round the campus, and explain to him/her the various code of conduct to be observed in availing the facilities in the college.
- v) The HOD will also ensure that all the registration formalities, including submission of joining report etc. are fulfilled by obtaining the assistance of the office team.

- vi) The HOD will introduce the new faculty member to the first class he/she is going to handle in every section of his assignment.

## **12.24 SALARIES AND INCENTIVES**

### **12.24.1 POSITIONS AND PAY SCALES**

- i. The College will have the following positions in hierarchy in the teaching Departments
  - a) Principal
  - b) Professors
  - c) Associate Professors
  - d) Assistant Professors
- ii. They will be reporting to respective head of the department or as directed for the post the faculty is holding the position.
- iii. Besides, there shall be supporting staff like lab Assistants, Department Clerk and Department attendant in each Department. They will be reporting to the head of the department through the laboratory incharge.
- iv. The college Office will have the following stages of hierarchy in administrative Department.
  - a) Registrar, Administrative Officer, P.A to Principal.
  - b) Cashier, Accountant, Receptionist, Office Superintendent
  - c) Clerical Assistants, Office Assistants, Attenders.
- v. The scales of pay for various teaching positions will be as per AICTE norms as adopted by the management. The scales of pay for various non-teaching staff positions will be as per the state Govt. norms as approved by the Government.

## **12.25 YEARLY INCREMENTS**

- i. Faculty and Staff members are eligible to the increments prescribed at the end of 12 months service in the institution.
- ii. Additional increments shall be given to staff members based on their contributions

## **12.26 STAFF BENEFITS:**

All Faculties and Staff members are covered under group insurance policy.

- i. All the faculties and the staff members are eligible for EPF scheme, who complete two years of service in this institute. The management contributes 12% of the pay, towards the Employer's contribution to the EPF Scheme.

- ii. All faculty and staff members can be a member of The RayatSevakCooperative Bank, Ltd. And avail various facilities (like Deposit and Loan Schemes, Home Loan) through the bank.

#### **12.27 INCENTIVES AND REWARDS:**

Staff members are eligible for the following incentives and rewards, based on their performance, contribution with minimum 1 year of service at the institution.

- i. Professional society life membership fee of 50% paid by the management for Faculties with minimum two years of service at the institution (Maximum one professional society membership per staff member).
- ii. Summer/Winter Schools/Seminars/Conference – 100% Registration Fees and Duty leave. This will not be applicable to the faculty members being paid by the host institution.
- iii. Paper Publications in National Conferences- 100% Registration Fee, Duty leave.
- iv. Paper publications in international conferences – 100% Registration Fees, Duty leave.

#### **12.28 .PROMOTIONS**

All promotions shall be considered on the basis of merit-cum-seniority basis from among the staff subject to the following conditions.

- i. There shall be a vacancy existing at the higher cadre as per the AICTE prescribed staff pattern and cadre ratio.
- ii. The staff member should have obtained the qualification prescribed by AICTE for consideration for the post.
- iii. The staff member should have completed the years of service a prescribed as for consideration for the vacant post.

Associate Professor: 5 years for M.E. / M.Tech Graduates or 3 Years for Ph.D.

Professor: 5 years of service at Associate Professor Level.

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

### **13. LEAVE RULES**

The Leave Rules shall apply to

- a) All Regular employees of the Institution
- b) Probationers
- c) Trainees
- d) For others as specified.

#### **13.1 KINDS OF LEAVE:**

The following kinds of leave may be granted to an employee:

- a) Casual leave
- b) Earned leave
- c) Leave on medical ground
- d) Maternity / Paternity leave
- e) Extraordinary leave
- f) Compensatory leave
- g) Special Casual leave

#### **13.2 DEFINITIONS:**

- a) **Earned leave** means leave earned in respect of periods of service with the institution and granted on full pay.
- b) **Leave on medical grounds** means Leave to suffice medical inability to be present in institute on half-pay basis earned by employee in respect of the service with the institution.
- c) **Extraordinary leave** means leave sanctioned under special circumstances without any pay and allowances.
- d) **'Pay'** means, for purposes of these rules, will be amount drawn monthly by an employee as pay, which has been sanctioned for the post held by him. It will also include special pay, personal pay or such other emoluments classified under the rules as pay.
- e) **'Regular employee'** is an employee who has satisfactorily completed his/her probation period.

#### **13.3 CASUAL LEAVE:**

- a) Employee shall be eligible for casual leave for a period of 15 days in a calendar year and they will be entitled to casual leave on pro-rata basis.



- b) The not availed casual leave during the year lapses at the end of year.
- c) Not more than 7 days' leave may be availed at a time. Leave shall not be prefixed or suffixed to joining time or any other kind of leave.

#### **13.4 EARNED LEAVE (EL) (FOR TEACHING STAFF):**

- a) The maximum number of days an employee earns will be limited to 30 days for each calendar year, provided that the accumulation level of the same leave on his credit will be limited to 100 days. Over and above the accumulation, leave more than 100 days shall lapse automatically.
- b) The teaching staff is eligible for vacation of 60 days after completion of probation.
- c) In case an employee (Teaching staff) has put in more than two years of service and has been called for duty during the vacation period will earn leave for the days he worked as per the following procedure: no. of days EL entitled =  $(60-y)/60 \times 30$  Where 'y' is the no. of days of vacation availed.
- d) Fraction of a day of earned leave amounting to more than half-a-day shall be treated as a full day and ignored if the fraction is half a day or less. Earned leave shall not be granted ordinarily for less than 3 days at a time.
- e) An employee who desires to avail earned leave shall apply in writing 7 days in advance of the day on which he proposes to proceed on leave.
- f) However, the competent authority may waive this regulation on sufficient grounds at its discretion.

#### **13.5 LEAVE ON MEDICAL GROUNDS**

All employees who have completed two years' service are eligible for 20 days of half-pay leave in a year on Medical ground, commutable to 10 days of leave with full pay.

Employee has to submit Medical Certificate if he avails more than 3 days at a time. Half-pay leave / full pay leave can be clubbed with earned leave or vacation leave or any other leave.

#### **13.6 MATERNITY LEAVE AND PATERNITY LEAVE:**

- i. Maternity leave may be granted to married female permanent employees who have completed two years of service for a period of not exceeding 2 months at a time during her confinement (both pre-natal and post-natal periods put together) and only for one occasion in the entire period of her service in the Institution. The payment for the maternity leave will be restricted to half-pay.

- ii. Paternity leave may be granted to married male permanent employees who have completed two years of service for a period of not exceeding 15 days at a time during his confinement and only for one occasion in the entire period of his service in the Institution. The payment for the paternity leave will be restricted to half-pay.
- iii. The maternity / paternity leave however, can be clubbed with earned leave or vacation leave or leave on medical grounds. The competent authority requires sufficient proof before granting such leave.

### **13.7 EXTRAORDINARY LEAVE (FOR TEACHING STAFF):**

- i. Extraordinary leave may be granted to an employee where no other leave is admissible to him at the discretion of the Management Committee for a period not exceeding one year at a time. Extension of such leave may be granted from time to time subject to the maximum one year at a stretch.
- ii. Such extraordinary leave may be granted to an employee who has put in minimum service of at least 2 years.
- iii. No pay and allowances will be paid during the period of extraordinary leave, and the period spent on such leave shall not be counted for increment and also the service will not qualify for the purpose of any other benefits.
- iv. The Management may consider giving increments to the candidate if he/she is availing extraordinary leave without pay for further studies and if he/she earns the relevant degree for which he was granted extraordinary leave.

### **13.8 SPECIAL CASUAL LEAVE (FOR TEACHING STAFF):**

- a) If the AICTE regulations stipulate such leaves for the Teaching staff, such leaves may be considered on selective basis for acquiring latest techniques in teaching as well as in their subject and also going for invigilation, paper correction etc. purposes.
- b) In the event the faculty is invited to give special lectures by other institutions or invited to attend to valuation work by the University, he/she may be given special leave of 6 days in a calendar year. However, longer leave may be given at the discretion of the Management.

### **13.9 COMPENSATORY LEAVE**

At the discretion of the Head of the Institution, an employee may be granted compensatory leave for the holidays and Sundays on which they have been specially put on duty,

provided such compensatory leave is availed within one month on which he has worked on holidays/Sundays.

**13.10 IN RESPECT OF NON-TEACHING STAFF, THE LEAVE ELIGIBILITY IS GIVEN AS UNDER:**

- a) **Casual leave** eligibility will be 15 days per Annum for all the regular and confirmed employees on pro rata basis. However, casual leave for the trainees /probationers Temporary employees may be restricted to 8 days per annum.
- b) **Sick leave/ leave on Medical Ground'** may be sanctioned up to 10 days per Annum on pro rata basis.
- c) **Earned leave:** The regular employees, after completion of their probationary period, will be entitled for 15 days per annum, provided he puts in a minimum of 240 working days in the year. They are not entitled to vacation, other than the aforesaid kind, and number of leaves. The general conditions of leave regulations are common for all the categories of employees, except for entitlement and number of leaves.

**13.11 GENERAL CONDITIONS GOVERNING THE GRANT OF LEAVE:**

The following regulations shall govern the grant of leave to an employee:

- a) Leave of any kind cannot be claimed as a matter of right and may or may not be sanctioned as per discretion of the Management. When the exigencies of service so require, the Principal may, at its discretion, refuse leave or revoke the leave of any description already granted or recall an employee from leave, except when the leave is applied for or availed on medical grounds and a certificate to that effect is produced to express inability to join back for duty.  
Ordinarily, leave should be applied in advance with alternate arrangements made for the class work etc.
- b) Leave applied for shall not be availed unless it has been specifically sanctioned, except where it is applied on the strength of medical checkup or under unforeseen circumstances to be specified in the leave application. However. Intimation has to be given in advance to Principal (even on Medical grounds) for necessary arrangement.
- c) Absence without leave, whether it is in continuation of sanctioned leave or otherwise, entails forfeiture of his right to the service, unless otherwise ordered by the competent authority. Leave can be prefixed or suffixed to a holiday.
- d) Leave ordinarily commences on the day succeeding the day on which employee is relieved and ends on the preceding day on which he returns to his/her duty.
- e) Every employee shall furnish leave address while proceeding on leave and shall keep

the institution informed of any subsequent change in the address.

- f) An employee on leave cannot attend the duty before the expiry of the period of leave granted to him, unless so permitted or required by the competent authority.
- g) During the leave period, an employee shall not engage himself / herself in any private business or private employment
- h) Intervening holidays / rest days during the period of leave shall be treated as leave, except casual leave.
- i) However absences without leave or over – staying the sanctioned leave for more than ten consecutive days without sufficient grounds or proper / satisfactory explanation shall not be allowed.

### **13.12 SANCTIONING AUTHORITY:**

The Principal / Registrar / Head of the Institute is competent to sanction all the leaves to the employees working in the Institution except Extraordinary leave, in which case, the Secretary is the competent authority to sanction such leave.

The Joint Secretary (H.Ed) of the Phaltan Education Society is the competent authority to sanction all the leaves to the Principal / head of the Institute.

## **14. CODE OF CONDUCT:**

- a) All employees of the institute are automatically governed by the code of conduct or other rules that may be framed from time to time. Any violation thereof shall attract disciplinary action.
- b) All employees of the Institute shall be governed by the leave rules and T.A. rules that are applicable as per affiliating university and Phaltan Education Society guidelines.
- c) The decision of the Phaltan Education Society, Satara regarding the interpretation of these rules and on any other point, which is not covered under these rules, shall be final and binding on the employees.

### **14.1 CODE OF CONDUCT FOR EMPLOYEES**

#### **14.1.1 PREAMBLE:**

- a) The Principal objective of the PESCoE is to disseminate knowledge and impart instruction to its students in different disciplines broadly classified as Technical Education. The college also aims at promoting Research and Development, consultation and such other professional activities.
- b) PESCoE being an affiliated college, depends heavily on Dr. Babasaheb Ambedkar Technological University (DBATU) for the conduct of examinations, design of course

curriculum, almanac, recruitment of teachers and various other activities.

- c) PESCoE is one the several Engineering colleges affiliated to DBATU. As such, if the normal work in the college is disturbed for some reason or the other, this college alone has to suffer the consequences. This has to be borne in mind by all the employees of the college namely the teaching staff, supporting staff, ministerial staff and class four staff.
- d) Norms of conduct widely accepted in practice in academic institutions are given below for the guidance and strict adherence of the employees of PESCoE This document shall be referred to as "CODE OF CONDUCT for the employees of PESCoE.

### **14.1.2 CODE OF ETHICS AND CONDUCT FOR FACULTY AND STAFF**

#### **PREAMBLE**

Knowledge gives enlightenment, empowerment and means of rising in the social hierarchy. Teachers form an enlightened community involved in creation, preservation and dissemination of knowledge. Hence, they should be deeply committed to use academic freedom.

The profession of teaching is vested by the society with trust and the highest ideals of professional service and dignity as setting the foundation for knowledge. The commanding of the respect and confidence of the colleagues, students, parents, and, in general, of the society needs the highest possible degree of ethical and professional conduct. Teachers are committed to values, democratic society -freedom to teach, write, debate and study in a healthy and conducive atmosphere.

The reputation of the Institute depends strongly on the quality of its teachers, students and performance of the graduates in rest of the world. Teachers should recognize the importance of the pursuit of truth, and devotion of excellence. They accept the responsibility of the highest ethical standards. They make determined efforts to foresee the implications and consequences of their scholarly and scientific work. Hence, teachers work hard to raise the professional standards and to promote a healthy academic environment. In the current era of access to the information to anyone, anytime and anywhere, teachers need to become mentor and inspirational source.

The **Code of Ethics** is a set of three universal ethical principles

- (1) Equity and Justice
- (2) Respect for People
- (3) Personal and Professional Responsibility

The Institute provides an environment of equal opportunity, free from any discrimination, for faculty members, non-academic staff, students, and researchers in the pursuit of

academic goals and the realization of their potential to contribute to the objectives of the University. The Institute is committed to maintain a culture of inclusivity at all levels and respect on the campus.

The Code of Conduct underlines the rights of an employee and /or student to be treated fairly and equitably in the workplace; avenues for resolving complaints or breaches of policies and codes; and the legal and ethical obligations and expectations of all students and staff to act in accordance with the expressed standards of conduct, integrity and accountability. Any breach of this Code may result in disciplinary action being taken depending on the nature of the breach.

It is the obligation of all Faculty Members of the Institute to observe this Code of Conduct and to act accordingly so as to advance the status and prestige of the Institute, in particular, and of the profession as a whole. They should assist in establishing the highest professional standards for the academic programs and services.

### **CODE OF ETHICS**

The institute is committed

1. To stimulate the spirit of knowledge acquisition and pursuit of worthy goals.
2. To provide equal opportunities in employment and education,
3. To create an environment free from discrimination, to ensure that the principle of merit alone would operate.
4. To ensure that its policies are free from direct or indirect discrimination on the grounds of sex, marital status, race, age, caste, religious or political beliefs, color, or physical or mental disability; impairment, family responsibility, ethnic origins or family status.

The Institute expects its employees to adhere to the highest ethical standards. This Code is a set of general principles and values to guide the faculty members in the performance of their professional responsibilities in the Institute.

The Code of Ethics would assist faculty members to identify and resolve ethical issues that might arise in their dealings with staff, students and society. The faculty members and non-teaching staff and the students should notify the officer concerned where such conflict does or may arise.

#### **The Faculty and Staff members have responsibilities towards:**

##### **1. The Public**

They have a professional responsibility to serve the public interest, society's welfare and to further the knowledge of science. They should actively be concerned with the health and welfare of society. Public comments on scientific matters should be made with care and precision, without unsubstantiated, exaggerated, or premature statements.

## 2. The Science

They should seek to advance science, understand the limitations of their knowledge, and respect the truth. They should ensure that their scientific contributions are thorough, accurate, and unbiased.

## 3. The Profession

They should remain up-to-date with developments in their fields, share ideas and information, keep accurate and complete records, maintain integrity in all conduct and publications, and give due credit to the contributions of others. They should not be involved in conflicts of interest and scientific misconduct, such as fabrication and plagiarism.

## 4. The University/Affiliated Institute & College

They should promote and protect the legitimate interests of the Institute, perform work honestly and competently, fulfil obligations, help the development of the Institute, and safeguard proprietary information.

## 5. Employees

They should be cordial and respectful to all their colleagues. They should assist their seniors in the Institutional and Departmental activities. They should treat subordinates with respect for their professionalism and concern for their well-being, and provide them with a safe, congenial working environment, and proper acknowledgement of their scientific contributions.

## 6. Students

They should regard the tutelage of students as trust conferred by society for the promotion of the student's learning and professional development. Each student should be treated respectfully and without exploitation.

## 7. Clients

They should serve and advise clients faithfully, honestly, incorruptibly, and with mutual confidence and charge fairly.

## 8. The Environment

They should understand and anticipate the environmental consequences of their work and avoid pollution and protect the environment.

## 9. Work

They should have integrity in scholarship, teaching and service. **Integrity in scholarship** requires a readiness to follow sound methods and analysis wherever they may lead, an awareness of one's own bias, and acknowledging one's debt to others. Indifference to error, or efforts to ignore or conceal it, should stand to the professional discredit. **Integrity in teaching** involves presenting the substance and variant interpretations of the material

covered in the course with intellectual honesty, fairness in judging students' work on its academic merits alone, and readiness to discuss students' views with open-mindedness and on their intellectual merits. **Integrity in service** involves the exercise of all those qualities that enable colleagues to have confidence in one another and, with mutual respect, to pursue common goals.

#### **14.2 FOR TEACHING FACULTY MEMBERS**

1. The Teacher shall enjoy full civic and political rights as provided by the constitution; provided he/she does not represent himself/ herself as a spokesperson for the Institute in this regard.
2. The teacher cannot be a member of any political party or contest election while being a full time or part time teacher, nor can he/she promote the interests of a political party in the Institute being an active/inactive member of a political party.
3. The teachers shall have a right to adequate emoluments, just conditions of service, academic freedom and professional independence.
4. The teacher is entitled to freedom in the classroom in discussing their subject, but he/she should not introduce into his/ her teaching any personal or controversial matters which have no relation to the subject being taught.
5. The teacher is entitled to full freedom in research, publication of the results of research of his/her own group, consultancy, advice, extensional work, etc., subject to the relevant conditions stipulated by the Institute and also subject to the adequate performance of academic and administrative duties in the Institute.
6. The Institute expects all those engaged in research to observe high ethical standards in the conduct of research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the relevant funding bodies. Ethical clearances must be gained where appropriate.
7. The teacher should recognize the Intellectual Property created by the students working under him/ her and the colleagues involved in the respective work and stipulate equitable returns to the originators of intellectual property as well as to the Institute and any other stakeholder.
8. The teacher will be free from institutional censorship or discipline when he/she speaks or writes as a responsible citizen. However, he/she should at all times be accurate, exercise appropriate restraint, and show respect for the opinions of others.
9. The teacher should measure the urgency of his/ her other obligations in the society in the light of his/ her responsibilities to his/her subject, students, teaching profession, and to the Institute.



10. The teacher shall hear and allow fellow colleagues and the students on campus to hear those whom the Institute has invited to speak and will indicate disagreement not by disruptive action designed to silence the speaker, but by reasoned debate and discussion as befits his/ her profession.
11. The teacher should be vigilant against exploitation of his/ her work for objectionable use.
12. The teacher shall have the right to choose whether or not to join a union and whether or not to participate in union activities.
13. The teacher is entitled to fair and equitable grievance procedures. Whenever the teacher has any complaint to make, he/she should utilize first the Institutes grievance redressal machinery.
14. The teacher has a right to comment publicly in relation to his/ her area of professional expertise but refrain making comments on behalf of the Institute unless authorized to do so.
15. The teacher shall strive hard to promote the interest and improve the image of the Institute.
16. The teacher shall participate in academic, co-curricular, extra-curricular and cultural activities of the Institute.
17. The teacher shall strive to discharge effectively the administrative responsibilities assigned to him by the authorities.
18. The teacher shall be co-operative with the authorities for the betterment of the Institute, and in formation of the policies of the Institute, keeping in view the interest and dignity of the profession.
19. The teacher shall give paramount importance to his/ her responsibilities within the Institute.
20. The teachers are custodians of all the facilities and equipment under their control and they should use them efficiently, carefully and honestly for the specified purposes only. The facilities and equipment shall not be used for personal purpose, unless prior permission is obtained for the authority.
21. The teachers shall use all the resources economically, secure them against theft or misuse, and avoid any wastage.
22. Without prior permission from the competent authorities, no changes, additions, alternations, etc. shall be carried out in the facilities and equipment which will result in losses, damage or/and financial burden on the Institute.
23. The teacher shall refrain from doing anything which will tarnish the image of the Institute.

24. The teacher shall not, without prior permission of the Principal, ask for or accept contributions to or otherwise associate himself/ herself with the raising of funds or other collections in cash or otherwise for his/ her own benefit.
25. The teacher shall not accept or permit to accept any member of his/ her family or any person acting on his/ her behalf to accept any gift in cash or in kind for his/ her own benefit from any person including another teacher for a work to be done in connection with the business of the Institute.
26. The teacher shall seek permission of the competent authority before applying for a job, post, or scholarship/fellowship, any course of study leading to degree, diploma, certificate, etc. outside the Institute.
27. The teacher shall not, without prior permission of the competent authority, absent himself/ herself from his/ her duty. In the circumstances or reasons beyond his/ her control, he/she shall intimate or cause to intimate the reason for the absence to the Principal within five days from the first day of absence, failing which the absence may be treated as leave of absence without pay, and shall be further liable to such disciplinary action as the competent authority may deem fit. However, the competent authority may condone this condition in respect of a teacher who for reasons beyond his/ her control was unable to convey the cause of his/ her absence.
28. The teacher or his/ her relative shall not –
29. bid directly or indirectly at any auction of the property of the Institute,
30. submit any tender/quotation for the supply of any item to the Institute or supply any item to the Institute against payment from the Institute.
31. take any pecuniary benefits from suppliers to the Institute for services or materials provided to the Institute
32. The teacher or his/ her relative shall not use the property of the University including the residential accommodation allotted to him/her by the Institute, for conducting any trade, business, meetings, coaching classes, private tuitions, or activities which may put the social harmony of the Institute in danger etc.
33. The teacher shall not engage himself/ herself of any trade, business, coaching classes, tuition or any other occupation, which is not part of his/ her duties as prescribed nor permitted by the rules of the Institute and University.
34. The teacher shall not accept any regular employment/assignment outside the Institute, without the permission of the Principal.

35. The teacher shall not issue an order, circular, notice, statement, memo, institutional information, etc., the issuance of which is not in his/her jurisdiction and he/she is not authorized to do so.
36. The behaviour of the teacher with all students and employees shall be modest. The teacher shall not use any vulgar, abusive or unparliamentarily language in a public place.
37. A teacher shall not openly or covertly identify students on the basis of their caste, religion, creed or political or religious beliefs and discriminate students against the interests of the students.
38. The teacher shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he/she may happen to be for the time being. He/she shall not consume any intoxicating drink or be under the Influence of any intoxicating drink or drug, during the course of his/ her duty and shall also take due care that the performance of his/ her duties at any time is not affected in any way by influence of any such drink or drug. He/she should also refrain from consuming any intoxicating drink or drug in a public place and shall not appear in a public place in a state of intoxication.
39. The teacher shall report to the functionaries or authorities any matter which is detrimental to the welfare of the Institute.
40. The teacher shall not indulge in any activity that can bring disrepute to the Institute.
41. The teacher shall perform all his/ her duties faithfully and shall not avoid any of the responsibilities.
42. The teacher shall at all-time maintain absolute integrity in scholarship, teaching and service.
43. The teacher shall build his/ her professional reputation on the merit of his/ her service and shall not compete unfairly with others.
44. The teacher shall always strive for competence and excellence in areas of his/ her expertise, professional skills and research.
45. The teacher should avail all opportunities to attend and participate in academic programmes, such as Seminars, Orientation and Refresher Courses, In-service program, etc. to improve his/ her knowledge and skills, with prior permission of the authorities and provided such a programme does not affect his/ her duties in the Institute.
46. The teacher shall perform his/ her academic duties, such as lectures, demonstrations, guidance to research students, tutorials, examinations and assessment, regularly, punctually and effectively, as assigned to him by authorities.
47. The teacher shall co-operate and assist authorities in carrying out functions relating to the Institute such as: admissions; counselling of students; examinations, including

supervision, invigilation and evaluation; and enforce and maintain discipline among the students.

48. The teacher shall be dignified and modest in explaining/publishing his/ her work and merit, and shall avoid any act tending to promote his/ her own interests at the expense of the integrity, honour and dignity of the profession / Institute
49. The teacher should hold paramount the safety, health and environment of the students and colleagues in the performance of his/ her professional duties.
50. The teacher shall not reveal confidential information or finding of any committee or board of which he/she is a member or that obtained by him in the course of his/her duties as a teacher of the Institute.
51. The teacher shall admit and accept his/ her own errors when proven wrong and refrain from distorting or altering the facts to justify his/ her decisions.
52. The teacher shall not associate himself/herself with any illegal organization and involve himself/ herself in any unethical act.
53. The teacher should assure that his/ her teaching, research and public service obligations are in tune with the objectives of the Institute and are fully met.
54. The teacher shall not in an application for a professional position deliberately make a false statement or fail to disclose a fact related to competency and qualifications or misrepresent his/ her professional qualifications.
55. The teacher shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
56. The teacher shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
57. The teacher shall accept personal responsibility for his/her acts and seek to merit the respect and confidence of the staff and the students of the Institute.
58. The teacher shall give proper credit for a work to those to whom the credit is due, and recognize the proprietary interests of others.
59. When considering an interruption or termination of his/her service, the teacher should recognize the effect of it upon the academic programmes of the Institute and give due notice to the authorities and try to mitigate the effects.
60. The teacher should manage his/ her private affairs in a manner consistent with the dignity of the profession.
61. The teacher should maintain active membership of professional organizations and strive to improve education and profession through them.

62. The teacher should not involve himself/ herself in private coaching/tuitions, writing of question-answer guides, keys, likely questions, cyclostyled or photocopied notes or electronic transfer of such material for personal gains.
63. The teacher shall not refuse or avoid any work related to the University examinations without reasonable grounds.
64. In addition to the duties of the teacher as mentioned above, the Librarian shall perform the following duties:
  - a. The Librarian shall provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members a well organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed, catalogued, and up-dated.
  - b. The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.
  - c. The Librarian shall always try to bring books, students, and faculty together under conditions which encourage reading for self-discovery, personal growth, and sharpening of intellectual curiosity.
65. The Institute shall frame rules for doing outside work and the teachers shall abide by those.
66. The teacher should undertake services only in the areas of his/ her competence and should not offer services which fall beyond the limitations or demand professional standards of other disciplines.
67. The teacher must possess suitable qualifications by education or experience in the specific technical field involved, for engaging in the outside work. Unqualified persons should not be engaged in such activities. The teacher should refrain from guaranteeing easy solutions or favourable outcomes as a result of his/ her work.
68. The teacher shall not falsify nor permit misrepresentation of his/her own or his/her associates', academic or professional qualifications.
69. The teacher shall not knowingly associate with nor permit the use of his/ her name nor the name of the Institute in business ventures by any person or firm which he/she knows, or have reason to believe, are engaging in business or professional practices of a fraudulent or dishonest nature.
70. The teacher shall not use equipment, supplies, and laboratory nor office facilities of the University to carry on outside private work without written consent from competent authority.

71. The teacher should strive to keep the public informed of the educational programmes which are provided by the University.
72. The teacher should be aware of the social problems and take part in such activities as would be conducive to the progress of the society and hence the county as a whole.
73. The teacher should work to improve education in the community and strengthen the community's moral and intellectual life.

### **14.3 CODE OF CONDUCT WITH RESPECT TO THE STUDENTS**

1. The teacher should respect the right and dignity of the students and protect their academic freedom in expressing their opinions.
2. The teacher should deal affectionately, justly, impartially and professionally with all the students. The teacher should encourage students to improve their performance and personality, and at the same time contribute to community welfare.
3. The teacher should inculcate among students the scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
4. The teacher should not behave in a vindictive manner towards any of the students for any reason.
5. The teacher should make himself/ herself available to the students even beyond their class hours if need be and help and guide students without any remuneration or reward.
6. The teacher should seek to establish healthy relationships between the students and the Institute, without compromising the dignity of his/ her profession and the welfare of the students.
7. The teacher should refrain from recruiting a student who is already enrolled, registered, or has declared his/ her intent to register with any other institution, or faculty members from within the Institute unless such an institution has appropriate Memorandum of Agreement MoA with the University or prior permission of University and written consent for transfer.
8. The teacher shall not do or say anything that would undermine the confidence and the respect of his/ her students towards the Institute. He/she should inform the students regarding the importance, purposes, accomplishments, and needs of the Institute.
9. The teacher shall refrain from inciting students against other students, colleagues, administration and the Institute, or any ground which is illegal, unethical, immoral or unprofessional.

10. The teacher should encourage the free pursuit of learning in the students and hold before them the best scholarly and ethical standards of their discipline, and adhere to his/ her proper role as an intellectual guide and counsellor.
11. The teacher shall evaluate students' competency through the use of validated methods and techniques and do the evaluation in an independent and objective manner, subject to standards and norms decided by the Institute / University. Thus, awarding unusually high marks or unusually low marks and failing unusually large number of students or haphazard assessment of students disregarding the actual performance shall be against the code.
12. The teacher should not involve in any exploitation, harassment, or discriminatory treatment of students.
13. The teacher shall acknowledge any significant academic or scholarly assistance from the students.
14. The teacher shall not unreasonably restrain the student from independent action in the pursuit of learning. The teacher shall not deliberately suppress or distort subject matter relevant to the student's progress. The teacher shall make reasonable efforts to protect the students from conditions harmful to learning or to health and safety.
15. The teacher shall not disclose the confidential information about students or from the students, obtained in the course of the professional service, unless disclosure serves a compelling professional purpose or is required by law or is for the best interest of the student and Institute.
16. The teacher cannot force any student to join his/ her group for research against the student's will. Further, the teacher must refrain from using any tactic which is tantamount to induce the student to join him/ her as a research student.
17. The teacher should try to see through appropriate bodies and organizations that Institute maintains contact with the guardians of their students.
18. The teacher should be courteous to the guardians of the students and provide them with the information regarding the progress of the students.

#### **14.4 CODE OF CONDUCT WITH RESPECT TO THE COLLEAGUES**

1. The teacher should treat every employee of the Institute as equal partner in a cooperative undertaking within the Institute and be courteous to them.
2. The teacher should not discriminate or harass his/ her colleagues on any basis.
3. The teacher should show respect for the opinions of others in the exchange of criticism and ideas.

4. The teacher should speak respectfully of other teachers and other employees and render assistance for their professional betterment.
5. The teacher shall refrain from making false statements, unsubstantiated allegations, or malicious statements about his/ her colleagues including support staff and students and also from lodging false complaints against colleagues to higher authorities, save as a formal complaint with authorities in the best interest of the Institute.
6. The teacher shall refrain from allowing considerations of caste, creed, religion, race or sex else in his/her professional endeavor.
7. The teacher should strive to be objective in their professional judgment of the colleagues.
8. The teacher should cooperate with his/ her colleagues and shall not display, publicize, circulate rumors or other unsubstantiated derogatory information against anybody.
9. The teacher should not pressurize any employee of the Institute to take any decision against the rules and will of the person being pressurized.
10. The teacher should not disclose any information about his/ her colleagues obtained in the course of the professional service, unless disclosure serves a compelling professional purpose or is required by the law.
11. The teacher should acknowledge academic debt.

## **15. DISCIPLINARY ACTION**

### **15.1 MISCONDUCT**

The breach of any of the provisions in the Code of Conduct, or any one or more of the following acts on part of the teacher shall be deemed as a misconduct and include.

1. Any action by the teacher contrary to the provisions prescribed in the University Act, Ordinances, Regulations, Rules and Directives from the Authorities, Functionaries and the Government.
2. Refusal to accept charge-sheet, order or other communication served according to the Rules.
3. Obtaining employment in the Institute (Phaltan Education Society) by misleading or by misrepresenting the facts, or providing false information to the Institute / University about oneself or about any other person.
4. Misappropriation of any amount and /or movable and immovable property.
5. Obtaining another employment while being on the payroll of the Institute.
6. Any person on deputation of lien not informing the current status of his / her job beyond that period and still holding the lien position.



7. Obtaining financial or other gains by misinterpreting the facts or contrary to State Government rules.
8. Wilful negligence of duty in teaching, administration and research.

### **15.2 EXPLANATION:**

**Wilful negligence of duty shall among other things include the following:**

1. Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi under circumstances not beyond his/ her control.
2. Negligence of academic or extra-curricular, co-curricular duties assigned to the teacher by the appropriate authority which are not inconsistent with the Act, Statutes, Ordinances, Regulations or Rules.
3. Deliberate attempts to conceal information about non-completion of syllabus or setting up of question paper on incompletely covered syllabi.
4. Deliberate failing of students or giving unjustifiably high marks.

### **15.3 INCOMPETENCE AMONG OTHER THINGS SHALL INCLUDE THE FOLLOWING:**

1. Failure to complete the teaching of the prescribed syllabi within the prescribed period, because of inability to teach, and
2. Such other incapacities in teaching as would lead to failure in imparting of the expected instructions to the students.

The Principal of the institute shall submit the record of misconduct of employee to Authorities of Phaltan Education Society, Satara and disciplinary action will be taken as per regulations of Phaltan Education Society.

**Disciplinary actions may be in the form of minor or major Penalties, Action not Amounting to Penalty, Suspension etc.**

### **15.4 FOR THE NON-TEACHING STAFF MEMBERS**

1. They should be cordial and respectful to all their colleagues. They should assist their seniors in the Institutional and Departmental activities. They should treat subordinates with respect for their professionalism and concern for their well-being, and provide them with a safe, congenial working environment, and proper acknowledgement of their contributions.
2. The Staff shall co-operate and assist authorities in carrying out functions relating to the Institute such as: admissions; counselling of students; examinations and enforce and maintain discipline among the students.
3. They should have integrity in their assigned work

4. The behavior of the staff with all students and employees shall be modest. The staff shall not use any vulgar, abusive or unparliamentarily language in a public place.
5. A Staff shall not openly or covertly identify students on the basis of their caste, religion, creed or political or religious beliefs and discriminate students against the interests of the students.
6. The Staff shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he/she may happen to be for the time being. He/she shall not consume any intoxicating drink or be under the Influence of any intoxicating drink or drug, during the course of his/ her duty and shall also take due care that the performance of his/ her duties at any time is not affected in any way by influence of any such drink or drug. He/she should also refrain from consuming any intoxicating drink or drug in a public place and shall not appear in a public place in a state of intoxication.
7. The staff shall strive hard to promote the interest and improve the image of the Institute.
8. The staff shall participate in co-curricular, extra-curricular and cultural activities and academic activities as required, of the Institute.
9. The Staff shall strive to discharge effectively the administrative responsibilities assigned to him by the authorities. The non-teaching employees of the Institute (Phaltan Education Society) shall be governed by the rules and regulations of Phaltan Education Society, Satara.

## **16. DUTIES AND RESPONSIBILITIES**

Roles and Responsibilities of various Section of Organization

### **16.1 PRINCIPAL**

Subject to the supervision and general control of the Governing Body/ Management, the Principal Institute as Administrative and Academic head of the Institute shall be responsible for

- a)** Academic growth of the Institute and work hard for improvement of quality of Education.
- b)** Participation in the teaching work, research, and training programmes of the Institute.
- c)** Assisting in planning and implementation of Academic Programmes such as orientation courses, seminars, in-service and other training programmes organized by the Institute for academic competence of the faculty member.
- d)** Admission of students and maintenance of discipline of the Institute as per prevailing Rules.

- e) Managing of the Institute, Library, Laboratories, Gymkhana, Hostels and associated infrastructure.
- f) Receipts, expenditure and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the College Development Committee. Observance of provisions of Accounts Code.
- g) Correspondence relating to the administration of the Institute.
- h) Administration and supervision of curricular, co-curricular/extra-curricular or extra-mural activities, and welfare activities of the Institute and maintenance of records.
- i) Observance of the Act, Statutes, Ordinances, Directions, Regulations, Rules, Notifications and other Orders issued there under by the University / DTE / AICTE from time to time. Observation and implementation of directives issued by Government of India, Government of Maharashtra and Government Authorities, the University and other concerned authorities.
- j) Supervision of Institute and University examinations, and any other work pertaining to the examinations as assigned.
- k) Assessing reports of teachers and non-teaching staff and maintenance of their service books and looking after the general welfare of the teaching and non-teaching staff.
- l) Any other work relating to the Institute as may be assigned to him by the Appointing Authority from time to time.
- m) Safe-guard the interests of teachers/non-teaching staff members and the Management.
- n) Timely submission of information/returns to different authorities i.e. Government /University / Management etc. especially regarding Accounts matters.
- o) The Principal of the Institute shall be held responsible for submission of any false / forged information to the controlling authority or shall be held responsible for any act done by him, which is contrary to the provision(s) of the Act, Statutes, Ordinances, Rules, Regulations, Directions, Instructions, Resolutions, Notifications, decisions of authorities, as the case may be.

## **16.2 REGISTRAR**

**Roles:** Over all in charge of Office, Manage various sections of office, Students Section, Examination conduction, University related affairs, Students, Faculty staff University related activities.

**Responsibility:** Smooth and timely conduct of day to day office, institute administrative activities, provide support to principal to comply responsibilities.

**a) OFFICE SUPERINTENDENT**

**Roles:** Manage Office and its various sections, Inward-Outward, Establishment

**Responsibility:** Maintaining all office correspondence, maintain secrecy of documents and information, Maintain establishment related records, Human resource records (Service books, Muster, Leave records and related rules, regulations, ordinances, GRs etc., Rayat Shikshan Sanstha orders, circulars, communicate and maintain correspondence, personal files and records) Estate records, Land and building records, Approvals , Affiliation and records,

**b) ACCOUNTS OFFICER / FINANCE OFFICER**

Maintain institutes accounts, Sanstha related accounts, Faculty staff Salary, University Accounts, Students personal fee records and accounts, Cash collection, disbursement, Instruments collection, disbursement, Digital receipts payments, Banking transactions, Book keeping, accounting, Budget, Audit, Balance sheet etc. And associated responsibilities.

**c) STORE**

**Role:** To procure the materials, components, equipments as required for various departments and sections of institute with the prior permission from principal

**Responsibility:** To Get requirements and specifications from various departments / sections, consolidate, Get estimate, get permission from principal for expenditure, call for tender / quotations, call purchase committee meeting, finalize supplier, place order, Record received goods in Goods Inward Register, submit bills to accounts for payment, Distribute procured material to departments against Indents.

**d) HOUSEKEEPING AND MAINTENANCE**

**Role:** provide housekeeping services to the Institute

**Responsibility:** To up keep the cleanliness in campus, building, wash rooms/ fresh rooms/ toilets. To provide pollution free environment to stakeholders.

**e) CAMPUS SECURITY**

**Role:** To provide security to the campus, building, and stake holders. Maintain discipline among students, staff and faculty. Parking discipline,

**Responsibility:** Get security services to play the given role responsibly, observe, regulate, and maintain discipline and security

### **16.3 ACADEMIC COORDINATOR**

The Academic coordinator shall

- a. be responsible for academic planning and academic audit of the programmes and implementation of academic policies approved by CDC in respect of academic development, maintenance of quality of education including standards of teaching and research and training of teachers. He shall work directly under the superintendence, direction and control of the principal;
- b. be responsible for development and application of quality benchmarks or parameters for various academic and administrative activities of higher education;
- c. facilitate the creation of a learner-centric environment conducive for quality education;
- d. arrange for feedback responses from the students, the teachers, non-teaching staff, the parents and the other stakeholders on quality-related institutional processes;
- e. ensure appropriate actions, as are needed for maintenance of quality of teaching spelt out by the Internal Quality Assurance Cell;
- f. ensure that the teachers' appraisal by students is carried out and the reports thereof are sent to the authorities concerned;
- g. be responsible for dissemination of information on the various quality parameters of higher education, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions;
- h. organize inter-institutional and intra-institutional workshops, seminars on quality related themes and promotion of quality circles;
- i. co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of institutional database, through management information system for the purposes of maintaining or enhancing the institutional quality;
- j. be responsible for development of quality culture in higher education;
- k. prepare Annual Quality Assurance Report of programmes within his faculty, based on the quality parameters or assessment criteria, developed by the relevant quality assurance bodies, in the prescribed format;
- l. recommend to the Principal, proposals for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centers, knowledge resource centers, Science and Technology Parks, entrepreneurship development and industry incubation center, intellectual property rights center, workshops, hobby centers, museums, etc.;

- m. control, regulate and co-ordinate research activities to maintain standards of teaching and research in institute;
- n. be responsible for ensuring standards of under-graduate and post-graduate teaching and research in the faculty;
- o. be responsible for creation of a repository of questions with model answers which shall be continuously updated and expanded;
- p. enquire into any malpractices committed in any academic programmes in the institutions or recognized institute, on being directed by the Principal and submit a report of the findings to principal
- q. Render necessary assistance for redressal of grievances of the students in the institute.

#### **16.4 HEAD OF THE DEPARTMENTS**

- a. The Head of the department is overall in charge of the department, and should ensure smooth functioning of the department in addition to the teaching workload
- b. The HoD should ensure that all the faculty and staff perform their duty effectively and efficiently for better teaching learning process.
- c. The HoD should involve own self and others in departmental activities, curricula development, self updation in tune with current relevant technology, to meet requirements of Industry, Society.
- d. The HoD should ensure that the laboratories in the department are well equipped and maintained to meet curricular requirements, and are fully functional.
- e. The HoD should decide meaningful project work for students in consultation with senior faculty and monitor performance.
- f. The HoD should involve self and faculty and staff for consultancy work, industry funded development projects etc. for internal revenue generation.

#### **16.5 LIBRARY AND LIBRARY STAFF**

- a. Maintain library and assets (books etc.), reading room in good condition
- b. Providing e library access
- c. Upkeep library records
- d. Suggest purchase and disposal of assets

#### **16.6 WORKSHOP SUPERINTENDENT**

**Role:** To head the workshop for administrative and academic purpose

**Responsibility:** Administrative and Academic controller of workshop.

- a. To manage academic schedule of workshop in collaboration with associated departments.
- b. To upkeep and maintain equipments / machines in workshop
- c. To procure machines / equipments / tools / consumables required for maintenance, academics and consultancy work.
- d. To ensure and assure safety in workshop to students, staff, faculty.

### **16.7 PROFESSOR, ASSOCIATE PROFESSOR AND ASSISTANT PROFESSOR**

- a. Teaching as per work load assigned by affiliating university
- b. Set up and conduct practicals in Laboratory
- c. Planning and implementation of curriculum development
- d. Development of resource material for students learning
- e. Participation in co-curricular and Extracurricular activities
- f. Students guidance and counselling, helping them for their character development
- g. Innovation in technical education and evaluation
- h. Organizing and promoting continuing education activities
- i. Self and institution development through upgradation of knowledge and skills
- j. Work and in charge of examination related activities, Laboratory in charge,
- k. Research and development of technology and innovation
- l. Interaction with Industry and Corporate
- m. Help Head of department for smooth conduct and control of departmental activities.

### **16.8 TRAINING AND PLACEMENT OFFICER**

- a. Training and Placement of Students in industry / organizations
- b. Promote students to be future entrepreneur
- c. Arranging Industrial Visits for students
- d. To arrange campus placements for students through campus interviews
- e. Arrange expert lectures to update students, faculty and staff regarding recent developments in industry and corporate world
- f. To maintain alumni information to get help of alumni for placements
- g. To organize entrepreneurship development camps, arrange programs to guide students about sources of finance, Human resources, material resources etc.

## **17. CONSULTANCY, R& D AND TEACHING ASSIGNMENTS**

### **17.1 CONSULTING R & D.**

- i. The Institute encourages its teachers to take consultancy and R & D assignments within institution, with other institutions or industries appropriate to the teacher's competence.
- ii. The teacher shall undertake such assignments.
  - a) When the Institute is approached for such help and assigns such engagement to the particular teacher or
  - b) When the teacher himself/herself is approached by the outside agency for such help.
- iii. In either case the teacher shall take up the assignments obtaining the approval of the Principal in writing.
- iv. The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignments.
- v. The teacher shall also associate the other members of the faculty working on the assignments.
- vi. The teacher shall levy such professional charge on the benefiting agency; however, the charges shall be shared with the institute on the following basis.
  - a) Consultancy assignments, project or R & D type assignment, involving the infrastructure facilities and work time, it shall be 50:50 (50% to Institute)
  - b) Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, on approval of Principal.
  - c) The Project – Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

### **17.2 SEMINARS/WORKSHOPS:**

The Institute encourages its faculties to organize AICTE/ISTE/University funded as well as self-financed Seminars and Workshops for the benefits of fellow teachers and students.

## **18. INCENTIVES – STUDENTS**

### **18.1 STUDENTS – INCENTIVES AND REWARDS**

The Management is pleased to announce the following incentives and rewards for students:

There will be a BEST-OUTGOING STUDENT AWARD.

- i. There will be an academic excellence award for the outgoing student in each discipline. Railway concession form will be issued to the students who present the papers. Free add-on skills programme to the students to improve communication skills. Fees concession to financially poor students.



- ii. Partial concession to hostel students who are financially poor on recommended by the Principal to the discretion of Management.

## **19. INSTITUTE WORKING COMMITTEES & THEIR RESPONSIBILITY**

<b>Special Cell Committee For Welfare of BC, Minority Candidate</b>			
<b>1</b>	1	Prof. S. R. Nipanikar	Chairman
	2	Prof. S. R. Ballal	Member
	3	Prof. A. M. Shaikh	Member
	4	Mr. S. S. Dudhgonkar	Member
	5	Prof. D. A. Ghatge	Member Secretary
<b>Purchase Committees</b>			
<b>2</b>	1	Hon. Secretary, Phaltan Education Society	Chairman
	2	Hon. Jt. Secretary (H.Edn), Phaltan Education Society, Satara	Member
	3	Auditor, Phaltan Education Society, Satara	Member
	4	Principal, PESCOE, Satara	Member
	5	Head of concerned department	Member
	6	Prof. Mrs. Ghatge D. D.	Member
	7	Registrar, PESCOE, Satara	Member Secretary
<b>Library Committees</b>			
<b>3</b>	1	Prof. Sharad S. Patil	Chairman.
	2	Principal, PESCOE, Satara	Member
	3	Registrar, PESCOE, Satara	Member
	4	Head of department - Mechanical Engg.	Member
	5	Head of department - Civil Engg.	Member
	6	Head of department - Computer Science & Engg.	Member
	7	Head of department - Electronics Engg.	Member
	8	Head of department - Basic Science and Huminites	Member
	9	Librarian, PESCOE, Satara	Member Secretary
<b>Internal Complaints Committee / Vishakha Committee</b>			
<b>4</b>	1	Dr. Mrs. S. G. Sayyad	Chairman
	2	Prof. V. S. Shingte	Member
	3	Legal Expert Member	Member
	4	Mrs. Karande U. V.	Member
	5	Mrs. Rajani Kamble	Member
	6	Ms. V. S. Nikam	Member
	7	Mr. Vijay Nimpalkar	Member
	8	Final Year Student Representative - Female	Member
	9	3rd Year Student Representative - Female	Member
	10	3rd Year Student Representative - Male	Member
	11	Mrs. Mane S. V.	Member Secretary

<b>Grievance Redressal and Coordination Committee</b>			
5	1	Dr. M. A. Shaikh	Chairman
	2	Principal, PESCOE, Satara.	Member
	3	Adv. K. R. Mane	Member
	4	Dr. V. J. Phulari	Member
	5	Prof. D. B. Devi	Member
	6	Registrar, PESCOE, Satara.	Member Secretary

<b>Internal Quality Assurance Cell</b>			
6	1	Principal, PESCOE, Satara.	Chairman
	2	Dr. D. S. Aldar	Member
	3	Dr. V. S. Sawant, Jt. Secretary (H.Edn) Rayat S.S.	Member
	4	Dr. B. B. Godbole	Member
	5	Dr. S. G. Sayyad	Member
	6	Prof. A. B. Degonkar	Member
	7	Prof. T. J. Sayyad	Member
	8	Mr. G. K. Suravase	Member
	9	President, Rotary Club of Satara.	Member
	10	Alumni Representative - Female	Member
	11	Industry Representative	Member
	12	Mr. Deshpande - Cooper	Member
	13	TE Student Ranker - Male	Member
	14	TE Student Ranker - Female	Member
	15	TE Student Parant Representative - Female	Member
	16	TE Student Parant Representative - Male	Member
	17	Prof. S. D. Bonde	Coordinator - Member Secretary

<b>Anti-Ragging and Students Discipline Committee</b>			
7	1	Principal, PESCOE, Satara	Chairman
	2	Prof. D. K. Pawar	Member
	3	Prof. D. B. Devi	Member
	4	Prof. B. S. Uchale	Member
	5	Prof. A. N. Ulmek	Member
	6	Prof. A. B. Pisal	Member
	7	Police Representative	Member
	8	NGO for Youth Development - Representative	Member
	9	Mr. Dipak Shinde	Member
	10	TE Student Parant Representative - Female	Member
	11	TE Student Parant Representative - Male	Member
	12	Boys Hostel Rector	Member
	13	Girls Hostel rector	Member
	14	Mr. R. A. Patil	Member
	15	Mr. J. M. Gade	Member
	16	Prof. P. L. Jadhav	Member Secretary

	<b>Anti-Ragging Squad Committee</b>		
<b>8</b>	1	Prof. D. K. Pawar	Chairman
	2	Boys Hostel Rector	Member
	3	Girls Hostel rector	Member
	4	Mr. J. M. Gade	Member
	<b>Disaster Management Committee</b>		
<b>9</b>	1	Principal, PESCOE, Satara	Chairman.
	2	Registrar, PESCOE, Satara	Member Secretary
	3	Dr. D. B. Devi	Member
	4	Prof. A. B. Shelar	Member
	5	Dr. Y. K. Kanse	Member
	6	Dr. A. B. Tapase	Member
	7	Mr. U. V. Sawant	Member
	<b>Right to Information Committee</b>		
<b>10</b>	<b>The activities regarding RTI applications are responded by the authorities as under.</b>		
	1	Principal, PESCOE, Satara	Appelete Officer
	2	Registrar, PESCOE, Satara	Information Officer
	<b>Industry Institute Integration Cell</b>		
	<b>Committee is expected to get reports of Industry visits, to comply NBA requirements</b>		
<b>11</b>	1	Prof. M. N. Rathod	Chairman
	2	Head of department - Mechanical Engg.	Member
	3	Head of department - Civil Engg.	Member
	4	Head of department - Computer Science & Engg.	Member
	5	Head of department - Electronics Engg.	Member
	6	Head of department - Basic Science and Huminites	Member
	7	Prof. J. D. Nanaware	Member Secretary
	<b>Hostel and Health care Committee</b>		
<b>12</b>	1	Prof. D. K. Pawar	Chairman
	2	Prof. S. S. Shivdas	Member
	3	Girls Hostel rector	Member
	4	Prof. S. R. Ballal	Member
	5	Mr. H. J. Indalkar-Patil	Member
	6	Prof. D. B. Devi	Member
	7	Prof. N. V. Malvade	Member Secretary
	<b>Training and Placement Committee</b>		
<b>13</b>	1	Prof. M. N. Rathod	Chairman
	2	TPO Mechanical Engg Department	Member
	3	TPO Civil Engg Department	Member
	4	TPO Computer Science & Engg.Department	Member
	5	TPO Electronics Engg. Department	Member
	6	TPO Basic Science and Huminites Department	Member

<b>Career Development Committee / Career Development Cell</b>			
<b>14</b>	1	Prof. Sharad S. Patil	Chairman.
	2	Dr. A. B. Tapase	Member
	3	Prof. N. V. Malvade	Member
	4	Prof. R. J. Devi	Member
	5	Prof. Dangat G. D.	Member
	6	Prof. D. D. Ghatge	Member Secretary
<b>Entrepreneurship and Incubation Cell</b>			
<b>15</b>	1	Dr. H. A. Mandave	Chairman
	2	Prof. A. A. Mahadar	Member
	3	Mr. Dangat G. D.	Member
	4	Mrs. Karande U. V.	Member
	5	Dr. B. B. Godbole	Member Secretary
<b>Maintenance Committee</b>			
<b>16</b>	1	Principal, PESCOE Satara	Chairman.
	2	Prof. D. B. Devi	Member
	3	Prof. A. B. Pisal	Member
	4	Dr. A. B. Tapase	Member
	5	Prof. A. B. Shelar	Member
	6	Head of department - Computer Science & Engg.	Member
	7	Registrar	Member Secretary
<b>Magazine Committee</b>			
<b>17</b>	1	Prof. Mrs. Tarannum J. Sayyad	Chairman
	2	Prof. Mrs. Sunita R. Ballal	Member Secretary
	3	Prof. Mrs. Archana N. Ulmek	Member
	4	Teacher Representative - Male	Member
	5	Teacher Representative - Female	Member
	6	Student Member (Boys)	Member
	7	Student Member (Girls)	Member
<b>Publicity Committee</b>			
<b>18</b>	1	Prof. D. B. Devi	Chairman
	2	Registrar, PESCOES, Satara	Member
	3	Prof. S. R. Nipanikar	Member
	4	Mr. Vijay Nimbalkar	Member
	5	Mr. R. A. Patil	Member
	6	Dr. S. G. Sayyad	Member Secretary
<b>Alumni Relations Coordination Committee</b>			
<b>19</b>	1	Prof. A. B. Degonkar	Chairman
	2	Dr. H. A. Mandave	Member
	3	Prof. M. Y. Shinde	Member
	4	Prof. T. J. Sayyad	Member
	5	Prof. V. S. Shingte	Member
	6	Prof. D. B. Devi	Member
	7	Dr. A. B. Tapase	Member Secretary

<b>Counselling Cell</b>			
<b>20</b>	1	Principal, KBPCOES, Satara	Chairman
	2	Dean - Academics	Member
	3	Dean - Research and Development	Member
	4	Dean - Quality Assurance	Member
	5	Dean - Student Development	Member Secretary
<b>Gymkhana and NSS Committee</b>			
<b>21</b>	1	Prof. Dilip K. Pawar	Chairman
	2	Prof. A. M. Shaikh	Member
	3	Student Member	Member
	4	Student Representative (F.E.) - Female	Member
	5	Student Representative (S.E.) - Male	Member
	6	Student Representative (T.E.) - Female	Member
	7	Student Representative (B.E.) - Male	Member
	8	Prof. S. B. Desai	Member Secretary

## **20. MAINTENANCE POLICY**

The institute has standard established systems and procedures for maintaining the physical, academic and support facilities. Housekeeping and Maintenance section is divided into various subsections such as Housekeeping, Electrical Maintenance, IT Infrastructure Development and Maintenance (IT Cell), Building Maintenance, Building services, Plumbing, Sanitary. All subsection heads report to Housekeeping and maintenance in-charges. Housekeeping and maintenance in-charges prepare the housekeeping and maintenance schedule for the institute and deploy the staff accordingly.

A maintenance request is submitted to the principal and same will be forwarded to the Housekeeping in-charge. Housekeeping in-charge will register the request and forward the same to respective maintenance personnel giving the time schedule for compliance. He / She will coordinate the material requirement if any with stores. Respective maintenance people will report back the completion of work to Housekeeping in-charge. The Housekeeping in-charge will provide the house keeping schedule to sweepers and wet sweepers and follow the completion of job through feedback from the respective department. The maintenance in charge submits the report to principal, by the end of every month

### **20.1 ELECTRICAL MAINTENANCE:**

To upkeep, maintain and repair as required the electrical installations and equipments in the institute. With the electrical maintenance related staff. If required external agencies may be employed with the prior permission of the principal. Prepare schedule of maintenance, and implement accordingly. They should prepare an annual budget for scheduled maintenance (preventive and breakdown maintenance) and get approved.

### **20.2 ELECTRICAL SUBSTATION :**

Help and support electrical meter reading from HT connection, Confirmation of the energy bill, and confirmation of bill payment. Maintaining the power factor close to unity (see Supply agency guide lines). Annual maintenance (Typically, before monsoon) like Transformer oil

filtration, replacing silica gel crystals in transformer breather, greasing of AB switches, Painting of structure, maintenance of CT PT units, removal of any grown plants, grass etc. within yard, inspection of earthing and earth resistance as per IS code. Annual Inspection from Electrical inspector (PWD)

### **20.3 IT INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE (IT CELL):**

The IT infrastructure development and maintenance committee looks after for the EPBX system of the institute, development of the institute structured network, maintenance of the network, maintenance of the computers, printers, server installation and maintenance, website development and maintenance etc. For the EPABX system maintenance, the committee is responsible for maintaining the EPABX system, providing extensions as per demand, inspecting extensions and confirming their working in good condition. For the IT infrastructure, the required IT infrastructure layout, requirement, procurement, installation and maintenance are done through this committee. The computer and printer maintenance is resolved at local level by the IT cell.

### **20.4 BUILDING MAINTENANCE, BUILDING SERVICES, PLUMBING, SANITARY:**

Prepare schedule of preventive maintenance of plumbing systems, water outlets, etc. Sanitary systems, etc. Check and remove leakages. Potable water filters and systems. Cleaning of water tanks, Housekeeping and all related services,

### **20.5 DEPARTMENTAL EQUIPMENT AND INSTRUMENT MAINTENANCE:**

The departmental maintenance committee identifies the instruments and equipments which are faulty and are to be repaired, and prepares the list and the request letter to the principal the principal through the head of the department and concern laboratory in-charge. The quotations are called for the repair and maintenance following the procedure of the College and Sanstha, based on that the experts are called and maintenance procedure is completed.

## **21. ACADEMIC POLICY**

The college is affiliated to Shivaji University and Dr.Babasaheb Ambedkar Technological University, Lonere and hence the Curriculum and Evaluation process are implemented as per University norms. Deans, Heads of Departments and Teachers are responsible for smooth conduct and improvement in Academic activities.

### **21.1 Academic Calendar:**

The college prepares detail Academic Calendar includes the schedule for the curricular and extracurricular activities. The calendar includes the schedule for the bridge courses, Unit Tests, Continuous Internal Evaluation, feedback, seminar workshops, sports, cultural, conference/ QUEST, other technical events, and Academic monitoring and conducts. The Lecture plan and laboratory plans prepared by the faculty are uploaded on LMS site and personal websites. Also the Lecture Plans are prepared which generally highlight the content and learning objective and outcome of the course. Moreover, the teachers would know the time frame for the teaching – learning process and ensure the total attention for the completion of syllabi and possible revision.

### **21.2 Student Learning Outcomes :**

College is following the Outcome Based Education approach. Accordingly, every Program has framed their PEOs and PSOs. Course Outcomes (COs) are formulated for each individual course which are communicated to students in the beginning of the Semester. The Teaching-Learning process, including Internal Assessment is in line with the Course Outcomes.

### **21.3 Academic Code of Conduct:**

The college has prepared a handbook for code of conduct for students. Also, the college has framed the rules regarding attendance.

### **21.4 Dean Academics:**

The responsibility of Dean Academics includes framing the guidelines, preparing various formats, rubrics for assessment, assessment methods, assessment strategy and regular monitoring of activities related to academics, develop and adopt the different good practices of teaching learning.

### **21.5 Academic Steering Committee:**

The academic steering committee is headed by Dean Academics. The academic steering committee works in coordination with IQAC. They have to perform different activities such as: To finalize the curriculum of Certificate Courses, Value added courses, add-on programmes, diploma programmes. To modify and approve the rubrics of the assessment. To initiate changes in the assessment methods and assessment strategy. To monitor the academic conduct of the institute, including the assessment and audit. To decide and adopt the different teaching methodologies, which are suggested by the faculty, expert, heads of the department and through conduction of the workshops. To maintain the uniformity in the processes and conducts among all the departments.

### **21.6 Assessment of Student Learning:**

The assessment of students is carried out as per University norms. For Internal assessment the criteria are announced to students in advance and then Continuous Assessment Scheme is followed.

### **21.7 Academic Monitoring System:**

The process and formats for academic monitoring are communicated to all the concerned and then the regular monitoring is done by Dean Academics and Members of IQAC with the cooperation and association of Heads of Departments.

Academic Monitoring System includes verification of Course files prepared and maintained by faculty. (The content of Course File is attached). Lecture Plan, Continuous Assessment System (CAS), Evaluation Scheme, Lecture Notes, Additional Reference material, Innovative Teaching Methods used, Question Bank, Unit Tests, Students Feedback, etc. are the main components of Course file which are monitored regularly.

### **21.8 Academic Audit:**

Internal as well as External Audit of Academic Activities is carried out by IQAC and external members respectively.

### **21.9 Faculty Development:**

Various programs are organized by IQAC and the departments for faculty development. Also, the faculty is encouraged to attend such programs organized by other institutes.

### **21.10 Attendance:**

The College has framed the rules for students regarding Attendance. The College requires regular and timely attendance at all classes. Attendance is noted and maintained by the teacher. Repeated absences will result in warnings and, if absence continues, and if it is less than 75%, the College can detain the student due to absence. Students should inform their teacher / mentor of any foreseen absence. The makeup of examinations or work missed is allowed at the teacher's discretion only. Students excused from class for valid reasons by their teachers shall be permitted if possible.

### **21.11 Syllabus Coverage:**

The faculty members have to meet all of their assigned classes/lectures, Laboratory, Assignment/tutorials and examination work according to the established academic calendar. When a faculty member anticipates being absent, alternative arrangements to conduct the lecture/practical/assignment/tutorials shall be approved in advance by the HOD and Principal. When a faculty member wants to be absent due to an emergency, the faculty member shall contact the HOD or Dean, Academics as soon as possible in advance so that every reasonable effort may be made to do the alternative arrangement of the class.

### **21.12 Copyright:**

PESCOE respects and values copyright law and students, faculty, and staff should understand and fully exercise their fair use right to copyrighted material. Improper use of copyrighted materials can also constitute infringement of the Academic Code when it compromises the integrity of the academic process. The institute has set up the code of ethics to check malpractices and plagiarism in research and has software to check the plagiarism.

### **21.13 Classroom Discipline:**

Teachers have both the responsibility and the authority for assuring conformity to college regulations and standards within their classrooms, Laboratory. They must call to the attention of their students any rules or standards that they feel are not being properly observed.



## **22. CODE OF ETHICS IN RESEARCH**

### **PREAMBLE**

The purpose of this set of guidelines is to provide a positively oriented set of practical suggestions for maintaining integrity in research. Not only does the ethical conduct of science satisfy a scientific moral code, it also leads to better scientific results. Because, the adherence to ethical research practice leads to more attention to the details of scientific research, including qualitative analysis, quantitative and statistical techniques and to more thoughtful collaboration among investigators. Also, the credibility of science with the general public depends on the maintenance of the highest ethical standards in research.

Observance of these guidelines will help an investigator avoid departures from accepted ethical research practice and prevent those most serious deviations that constitute research misconduct. Research misconduct is defined as fabrication, falsification, or plagiarism, including misrepresentation of credentials in proposing, performing, or reviewing research or in reporting research results. It does not include honest error or differences of opinion. Misconduct as defined above is viewed as a serious professional deviation that is subject to sanctions imposed both by the University by many professional associations and in the case of funded research, the respective funding agency.

These guidelines can be used as a common repository of generally accepted practice for experienced researchers and as an orientation to those beginning research careers. Although some of these principles apply to all fields of research, including scientific research, social and behavioral sciences that involve the collection and interpretation of data. These materials can be adapted or specified in a more particular form appropriate for each scholarly discipline or academic unit. In fact, many academic units have developed excellent handbooks on research ethics and integrity. When in doubt about the accepted ethical standards in a particular case, a researcher should discuss the matter on a confidential basis with an academic supervisor, another respected colleague, or the Dean of Research of the University.

### **MATTERS OF ETHICAL CONCERN IN RESEARCH**

#### **1. Plagiarism**

Authors who present the words, data, or ideas of others with the implication that they own the same, without attribution in a form appropriate for the medium of presentation, are committing theft of intellectual property and may be guilty of plagiarism and thus of research misconduct. This statement applies to reviews and to methodological and background/historical sections of research papers as well as to original research results or interpretations. If there is a word-for-word copying beyond a short phrase or six or seven words of someone else's text, that section should be enclosed in quotation marks or indented and referenced, at the location in the manuscript of the copied material, to the original source. The same rules apply to grant applications and proposals, to clinical research protocols, and to student papers submitted for academic credit. Not only does plagiarism violate the standard code of conduct governing all researchers, but in many cases it could constitute an infraction of the law by infringing on a copyright held by the original author or publisher. The work of others should be cited or credited, whether published or unpublished and whether it had been written work, an oral presentation, or material on a website. Each journal or publisher may specify the particular form of appropriate citation. One need not provide citations, however, in the case of well-established concepts that may be found in common textbooks or in the case of phrases which describe a commonly-used methodology. Special rules have been developed for citing electronic information.

#### **2. Use and Misuse of Data**

Research integrity requires not only that reported conclusions are based on accurately recorded data or observations, but that all relevant observations are reported.

It is considered a breach of research integrity to fail to report data that contradict or merely fail to support the reported conclusions, including the purposeful withholding of information about confounding factors. If some data should be disregarded for a stated reason, confirmed by an approved statistical test for neglecting outliers, the reason should be stated in the published accounts. A large background of negative results must be reported. Any intentional or reckless disregard for the truth in reporting observations may be considered to be an act of research misconduct.

### **3. Ownership of and Access to Data**

Research data obtained in studies performed at the University by employees of the University are not the property of the researcher who generated or observed them or even of the principal investigator of the research group. They belong to the University, which can be held accountable for the integrity of the data even if the researchers have left the University. Another reason for the University's claim to ownership of research data is that the University, not the individual researcher, is the grantee of sponsored research awards. Reasonable access to data, however, should normally not be denied to any member of the research group in which the data were collected. If there is any possibility that a copyright or patent application might emerge from the group project, a written agreement within the group should specify the rights, if any, of each member of the group to the intellectual property. A researcher who has made a finding which may be patentable should file an Invention Disclosure with the Office of Technology Management.

A principal investigator who leaves the University is entitled to make a copy of data to take to another institution so as to be able to continue the research or, in some cases, to take the original data, with a written agreement to make them available to the University on request within a stated time period. A formal Agreement on Disposition of Research Data should be negotiated in such cases through the Office of Research. Each student, postdoctoral fellow, or other investigator in a group project should come to an understanding with the research director or principal investigator, preferably in writing, about which parts of the project he or she might continue to explore after leaving the research group. Such an understanding should specify the extent to which a copy of research data may be taken. Co-investigators at another institution are entitled to access the data which they helped to obtain.

Since the scientific enterprise may be a cooperative endeavor encompassing many persons who now or in the future might pursue related research interests, and since it is in the interest of all to rely on the contributions and findings of others, every investigator has an obligation to the general scientific community to cooperate by sharing of data. Other virtues of sharing data include the facilitation of independent confirmation or refutation of reported outcomes. It is generally accepted that the data underlying a research publication should be made available to other responsible investigators upon request after the research results have been published or accepted for publication.

### **4. Authorship and Other Publication Issues**

Publication of research results is important as a means of communicating to the scholarly world so that readers may be informed of research results and other researchers may build on the reported findings. In fact, it is an ethical obligation for an investigator at the University to make research findings accessible, in a manner consistent with the relevant standards of publication. The reported data and methods should be sufficiently detailed so that other researchers could attempt to replicate the results. Publication should be timely, but should not be hastened unduly if premature publication involves a risk of not subjecting all results to adequate internal confirmation or of not considering adequately all possible interpretations.

A commercial sponsor of a research project may not have a veto over a decision to publish, but a delay of publication for an agreed period, not to exceed six months, may be allowed in order to permit filing of a patent application.

**a. Criteria for Authorship**

Since academic work is informed by a multitude of sources offering concepts and information, it is essential to emphasize rightful acknowledgement in the presentation of ideas and the publication of manuscripts. Authorship should be awarded only to those persons who have made an original and significant contribution to the conceptualization, design, execution and interpretation of the published work.

Individuals who have made smaller contributions by, for instance giving advice, performing analyses or providing subject material, or who have supported the research in some other way, should also be acknowledged. The principal author should determine whether or not these individuals should be included as authors. Sometimes written permission has to be obtained for acknowledgement in the published work and even the format thereof is prescribed by the party concerned.

In the case of co-authorship, questions arise as to the criteria for inclusion as author, the ability of each author to evaluate all aspects of the study and the sequence of the list of authors. Authors should discuss these questions openly and should make appointments before undertaking a co-author project. The author submitting the work, or the principal author, is responsible for coordinating the completion and submission of the work and for ensuring that all the contributions and all the collaborators are given proper acknowledgement. All authors should approve the final version of the manuscript and should be prepared to accept responsibility for the work in public.

Each author or co-author is responsible for the compilation, revision and verification of those parts of the manuscript, publication or presentation representing his/her contribution. All co-authors are entitled to making their own copies thereof, including figures and attached documents. In factual or scientific reports, authors should go out of their way to quote applicable data, including those data not supporting the hypothesis proposed. It is the responsibility of the author(s) to be au fait with other appropriate publications and to quote from them. It is unethical, and harmful to the academy, to present as one's own the work of others, whether in part or in full, to fabricate research results or to omit or change information.

Authors who wish to quote information obtained at a personal level or from unpublished written material should obtain written permission from the source. It is inappropriate and unacceptable to submit extracts from research, or reports on the same research, to more than one publisher, unless such action has been approved by the editors of each publication or multiple submissions is the acceptable standard practice in the specific discipline or field. In the complete report on the work in question, reference should be made to preliminary extracts from the work that has already been published.

**b. Order of Authors**

Customs regarding the order in which co-authors' name(s) appear vary with the discipline. Whatever the discipline, it is important that all co-authors understand the basis for assigning an order of names and agree in advance to the assignments. A corresponding, or senior author (usually the first or last of the listed names in a multi-authored manuscript) should be designated for every

paper, who will be responsible for communicating with the publisher or editor, for informing all co-authors of the status of review and publication, and for ensuring that all listed authors have approved the submitted version of the manuscript. This person has a greater responsibility than other co-authors to vouch for the integrity of the research report and should make every effort to understand and defend every element of the reported research.

**c. Self-citations**

In citing one's own unpublished work, an author must be careful not to imply an unwarranted status of a manuscript. A paper should not be listed as submitted, in anticipation of expected submission. A paper should not be listed as accepted for publication or in press unless the author has received galley proof or page proof or has received a letter from an editor or publisher stating that publication has been approved, subject perhaps only to copy-editing.

**d. Duplicate Publication**

Researchers should not publish the same article in two different places without very good reason to do so, unless the appropriate citation is made in the later publication of the earlier one, and unless the editor is explicitly informed. The same rule applies to abstracts. If there is unexplained duplication of publication without citation, sometimes referred to as self-plagiarism, a reader may be deceived as to the amount of original research data.

It is improper in most fields to allow the same manuscript to be under review by more than one journal at the same time. Very often journals specify that a submitted work should not have been published or submitted for publication elsewhere, and some journals require that a submitted manuscript be accompanied by a statement to that effect. An author should not divide a research paper that is a self-contained integral whole into a number of smaller papers merely for the sake of expanding the number of items in the author's bibliography.

**5. Conflict of Interest**

Academic members of staff may not allow other professional or outside activities to distract their attention from their primary responsibilities towards the University. They should maintain a significant and professionally acceptable presence on campus during each semester in which they are on active duty. Holidays and leave should be in accordance with the University's regulations. They should create an atmosphere of academic freedom by promoting the open and timely disclosure of the results of their academic activities, by ensuring that their advice to students and postdoctoral associates is not influenced by personal interests, and by disclosing external activities that could affect the free flow of academic information between themselves, students and colleagues.

Researchers may use University resources, including facilities, staff, equipment, information or confidential information as part of contract work, provided that the University is compensated in terms of the provisions of the Rules for Contract Work of the University. Researchers may not use University resources for any purpose other than purposes related to tuition, research or service by the University, unless prior permission has been obtained by the head of the department and/or the dean, as provided by the University's regulations. Researchers should disclose in good time all potentially patentable inventions that have been discovered or created in the course and within the ambit of their service to the University. Ownership of such inventions should be dealt with in accordance with the policy of University. The inventors will, together with the University, share in the benefits or royalties earned in accordance with the provisions of the University's Intellectual Property Policy Researchers should inform

the University whether they (or members of their families) have consultation agreements or work in an outside institution, before the following proposed arrangements or agreements between such institutions and the University will be approved: a) gifts; b) funded projects; c) technology licensing agreements; and d) allocations. In such cases formal University permission will be required before the proposed arrangements or agreements can proceed. University researchers should not allow their names to be used as “ghost” authors of manuscripts written or provided by commercial sponsors.

Faculty may be allowed to engage in outside professional activities such as consulting or service on a scientific advisory board, but approval of each such activity from the academic supervisor must be obtained in advance. In no case are University facilities to be used in the conduct of an outside activity, and the University name and logo may be used by outside entities only with permission of designated University officers. Research performed for an external entity should be conducted by means of a sponsored research contract and not by way of consulting. In some schools a contract for consulting must be approved in advance, to ensure, among other things, that remuneration is related to specific services and that legitimate intellectual property rights of the University are not compromised.

## **6. Obligation to Report**

### **a. Reporting Suspected Misconduct**

Reporting suspected research misconduct is a shared and serious responsibility of all members of the academic community. Any person who suspects research misconduct has an obligation to report the allegation to the HoD of the department in which the suspected misconduct occurred or to the Dean of Academic Research. Allegations are handled under the procedures described in the University's Policy. All reports are treated confidentially to the extent possible, and no adverse action will be taken, either directly or indirectly, against a person who makes such an allegation in good faith.

### **b. Correction of Errors**

If a finding of error, either intentional or inadvertent, or of plagiarism should be made subsequent to publication, the investigator has an obligation to submit a correction or retraction in a form specified by the editor or publisher.

## **7. Responsibilities of a Research Investigator**

An investigator who leads a research group has leadership and supervisory responsibilities with respect to the research performed by members of the group. A principal investigator must not only put together the research group but also arrange for the assembly of an adequate financial and administrative structure to support the research. A supervisor not only provides guidance and advice to individual members of the group in the responsible conduct of the research, but also has ultimate responsibility for the scientific integrity of the whole research project. He or she should thus take all reasonable steps to check the details of experimental procedures and the validity of the data or observations reported by members of the group, including periodic reviews of primary data in addition to summary tables, graphs, and oral reports prepared by members of the group.

An investigator serves not only as a research manager with respect to members of the research group but also as a mentor responsible for the intellectual and professional development of graduate students, postdoctoral fellows, and junior faculty in the group, including awareness and sensitivity to issues in research ethics. A researcher should be open to collaborative work with investigators having different but

complementary skills at the University.

#### **8. Responsibilities to Funding Agencies**

An investigator should be aware that the same standards of accuracy and integrity pertain to grant applications and proposals as to manuscripts submitted for publication. Reporting of results of experiments not yet performed as evidence in support of the proposed research funding, for example, is considered to be fabricated and is subject to a finding of research misconduct, even if the proposal is subsequently rejected for funding or is withdrawn before full consideration for funding is completed. The same definition of plagiarism applies to an application or proposal, including background and methodological sections, as in a publication. An investigator must submit progress and final research reports to a sponsor at times specified in the award. He or she must authorize expenditures in a manner consistent with the approved budget and should review financial reports carefully.

Investigators, who enter into agreements with commercial sponsors of research, as negotiated by the Office of Research, should familiarize themselves with the special terms of such agreements, such as those, for example, concerning reporting of results, disclosures of inventions, and confidentiality. Failure to comply with the provisions might sometimes constitute a breach of contract or might compromise the University's claims to intellectual property.

## **23. CODE OF ETHICS AND CONDUCT FOR STUDENTS**

### **1. PREAMBLE**

This Handbook indicates the standard procedures and practices of Karmaveer Bhaurao Patil Engineering College (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (herein after referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. All Students are requested to be well aware with this Code.

### **2. JURISDICTION**

The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take notice of all acts of misconduct including incidents of ragging or otherwise, which are taking place on the Institute campus or in connection with the Institute related activities and functions.

The institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

- a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
- c) Possession or use of weapons, explosives, or destructive devices off campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

### 3. ETHICS AND CONDUCT

This Code shall apply to all kinds of conduct of students that occurs on the Institute premises and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

1. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
  - He/she shall be regular and must complete his/her studies in the Institute.
  - In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the Institute subject to the written consent of the Principal and Chairman.
  - As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.
2. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
3. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially.
4. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
5. Intentionally damaging or destroying Institute property or property of other students and/or faculty members
6. Any disruptive activity in a classroom or in an event sponsored by the Institute
7. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
8. Participating in activities including:
  - Organizing meetings and processions without permission from the Institute.
  - Accepting membership of religious or terrorist groups banned by the Institute/Government of India
  - Unauthorized possession, carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks, contrary to law or policy.
  - Unauthorized possession or use of harmful chemicals and banned drugs
  - Smoking on the campus of the Institute.
  - Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
  - Parking a vehicle in a no parking zone or in an area earmarked for parking other type of vehicles
  - Rash driving on the campus that may cause any inconvenience to others

- Not disclosing a pre-existing health condition, either physical or psychological, which may cause hindrance to the academic progress.
  - Theft or unauthorized access to others resources
  - Misbehavior at the time of student body elections or during any activity of the Institute.
  - Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
9. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
  10. Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.
  11. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
  12. Students are expected to use the social media carefully and responsibly. They can not post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
  13. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors, etc. offices, classrooms, computer networks, and other restricted facilities and interference with the work of others is punishable.
  14. Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.
  15. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
  16. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

#### **4. BREACH OF CODE OF CONDUCT**

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of the misconduct.

1. WARNING- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.



2. **RESTRICTIONS** - Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
3. **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
4. **EXPULSION** - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.
5. **MONETARY PENALTY**- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
6. **SUSPENSION**- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.
7. Ineligibility to reapply for admission to the Institute for a period of three years, and
8. Withholding the mark sheets or certificate for the courses studied or work carried out.

## **5 APPEAL:**

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

1. Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or
2. Refer the case back to the committee for reconsideration.

In any case the Chairman's decision is final and binding in all the cases where there is a possible misconduct by a student.

## **6. ACADEMIC INTEGRITY**

As a premier institution for advanced scientific and technological research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

## 1. Scope and Purpose

- a) This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institute and is required to adhere to the said policy. The purpose of the Policy is twofold:
  - To clarify the principles of academic integrity, and
  - To provide examples of dishonest conduct and violations of academic integrity
- b) Failure to uphold these principles of academic integrity threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every member of the Institution community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.
- c) The principles of academic integrity require that a student,
  - Properly acknowledges and cites use of the ideas, results, material or words of others.
  - Properly acknowledges all contributors to a given piece of work.
  - Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
  - Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
  - Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

## 2. Violations of this policy include, but are not limited to:

- a) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve the submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

- Reproducing, in whole or part, text/sentences from a report, book, project, publication or the internet.
  - Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
  - Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or project without proper attribution.
  - Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
  - Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
  - Paraphrasing or changing an author's words or style without citation.
- b) Cheating: Cheating includes, but is not limited to:

- Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
  - Allowing or facilitating copying, or writing a report or taking examination for someone else.
  - Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
  - Fabricating (making up) or falsifying (manipulating) data and reporting them in projects and publications.
  - Creating sources, or citations that do not exist
  - Altering previously evaluated and re-submitting the work for re-evaluation
  - Signing another student's name on an assignment, report, research paper, project or attendance sheet
- c) Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect the actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

- d) Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:
- Use proper methodology for experiments and computational work. Accurately describe and compile data.
  - Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
  - Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).
  - Laboratory notes must be well maintained in bound notebooks with the printed page numbers to enable checking later during publications or patenting. The date should be indicated on each page.
  - Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and project.
  - Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

3. Individual and Collective Responsibility: The responsibility varies with the role one plays.
  - a) **Student roles:** Before submitting a project to the department, the student is responsible for checking the project for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the project is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
  - b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

## 7. ANTI-RAGGING

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to

1. Ragging constitutes one or more of the following acts:

- a. 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 any student;
- b. 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 other student;
- c. 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 a student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e. Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f. Any act of financial extortion or the forceful expenditure burden put on a student by other students;
- g. Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- i. Any act that affects the mental health and self-confidence of 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 other student.

2. ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Principal shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be constituted as per the prevailing norms.

3. ANTI-RAGGING SQUAD

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

4. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a. Suspension from attending classes and academic privileges.
- b. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c. Debarring from appearing in any test/ examination or other evaluation process.
- d. Withholding results.
- e. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f. Suspension/ expulsion from the hostels and mess.
- g. Cancellation of admission.
- h. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i. In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- j. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

5. An Appeal against the any of the orders of the punishment enumerated herein above shall lie to:
- a. In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Principal of the Institute.

## 8. SEXUAL HARASSMENT

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

### i. Acts amounting to Sexual Harassment

- Unwanted physical contact and advance. Standing too close/ogling/suggestive gestures.
- A demand or request for sexual favours / unwelcome comments / sexual epithets
- Exposing the victim to pornographic material: audio or visual or BOTH or print
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

### ii. Medium of conducting Sexual Harassment

A person can be guilty of sexual harassment if any unwelcome sexually determined behavior is committed through any of the following ways:

- Comments
- Remarks
- Jokes
- Letters
- Phone calls
- Emails
- Chats on any electronic medium like whatsapp, twitter, facebook, etc.
- Gestures
- Remarks
- Showing of pornography clipping
- Lurid stares
- Physical contact
- Molestation
- Stalking
- Sounds or display of a derogatory nature
- Any other understandable medium

### iii. Sexual Exploitation

Sexual exploitation is when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit or to benefit anyone other than the one being exploited. Examples include non-consensual electronically recording, photographing or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all parties involved and voyeurism (spying on others who are in intimate or sexual situations).

### iv. Sexual Intimidation

Sexual intimidation involves threatening another with a non-consensual sex act such as engaging in in-decent exposure. Violence against another person can take many forms. Violence, in the context of this policy, includes domestic violence, dating violence and stalking.

**v. Domestic Violence**

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.

**vi. Dating Violence**

Dating violence is a violent act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**vii. Stalking**

Stalking is a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

**viii. Assistance By College**

In order to foster a fearless environment, the college shall take proactive steps in preventing sexual harassment and resolving disputes of the above said nature.

- To provide counseling services to the complainant
- To undertake workshops and training programmes at regular intervals.
- Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines
- To pursue the complaint and the safety of the complainant
- To assure confidentiality of the case
- To form the Internal Complaints Committee to deal with the cases relating to Sexual Harassment
- To inform the members about the Internal Complaints Committee by displaying the same at conspicuous place
- Provide necessary facilities to the Internal Committee as the case may be, for dealing with the complaint and conducting inquiry;
- Assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;
- Make available such information to the Internal Committee as the case may be, as it may Require

**ix. Redressal Process**

- Any employee/student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with her signature within 10 days of occurrence of the incident.
- The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.
- At the first meeting, the Committee members shall hear the complainant and record her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate her complaint.

- Thereafter, the person against whom the complaint is made may be called for a deposition before the Committee and an opportunity will be given to him to give an explanation, where after, an “Enquiry” shall be conducted.
- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

## **9. STUDENT GRIEVANCE PROCEDURE**

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized herein above can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

## **10. STUDENT PARTICIPATION IN GOVERNANCE**

As Students are members of the Institute, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

## **ANNEXURE A - LIBRARY RULES AND REGULATIONS**

1. All library users are required to enter their names and sign the register provided at the entrance.
2. Students can borrow certain number of books, periodicals (other than the current issue), CDs for a certain period of time as stipulated and communicated by the Librarian.
3. Students can borrow one book for internal use, subject to the condition that they return the book on the same day of issue.
4. Library books are required to be returned by the student on or before the due date. A fine will be levied after the expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.
5. Borrowers shall replace lost or damaged library materials with new versions of the same.
6. Renewal of library book and of the educational materials are generally allowed if no reservation has been made for the same.
7. Personal items, for example books, folders, files, blazer, jerkins, overcoats, etc. are not allowed in the library.
8. Data books, Handbooks Case studies and project reports will not be issued to students and are for the library reference purpose only.



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

## **ANNEXURE B - COMPUTER LAB RULES AND REGULATIONS**

### **A. Entry/Exit**

- i. Only students, faculty and staff of Institution are allowed inside the computer lab.
- ii. Visitors are allowed inside the lab only and with prior permission from the appropriate authorities.
- iii. Students are required to sign the register at the time of entry and exit from the computer lab.
- iv. Students should wear their Identity Card and be dressed in a formal attire (as per the dress code/Uniform stipulation of the Institution) to gain entry into the lab during working hours.
- v. Any kind of footwear inside the lab is strictly prohibited.
- vi. Students shall not carry any storage device such as CDs without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs or any other storage device are required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course.

### **B. Inside the Lab**

- i. Students have to maintain silence at all times in the lab.
- ii. Students will occupy the computer systems as identified by the lab-in-charge.
- iii. Students will login with their username and password.
- iv. Where the students have carried storage devices such as pen drives, CDs the same will be tested for any presence of computer viruses or any other undesirable content.
- v. Students should not attempt to access IT servers.
- vi. Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or Computer programs from computers and IT servers

- located in the Computer lab, or anywhere else on the educational campus machines as well as the server.
- vii. The Internet facility at the Institution is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable Web chatting.
  - viii. Whenever a student has copied any data or Computer program from the Computer system, the same should be shown to the lab-in-charge for verification or approval.
  - ix. The lab-in-charge, system administrators inside the Computer lab or the Institution is not responsible for the loss of any personal property of the students.
  - x. Beverages and food are prohibited inside the Computer lab.
  - xi. Mobile phones are prohibited in the Computer lab. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab. The instrument will be returned of the student only at the end of the course.
  - xii. Chatting and talking is prohibited in all the Computer labs of the Institution.
  - xiii. Students are prohibited from visiting any sites that do not add learning value or are illegal.
  - xiv. Students should use the computer lab only for academic learning. Activities of the students on the campus network tracked using monitoring software for regulation purposes.

#### **ANNEXURE C - CODE OF CONDUCT FOR LABORATORY AND WORKSHOP CLASSES**

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

## 24. MENTOR - MENTEE MANUAL

### 1. Introduction

*Mentoring is a great way to apply your knowledge and make a difference in students' lives. The collegiate mentor program provides guidance for a meaningful mentor relationship.*

### 2. Mentor Program Expectations

The following are guidelines that will help you to have a successful mentoring partnership.

- 2.1. **Maintain regular contact:** Mentors and students should commit to speaking a minimum of once in a week. Although email is an important tool in mentoring, it cannot be substituted for actual, real-time conversation. Conversations may occur over the phone, via Skype (or similar software), and/or in person when possible.
- 2.2. **Set clear and realistic goals:** At the start of the mentoring partnership, mentors and students will have a conversation that addresses goals for both the mentor and student. Evaluate progress toward your goals.
- 2.3. **Be responsive:** Both mentors and students are expected to return calls and e-mails in a timely manner to each other.
- 2.4. **Receive feedback:** It is important that students are open to receiving feedback that is candid and delivered in a thoughtful and constructive way. If necessary, your mentor will help you learn how to receive and respond to feedback by modeling the behavior through open discussion.
- 2.5. **Participate in self-reflection and self-development:** Expect thought-provoking questions designed to help students understand and articulate motivations, accomplishments, weaknesses, etc.
- 2.6. **Honor commitments:** If a mentoring conversation must be canceled, it is expected that you and your mentor will do your best to communicate in advance of the meeting and reschedule.
- 2.7. **Evaluate:** At the end of the semester, both participants will be asked to complete an evaluation survey.

### 3. Mentoring Goals

- Develop professional expertise of students in a specific area of focus.
- Work on a specific academic goal of a student such as academic progress, research project, industry ready product/project, patent and entrepreneurship.
- Develop leadership abilities of the student.
- Develop communication skills of the student.
- Explore personal interests and abilities of the student.

- Guide the student about how to handle college-life-work balance.
- Explore future career paths and opportunities for the student.
- Practice resume and cover letter writing, email writing/ etiquettes and interview skills.

#### 4. Mentoring Skills For Mentors

Highlighted below are the important skills that will help you empower your student to think, reflect, and take the necessary action steps to realize his or her goals. Your objective should be to provide guidance and support.

##### 4.1 Actively listen

Active listening is a communication technique that requires the listener to paraphrase what he or she has heard the speaker say in order to confirm understanding. At the same time, the listener is also paying attention to non-verbal cues such as silence, facial expression, body language, and overall comfort.

For example, you may notice that every time you bring up the topic of graduation your student grows quiet and withdraws. You may address these cues with an open-ended question such as, “I notice that every time I bring up graduation you seem uncomfortable. What are your feelings about this transition?”

##### Tips for active listening:

- Focus all of your attention on the student.
- Avoid distractions like cell phones, email, etc.
- Select a quiet place to speak.
- Do not interrupt the student or assume a conclusion before the student has finished.
- Do not react with judgment. Instead, summarize main points once the student is finished using phrases like, “What I heard you say is” or, “Let me summarize your points to make sure that I heard you correctly.”
- Use “I” statements instead of “you” statements when going over what you heard. For example, “I felt uncomfortable by your statement” instead of, “You made me feel uncomfortable when you said . . .”
- Take notes to capture important thoughts and concepts.
- Resist the urge to provide solutions.
- Listen for feeling and tone in speech, and watch for non-verbal cues.

##### 4.2 Ask thought-provoking questions

Your main goal as a mentor is to help your student take the steps needed to pursue his or her goals. Use open-ended questions that provoke deep thought and reflection. Your questions should create a space for open discussion and allow your student to reflect on his or her opinions, thoughts, and feelings. Open-ended questions encourage participation, stimulate discussion, and help you establish rapport. For example, instead of asking, “Are you enjoying your classes?” ask, “What is it that you enjoy most about your classes?” You can follow up with a, “Why?” or, “Why not?”

##### Sample Questions:

- i. What would you like to accomplish (before we meet next time)?
- ii. What has happened since we last met? Where are you now?
- iii. What did you learn (from an experience, about yourself, about others, about a situation)?
- iv. What will you do with this knowledge?
- v. What steps do you plan to take to accomplish those goals? How are you going to get there?
- vi. What resources will you need?
- vii. What barriers or challenges can you anticipate?
- viii. What is the situation/problem/issue?
- ix. What do you think is the cause?
- x. What have you done so far to address it?
- xi. What has worked so far? What has not worked?
- xii. What could you do (differently) to get your desired result?
- xiii. How can I help you to be successful?
- xiv. What went well? What needs work?

#### **4.3 Role model behavior**

As a mentor you are a role model and should be aware of your word choice, your demeanor, and how you react to people and situations. Keep in mind that your student looks to you for advice and guidance so make sure that you practice what you preach. Ask yourself, “Would I want my student to see me behaving this way?” or, “Would I want my student to emulate these actions?”

#### **Tips to practice role modeling with your mentee:**

- Use examples from your own experiences to demonstrate how to receive feedback, take ownership, build effective partnerships, provide constructive criticism, etc.
- Model how to effectively receive and respond to feedback when receiving it from your mentee.
- Model active listening when your mentee is speaking.
- Be present, prepared, engaged, and on time for meetings with your student.

#### **4.4 Provide objective feedback and guidance**

College students do not have much experience receiving critical feedback and therefore may not have the personal or professional skills to appropriately receive it and respond to it. As a result, it is important that you take the opportunity to provide feedback and guide your student through this type of conversation.

**Tips for providing feedback:**

- Ask your mentee how he or she best receives feedback in your first meeting. When you are ready to provide feedback, check for a willingness to listen by asking for permission to deliver feedback. Make sure the other person is in the frame of mind to receive it.
- Check for understanding. Make sure that you accurately understand the situation before jumping to a conclusion. Utilize your active listening skills.
- Check for positive intent. Make sure that your intentions are to help with the other person’s growth and development and are not related to any personal bias or feelings you may have about the person.
- Focus on behaviors and results. Frame your message around concrete behaviors and results of those behaviors.

**4.5 Demonstrate critical thinking**

When you provide feedback to your student, you model your ability to think critically about the situation. A critical thinker clearly articulates a question or problem, gathers and assesses relevant information, tests solutions against relevant criteria, has an open mind to alternative solutions, and communicates the decision effectively to others. Your mentee is honing these skills every day in the classroom and your job as a mentor is to help him/her learn to apply these skills to his or her life.

**Steps to critical thinking:**

- Identify the problem
- Identify possible solutions to the problem
- Analyze/evaluate possible solutions
- Make a decision and implement the solution
- Reflect on what happened and why

**Collegiate Mentor Program**

**List of Mentees**

Name of the Mentor \_\_\_\_\_  
Program with code: \_\_\_\_\_ Academic Year: \_\_\_\_\_  
Sem: \_\_\_\_\_ Class: \_\_\_\_\_

Sr. No.	Roll Number	Name of the Mentee	Mobile Number	Email-ID

*Sign of the Mentor*

### Mentor-Mentee Minutes of Meeting

Name of the Mentor \_\_\_\_\_  
Program with code: \_\_\_\_\_ Academic Year: \_\_\_\_\_  
Sem: \_\_\_\_\_ Class: \_\_\_\_\_ Date of meeting: \_\_\_\_\_  
Agenda of meeting:

---

---

---

---

---

**Minutes of the Meeting:**

---

---

---

---

**Meeting attendance:**

Name	Sign	Name	Sign

Date and Sign of Mentor: \_\_\_\_\_

### Mentor-Mentee Scheme Action Taken Report

Name of the Mentor \_\_\_\_\_  
Program with code: \_\_\_\_\_ Academic Year: \_\_\_\_\_  
Sem: \_\_\_\_\_ Class: \_\_\_\_\_ Date of meeting: \_\_\_\_\_  
Actions Taken:

---

---

---

---

---

Date:

Signature of the Mentor

Head of the Department

## **25. MECHANISM FOR EXAMINATION RELATED GRIEVANCES**

The student grievance related to examination is classified into University Level and college level. The examination for internal assessment and evaluation of the student is conducted by the college and the semester examination is conducted by the university.

### **1. College level**

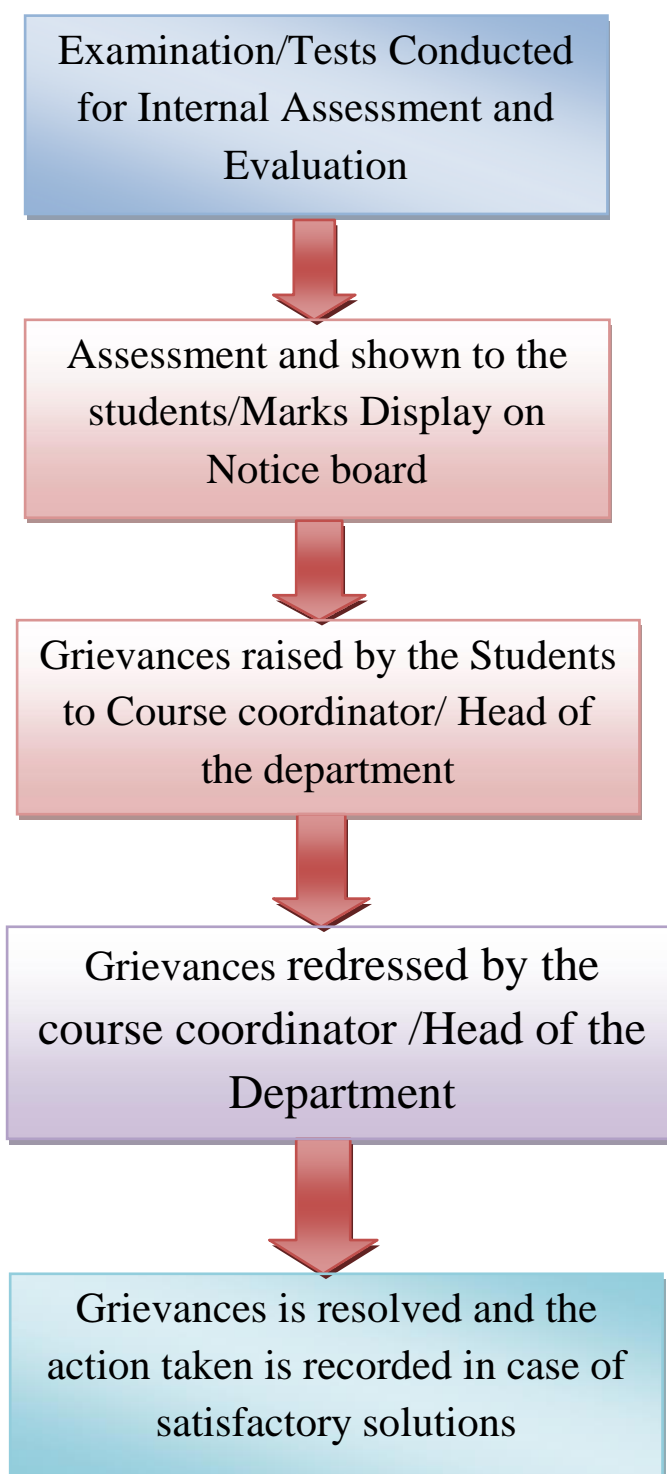
The examination is conducted for the internal assessment and after answer book assessment, answer books are shown to all students. The marks of the students are shown to the students and displayed on the notice board to ensure transparency in evaluation. Student raises the grievances related to internal examination/Unit Test to the course coordinator within one week, the concerned course coordinator looks into the matter. The course coordinator analyses the grievance and suggest the solution to the student within the next one week, if the solution is accepted by the student, then the grievance resolved and action taken is recorded.

In the case the grievance redressed by the course coordinator, is not accepted by the student, the student may contact to the Head of the department and the head of the department redresses the grievance. In case of dissatisfaction, the same is put before principal. The principal office redresses the grievance in coordination with the head of the department.



# Mechanism to deal with Examination Related Grievances

## College Level



## 2. University level

Students apply through the online portal of the university for Verification / Photo Copy / Revaluation / Re-Verification of marks. The college approves the application and forward the details to the university. The University provides the photocopy of answer books to students. After receiving the answer book student can apply for Revaluation or Re-Verification of the answer book if the student feels the need. The Student may also apply for verification through online mode without asking for the photocopy of the answer book.

The student who has the grievance(s) related with marks shall make an application to the university through the student section of the college. The principal office forward it to the concerned section of the university. The university redresses all such grievances within a reasonable time, preferably within fifteen to thirty days of the receipt of application.

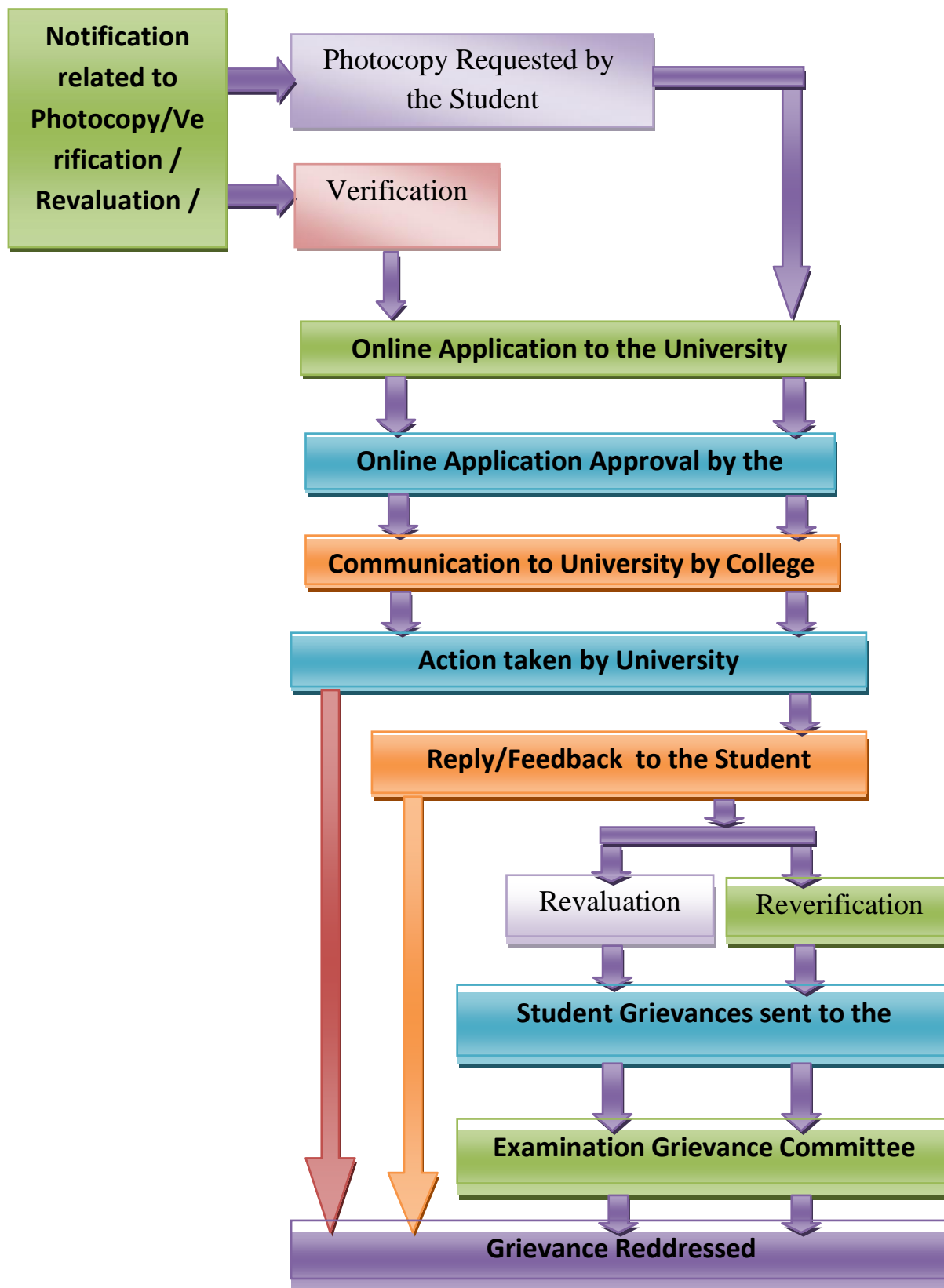
The application submitted by the student shall be forwarded to the concerned section (Dy Registrar) viz. Academic grievance, administrative grievance etc. The university level committee is responsible to redress the matter.

If the student is not satisfied with this decision, he/she can submit appeals to the higher authorities (Registrar/ VC) within a stipulated time.

University level committee shall process grievance(s) submitted by the students within a stipulated period.

# Mechanism to deal with Examination Related Grievances

## University Level Post Examination



## **Mechanism to deal with Examination Related Grievances**

### **University Level Grievances during the examination or before declaration of result**

