“Quality Assurance & Standard Operating Procedure Manual”



AISSMS

COLLEGE OF ENGINEERING

KENNEDY ROAD, PUNE 411001

PREFACE

The quality policy of the institute states that "We commit ourselves to provide quality education & enhance our students‟ quality through continuous improvement in our teaching and learning processes."

For the pursuit of higher levels of achievement and quality in the institute, for action planning and continuous improvement, Quality Assurance is used as an efficient tool for impartial, expert-based examination, evaluation and self-evaluation of how effectively the institute is working.

Quality is defined as excellence, reliability and consistency, fitness for purpose, conformance to specifications, meeting objectives, meeting stakeholders‟ needs and requirements. Quality enhancement is the act of taking planned steps to bring about continuous improvement in the effectiveness and efficiency of the teaching -learning process.

Quality assurance is based on the principle that every aspect of the work of the faculty/department/institute can be improved continuously. The evaluation and self- evaluation (both internal and external) are ongoing processes that serve to improve the quality. Quality assurance is constructive and formative, is evaluative as well as descriptive, and is evidence-based and data-driven, with evidence drawn from a wide range of referenced sources.

Quality assurance is a collaborative exercise, and one of its benefits is a consensus on goals, objectives and intended outcomes, such that there is a common benchmark set of criteria for planning and evaluating the work of the faculty/department/institute. In working towards consensus, staffs are involved in examining best practice in their own and others work. The institute through this Quality Assurance Manual will ensure that the assembly of all planned and systematic actions necessary to provide Standard Operating Procedures to the faculty/department/institute to satisfy the Vision and Mission of the institute as per given quality requirements. The Manual will help the institute evolve towards a culture of quality.

Dr. D. S. Bormane

Principal

AISSMS
COLLEGE OF ENGINEERING
ज्ञानम् सकलजनहिताय
Accredited by NAAC with "A+" Grade

* Institute's Vision and Mission *

Vision:

- Service to society through quality education

Mission:

- Generation of national wealth through education and research
- Imparting quality technical education at the cost affordable to all strata of the society
- Enhancing the quality of life through sustainable development
- Carrying out high quality intellectual work
- Achieving the distinction of highest preferred engineering college in the eyes of the stakeholders

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Chapter 1
Introduction

1.1 About All India Shri Shivaji Memorial Society (AISSMS)

On Nov 10, 1917, Rajarshi Chhatrapati Shahu Maharaj announced in Delhi, his proposal to establish a Memorial of Chhatrapati Shivaji Maharaj in the City of Pune. In the proposal, he declared his intention of creating a central hall with Chhatrapati Shivaji Maharaj‟s life size statue and a hostel to accommodate a hundred Maratha students. The institute was to act as a rallying centre for Maratha activities all over India, giving a concrete shape and impetus to the diverse endeavours for the advancement of the Maratha community. Rajarshi Chhatrapati Maharaj wrote letters to Rajesaheb of Dhar and Dewas and said it was a psychological movement to do the work. Demanding a liberal and prompt support from all the Maratha Rulers, Rajarshi Chhatarapati Shahu Maharaj added that the matter stood very near his heart. To enlist their support, he sent Pawar and Khaserao Jadhav to them. Khaserao took an active interest in the education of the Maratha and was entrusted with the execution of the scheme about the Shri Shivaji Memorial. At the end of November 1917, Khaserao visited Pune and sent an estimate to Rajarshi Chhatrapati Shahu Maharaj for the building, lands and other things. The cost of the memorial estimated at Rupees three lakhs. On Dec 27, 1917, Rajarshi Chhatrapati Shahu Maharaj, on a pressing demand from Khaserao Jadhav, presided over the 11th session of the Maratha Educational Conference at Khamgoan. Further discussions on the Memorial were conducted at Khamgoan. Thereafter around 7.5 acres were acquired at Bhamburda village in front of Shanwar Wada for Rupees One lakh. On Sept 1, 1921, Rajarshi Chhatrapati wrote to Lord Reading, then Governor General of India, to secure the Shivaji Memorial the honour of its foundation stone to be laid at the hands of his Royal Highness, the Prince of Wales. Despite a little reservation on the part of the Viceroy, Rajarshi Chhatrapati Shahu, in his inimitable way, prevailed on the Viceroy to ensure the pres- ence of the Prince. The preparations for the foundation stone laying ceremony started in real earnest and unbounded fervor. On the morning of Nov 19, 1921, thousands of people gave a tremendous ovation to the Prince of Wales at Poona Station and out- side. The enthusiasm reached its climax when the Chhatrapati conducted the Prince through the crowds. Their shouts of Prince-ki-Jai, Shivaji-ki-jai, Shahu-ki-jai echoed throughout the neighborhood! The Prince of Wales sat in a royal carriage drawn by six horses. The Grand Procession reached Bhamburda accompanied by the Kolhapur Lancers and the Gwalior Imperial Service Lancers. Welcoming the Prince of Wales, Shahu Chhatrapati then said with great pride that the Indians owed to the Royal House of England everlasting gratitude for inaugurating a wise and liberal policy of throwing open to all alike the doors of

knowledge through liberal education thereby creating in them a sense of self-respect. “Your Royal Highness”, he continued, “can well imagine the intensity of feelings of reverence and pride with which the Marathas cherish the memory of the great Shivaji who has immortalized the name Maratha in the pages of history and who has instilled in them the soldierly qualities which were manifested in the Great World War”. “It was this great statesman, Shahu proceeded who by introducing the system of eight ministers foreshadowed the system of Cabinet Govt in India and it was he who first conceived the idea of founding an Indian Navy, Your Royal Highness cannot fail to admire the strength of Character of this statesman and warrior who was also a bold reformer and who combated bravely the prejudices of his times. With all his zeal for Hindu Religion, he had, like the Great Akbar, the same toleration for all castes and creeds. As Your Royal Highness is aware the Marathas have been warriors since the birth of the race. To this day the great Maratha ditch at Calcutta stands a silent witness to their prowess”. “The Maratha”, he went on, “has come into his own, and we believe, that we have now the right to a place in the Empires battle line, with the best and the bravest of the fighting races”. “It now rests with us to take full advantage of the educational opportunities and the equality which all peoples of whatever religion enjoy as their birthright. And now we must leave no stone unturned to fit ourselves for our place not only in the field, but in the Council Chamber and to dedicate to the service of the Empire not only our sword but our pen”. In his speech the Prince of Wales, while laying the foundation stone said that “Shivaji not only founded an Empire but created a Nation”. He further said,that, he appreciated the aim of the Shivaji Memorial Society to associate the name of Shivaji with and important education institution. Sir Stanley, the editor of the Times of India, in his editorial of Nov 22, 1921, paid glowing tributes to the invaluable help Shahu had rendered to the British Empire during the Great War, and appreciated Shahus description of Shivaji as a man so varied, that he seemed to be, not one, but all mankinds epitome. Memory of Shivaji, it added, had kept alive the fighting traditions of the Mahrattas. The Times of India quoted with great appreciation, the remarks made by His Royal Highness that Shivaji not only founded an Empire but created a Nation” and Shahus statement that“the Mahrattas have been warriors since the birth of their race”. Besides people from all over the Country including important officials of the Empire, The Viceroy and His Majesty from England also expressed joy at the success Shahu had attained at the function. Rajarshi Chhatrapati Shahu Maharaj had convened a meeting of the committee of the All India Shivaji Memorial Society on 25 May 1922, however fate willed otherwise. A little before 6 am on the morning of 06 May 1922, at Mumbai, Rajarshi Chhatrapati Shahu Maharaj, sat up a moment in bed and said, “I am ready to go. I have no fears. Good-bye to all”. At 6 am, he, passed away, at the age of 48, one of the greatest Rulers in Indian history. The mantle of carrying the work of the Memorial

forward fell on the shoulders of HH Alija Bahadur Madho Rao Scindia, however before he could take the work any further, the cruel hands of death snatched him away too on the fateful day of June 05, 1925. Chhatrapati Rajaram Maharaj was elected President of the All India Shivaji Memorial Society and took on onerous task of the creation and erection of the statue. He set himself a timeframe of three years for the completion of this arduous mission and fixed 16 June 1928 as the date of unveiling of the statue. As per the date of birth of Chhatrapati Shivaji Maharaj then available, it was believed then, that the Great Emperor would complete three hundred years on the said date. Many members of the Memorial committee were of the opinion that the statue of Chhatrapati Shivaji Maharaj be made in Europe, however Chhatrapati Rajaram Maharaj was confident that Indian Sculptors were capable of producing a statue of equivalent quality here in India itself. Initially he assigned the making of the statue to the renowned sculptor Rao Bahadur Mhatre and the Job of making four historical plaques was assigned to young and upcoming sculptor Nanasaheb Karmarkar. Out of the four plaques, two plaques, one depicting the Coronation Ceremony of Chhatrapati Shivaji Maharaj, and, the other depicting the battle of Wani-Dindori, were of size 9 ft x5.5 ft each, each weighing one tonne, were to adorn, either sides of the pedestal, and two plaques of 5.5 ftx3 ft out of which one was of Goddess Bhavani in marble would adorn the front and the other depicting the famous incidence of "Kalyan Khajina" was to be mounted on the rear of the pedestal. Karmarkar completed the making of all the panels, three months before the deadline given to him, while, Mhatres work had not progressed much. Due to the slow progress of Rao Bahadur Mhatre, and, happy with the job done by Nanasaheb Karmarkar, the entire job including the making of the statue was reassigned to Nanasaheb Karmarkar. The making of the statue was so close to the heart of Chhatrapati Rajaram Maharaj that he had allotted space to Karmarkar within his palace "Shivteerth" at Mumbai for erection of a studio to facilitate making of the plaques as well as the statue of Aai Saheb Maharaj , he was allotted further space, as now with the additional job of the statue, the studio needed to extended. It had to be large enough to accommodate a 60 feet traveling crane, and the entrance to the studio had to be large enough to allow entry of trucks into the studio easily. It took two months for the studio to be ready in all respects. Chhatapati Rajaram Maharaj arranged for his prized Arabian horse "Shahnawaz" to be brought in from Kolhapur to serve as a model for the horse in the statue! A revolving platform for the horse was made for better visuals of the horse from all sides and angles! The statue was to measure 13.5 ft in height 13ft in length and 3.5 ft in width. A search was started for a foundry equipped with a suitable crane with a capability to lift 15 tonnes or more alongwith the requisite experience of casting 15 to 20 tonnes. Mazgoan Docks foundry was discovered to be only one in India with the requisite capability then! The statue was finally cast on the night of June 01, 1928 at Mazgoan docks by a team of 175

workers pouring molten bronze simultaneously from two barrels containing 8 tonnes of liquid bronze each, hooked to cranes at two ends, to create a single piece casting, for the first time ever, in India! Almost 500 workers waited through the night to witness the successful completion of the casting. The opening of the cast was an unbelievable sight for the on lookers! Dumbfounded, they witnessed the statue come to life. Not only did Chhatrapati Shivaji Maharaj seem alive but the horse appeared to be breathing! The entire campus of Mazgoan docks reverberated with the echoes of Chhatrapati Shivaji Maharaj ki Jai! The transportation of the statue was a very complex subject! The height of the statue was 13.5 feet and the packing would add another 1.5 ft to it thereby increasing the height to 15 ft. With this height it was impossible for the statue to pass through the tunnel at Khandala. Suggestions were made to transport the statue by ship to Ratnagiri and thereafter transport either by other means to Poona. The unveiling of the statue was slated for June 16, 1928 and to meet the target date via the sea route seemed impossible. The tunnel was inspected by the railway authorities and they found the tunnel was 9.5 ft in height at the lowest level. The height of the wagon from the track was 3 ft. Therefore it was necessary to make a special tailor which would be only one foot from the track. It was decided not to pack the statue. If loaded slanting, the unpacked statue would be hanging out of the wagon and would pose an obstruction to traffic on both the sides. Finally with an escort of 50 persons in three wagons, and the specially designed wagon towed by a railway engine, with traffic brought to a standstill on both the sides of the route, the statue started its historic journey from Mazagoan docks to Wadala station to Pune on June 10, 1928. When the statue passed through the tunnel the head of the statue was barely three inches below the top of the tunnel! The Statue thus reached Bhamburda (Now Shivaji Nagar) on the night of June 10, 1928 greeted by the rhetoric reverberation of Chhatrapati Shivaji Maharaj ki Jai! The Statue was unveiled by the then Governor, Sir Leslie Wilson on June 16, 1928. The construction of the Memorial Hall, which today stands as the main building of the residential school and the society office was taken up next. It was designed with spacious halls for meetings and a library for a future History Research Institute. But the idea of turning the Memorial into a Military School had been gaining preference over other plans with Chhatrapati Rajaram Maharaj and the other members of the Society. The building was completed by Oct 1931 at a total cost of Rs 4,65,000/-. At the instance of Chhatrapati Rajaram Maharaj, a personal Inspection of the building was conducted by Field Marshal Sir Philip Chetwode, the then Commander in Chief of the Armed Forces of India, who declared it fit for a Military School. In His Presidential speech at the meeting of All India Shri Shivaji Memorial Society on Nov 16, 1931, Chhatrapati Rajaram Maharaj said With the splendid building as it stands there today commanding as it were, the entire city of Poona, and, with the statue of Shri Shivaji Maharaj looming before it, what better use of the building can be made than

its utilization as a Military School? It can be the only befitting memorial to my great ancestor whose military capabilities have become a matter of household reverence today! The formal inauguration ceremony of Shri Shivaji Preparatory Military School was performed by H.E Sir Fredrick Sykes, the then Governor of Bombay on Sept 20, 1933. In September 1934, the All India Shri Shivaji Memorial Society had spectacularly promoted the aim and ideal of the Military School by acquiring 25 acres of land near the sangam of the Mullah and Mutha rivers. The Society started a day school and junior college in 1972. To keep up with the changing times, in 1992, All India Shri Shivaji Memorial Society made a foray into higher and technical education. Today besides running residential and Day schools and Junior Colleges ranging from vocational to other disciplines, AISSMS runs world class ITI which has collaborated with Germany to impart vocational training, Polytechnic in two shifts, Hotel Management and Catering Technology, Pharmacy, Engineering Colleges with a wide spectrum of disciplines, and Management College in two shifts as well. All our Colleges except Polytechnic run under-graduate as well as Masters Programmes in various disciplines, all affiliated to the Prestigious Savitribai Phule Pune University. Our Colleges have not only obtained accreditation from the National Board of Accreditation but have signed MOU‟s with Universities from the UK, the USA and Germany to run joint programmes of global standards. We can truly boast of imparting world class education from KG to Ph.D. with state of the art equipped laboratories for doctoral studies and Research work. Every year besides churning out University toppers we produce top cultural and sports persons. Our Alumni have earned for themselves and for the society, laurels, all over the world. To keep up with technological advances the institutes under the flagship of AISSMS are now on fast-track growth path. The institutes are committed towards creating a community which is vibrant and which provides a lifelong learning experience and professional development. Corporates, academicians, industrialists and the student community have lauded the efforts made by the All India Shri Shivaji Memorial Society to take the Society to unscaled heights. The Society is now poised to receive the President of India on December 28, 2013 to unveil the Statue of Rajarshi Chhatrapati Shahu Maharaj, Rishi amongst the Rajas, true Ryatecha Raja, Educationist, Social Reformer, Champion of the underprivileged, Architect of countless benevolent and innovative developmental Projects and acts, Great Visionary, Founder President of AISSMS, whose ethos, ideals and dreams All India Shri Shivaji Memorial Society is vehemently trying to realize to the fullest measure!

1.2 About All India Shri Shivaji Memorial Society's, College of Engineering

The All India Shri Shivaji Memorial Society's College of Engineering, Pune is a co-education Institute established in 1992. The College of Engineering is a self-financing college and is affiliated to

the Savitribai Phule Pune University, Pune and is approved by AICTE and Govt of Maharashtra. The college is centrally located in the heart of Pune City and is about 1 km from Pune and Shivajinagar Railway Station and Bus Stand.

The Institute has highly qualified and experienced faculty on its roll. The laboratory, computer and library facilities in all Departments are well developed. The College also has a Central Library and Central Computing Facility. Institute gives substantial emphasis on the teaching learning process as well as extra and co-curricular activities. The institute also provides unlimited broadband internet facility to the students. Besides national journals, international journals are made available to the students and the faculty. The teaching programme also gives emphasis on practical training and internship. The ICT facilities and other e-learning resources are adequately available in the institute for academic purposes.

1.3 The college conducts U.G and P.G Courses.

The college conducts AICTE approved courses leading to the degree of Bachelor of Engineering (BE) in eight engineering streams and Master of Engineering (ME) in seven engineering streams.

The Institute runs the following Undergraduate programs and Post Graduate programs.

Undergraduate Courses	**Intake**	**Postgraduate Courses**	**Intake**
	UG		**PG**
Chemical Engineering	60	M.E. Chemical Engineering	09
Civil Engineering	120	M.E. Civil Engineering: *(Structure Engineering)*	18
Computer Engineering	120	M.E. Computer Engineering: *Artificial Intelligence and Data Science*	18
Electrical Engineering	60	M.E. Electrical Engineering *(Power Electronics & Drives)*	18
Electronics & Telecommunication Engineering	60	M.E. E&TC Engineering *(IOT and Sensor Systems)*	18
Mechanical Engineering	120	M.E. Mechanical Engineering *(Design)*	18
Mechanical Engineering (Sandwich)	60		
Production Engineering (Sandwich)	30		
Robotics and Automation	30		
Total Intake	**660**	**Total Intake**	**99**

1.1 Vision and Mission

The institute has following vision and mission.

Vision:

- Service to society through quality education

Mission:

- Generation of national wealth through education and research
- Imparting quality technical education at the cost affordable to all strata of the society
- Enhancing the quality of life through sustainable development
- Carrying out high quality intellectual work
- Achieving the distinction of highest preferred engineering college in the eyes of the stake holders

The vision and mission statements of the institute are communicated through parents‟ meet, student meetings, orientation of faculty and staff, department meetings with faculty and staff, Department Advisory Board (DAB) meetings etc. The vision and mission statements of the institute are displayed at prominent places.

Chapter 2
Organization and Governance

A) Organization -

"The institute is committed to establish an organizational structure that has properly designed channels of communication. The channels of communication will be transparent, clear and there will be exchanges across the lines."

"The institute follows hierarchical pattern of organizational structure for day to day working. The basic principle of governance that we follow is the principle that all persons are equally capable, there is a place for every person in the governance structure. The institute to accord full respect to every individual, and accepts him/her as a person of worth and dignity, and capable of carrying significant responsibilities."

The institute believes that "Every responsibility needs authority and empowerment. Secondly believes that Effective governance is an outcome of clearly defined short-term and long-term goals."

"The institute believes in the seven fundamental core values:

CORE VALUES

- Leadership and cultural heritage
- Honesty and Integrity
- Freedom of thought and Expression
- Excellence
- Accountability and Transparency
- Encouragement
- Social Responsibility

Leadership and cultural heritage of Education

All India Shri Shivaji Meomrial Society, established as early as in 1917, for the noble cause of Military, General, Technical & Management Education in India by Shri Chhatrapati Shahu Maharaj of Kolhapur also known as Rajarshi Shahu. He was the first Maharaja of the princely state of Kolhapur

and a great social reformer. He was an invaluable gem in the history of Maharashtra he worked tirelessly for the cause of the lower caste subjects in his state. Primary education to all regardless of caste and creed was one of his most significant priorities. In our Institute we follow the noble practices established by our great leader and as we know Leader decide the destiny we are blessed to have a leadership and a rich cultural heritage which is totally focused on the noble cause of Quality Education.

Honesty & Integrity

The foreword of our society is "Satyala Maran Nahi" which means "Truth is eternal" Keeping this in mind we are primarily focused on promoting the highest standards of trustworthiness and honesty to guarantee that all members of the community recognize the intrinsic advantages of living these beliefs and to ensure that academic execution is assessed dependably and compensated reasonably. In this Institute we totally believe in conduction of all activities in an ethical manner. We are committed to practices that are fair, honest and objective in dealing with students, faculty members, staff and stake holders at all levels of Institution.

Freedom of Thought and Expression

The guarantee of fundamental freedom is very important aspects of our democracy and carefully guarded by citizens and court. We in our Institute Totally believe that an access to free expression is vital both to support the development process and as a development goal in its own right. We believe that freedom of thought and expression is necessary, as without this overall development of Individual cannot be completed. Everybody is valued and judged in view of their commitments and execution instead of gender, race, religion, physical capacities, sexual character or financial condition. Commitment extends to all level of our campus to foster a climate of ethical conduct, respect, responsibility and Trust.

Excellence

At our Institute we endeavor to create and seek after higher benchmarks by exhibiting quality in staffing, facilities, programs, and services by promoting continuous improvement, encourage interdepartmental collaboration, encourage creativity, innovation, and risk-taking among students as well as faculty. If we are to be both remain relevant and attract the highest caliber of students, faculty, and staff, we must ensure that our community is inclusive and open to all viewpoints. A culture of excellence must pervade the Institution in both academic and non-academic areas.

Accountability and Transparency

We are engaged towards developing an atmosphere where every member takes responsibility for personal and professional growth and development. We continuously assess and enhance our policies, establish and impart characterized and explained objectives and targets, ensure that our work increases the value of the college and society. We believe in having complete transparency at all levels

of hierarchy to promote a healthier working atmosphere to all.

Encouragement

Encouragement is provided for critical and quantitative thinking, effective communication, ethical decision making and social obligation in our students. Motivating your employees is vital to any business and we believe in the value of positive motivation and encouragement. A motivated workforce means a highly productive staff, all of which will help you achieve your organizational goals and vision, and for that we as an Institute work in the direction of a motivated environment for staff and students.

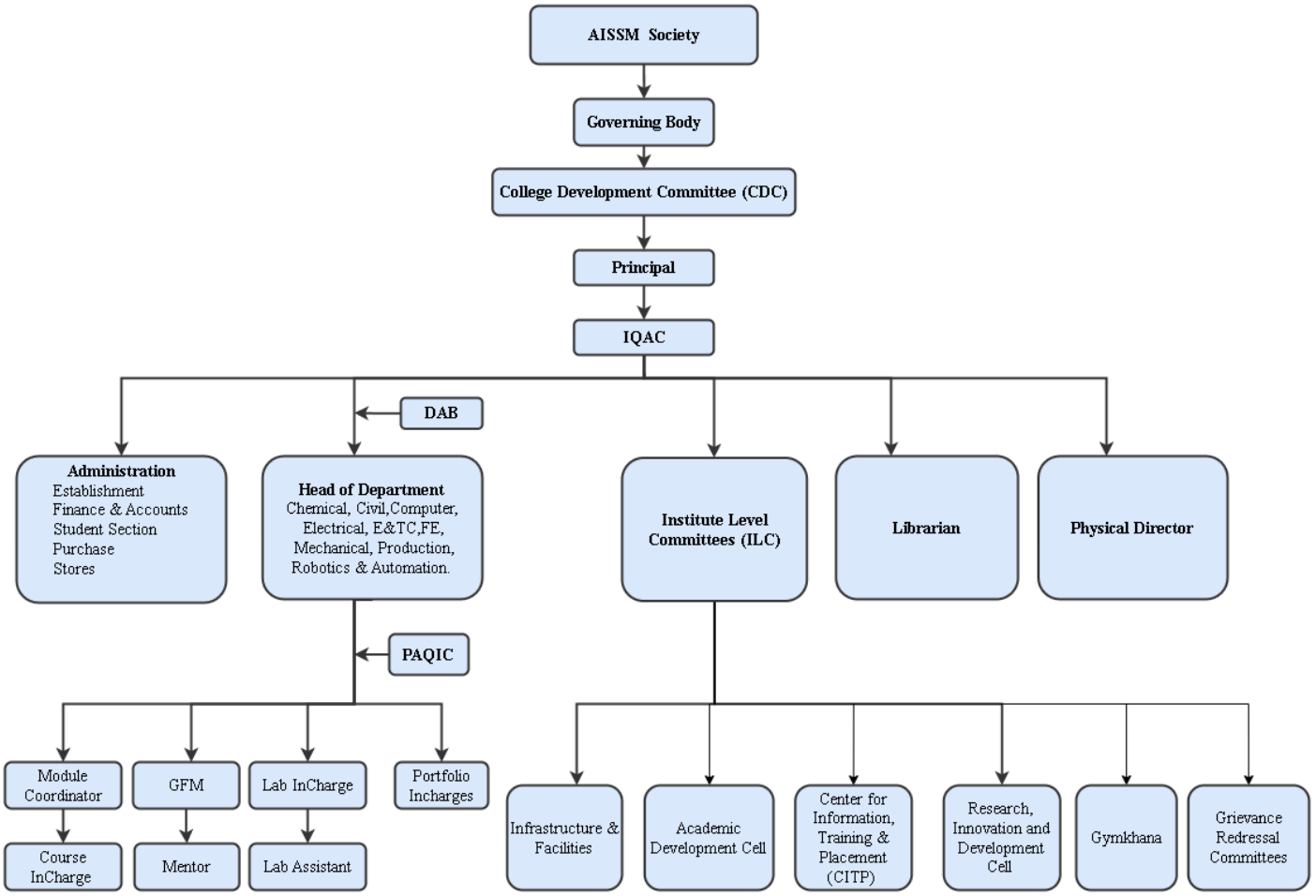
Social Responsibility

We are focused on promoting the sense of social responsibilities in students by involving them in various social activities. This helps in creating awareness about latest and important social issues in individual and gives them a broader perspective of understanding the causes and possible solutions related to various social issues.

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2.1 Organization Structure/Chart

Figure 2.1: Organizational Structure



2.2 The Society office bearers

Society Office Bearers	
Shrimant Shahu Chhatrapati Maharaj, Kolhapur	President
Shri Sambhajiraje Chhatrapati	Vice - President
Shri Malojiraje Chhatrapati	Honorary Secretary
Shri Suresh Pratap Shinde	Honorary Joint Secretary
Shri Ajay Uttamrao Patil	Treasurer
Shri Vishwas Bajirao Patil	Chairman, Governing Council
Adv. Bhagwanrao Baburao Salunkhe	Chairman, Managing Committee

Governing Body of Institute	
Chairman	To be nominated by the society
Member	Two to five members (Industrialist / Technologist / Educationalist) to be nominated by the society
Member	Nominee of the affiliating university
Member	Nominee of AICTE (Ex – Officio)
Member	Nominee of State Government
Member	Industrialist / Technologist / Educationalist from the region to be nominated by State Government.
Member Secretary	Principal of the college.
Member	Two faculty members to be nominated from the regular staff, one at the level of professor and one at the level of Assistant Professor.

College Development Committee of Institute	
Chairmen	Chairperson of the management or his nominee ex-officio chairperson
Member	Secretary of the management or his nominee
Member	One head of department to be nominated by the principal
Member	Three teachers in the college elected by full time amongst themselves out of whom one shall be women
Member	One nonteaching employee, elected by regular nonteaching staff
Member	Four local members nominated by management in consultation with principal from the field of education industry, research and social service of whom at least one shall be alumnus
Member	Co-ordinator, IQAC of the college
Member	President and secretary of college student council
Member Secretary	Principal of the college

INTERNAL QUALITY ASSURANCE CELL

As per the UGC guidelines, all higher educational institutions should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. IQAC becomes a part of the institution's system to develop a mechanism to build and ensure quality culture at institute level.

The Prime objective of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

The IQAC, ALL INDIA SHRI SHIVAJI MEMORIAL SOCIRTY'S COLLEGE OF ENGINEERING PUNE (AISSMS COE Pune) is established through office order number: AISSMSCOE/PRIN/97-1/2017-18 dated 21/08/2017. AISSMS COE is accredited by A + grade by NAAC in September 2028.

Major functions of IQAC

- Development of quality benchmarks/parameters for various academic and administrative activities of the institution
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Development and maintenance of institutional database for the purpose of maintaining/enhancing the institutional quality
- Development of Quality Culture in the institution

Category	Designation
Chairperson	Head of Institution
Coordinator	Senior Faculty member
Administrative officers	Head of Department
	Head of Department
	Coordinator, NAAC Steering Committee
	Administrative Officer
	Registrar
Faculty members	Faculty representatives
Management member	Management Representative, AISSM Society, Pune
Members	Industry representative Employers representative Parent representative
Student	Overall General Secretary (GSA)

B. Governance

Preamble

The Rules, Regulation, Procedures and definitions etc. given under the quality assurance and standard operating procedure manual is given by the institute for the information of his/her employees and for proper understanding of working of institute. The employees must clearly understand and note that notwithstanding anything, the rules, regulations, procedures and definition given here under in the manual are subject to changes as an when the rules, regulations, procedures and definition etc. are published/implemented by AICTE, State Govt. of Maharashtra, Savitribai Phule Pune University and All India Shri Shivaji Memorial Society from time to time. The same will be applicable to them as an when published/implemented by the above authorities.

Procedure

1. An organizational chart is prepared and is available to each department.
2. The authorities and responsibilities of each cadre are defined. The authorities and responsibilities of each cadre of the employees shall be given to them along with appointment order for employment.
3. For running the academic and non-academic activities related committees shall be formed.
4. The office administration shall have four sections: Student section, Establishment section, Accounts section & Purchase section.
5. The Administrative officer /Registrar/ Office Superintendent shall be the head of office administration.
6. The Administrative officer/Registrar/ Office Superintendent shall report to the Principal. The Administrative officer / Registrar/ Accounts and Finance Officer shall prepare an activity calendar before the beginning of next academic year in consultation with the department heads and seek approval of the Principal.
7. All the office procedures and routes of documents prescribed in standard operating procedure manual shall be followed.
8. The Principal shall hold weekly meeting to take a review of procedures followed and the resulting achievements.
9. A copy of rules and regulations pertaining to student's admissions, AICTE regulations, University regulations, and State government rules (MCSR) shall be preserved by the Administrative officer/ Registrar/ Accounts and Finance Officer for reference.
10. Hard copies of Government Resolutions passed pertaining to administration of educational

institutes shall be maintained. All such documents shall be brought to the notice of the Principal by the Administrative officer /Registrar/ Accounts and Finance Officer immediately.

Evaluation

1. The Principal shall get the feedback of employees and students at regular intervals to explore the possibility of improvements.
2. He shall report his observations to the management at the end of each academic year.

2.3 Roles and Responsibilities

The roles and responsibilities are classified under two broad categories as:

- Academic roles and responsibility
- Administration roles and responsibilities

2.3.1 Academic roles and responsibility

- All UG & PG departments of Institute are headed by Senior faculty members who are designated as Head of the Departments responsible to supervise and impart Technical Education as per academic curriculum of University and AICTE norms. They are responsible for overall supervision and co-ordination of department.

2.3.2 Administration roles and responsibility

- Administration is headed by Principal in assistance with Administrative officer/ Registrar/ Accounts and Finance Officer and consists of the following sections: Establishment, Students, Accounts and Purchase, each section headed by Section In charge for smooth functioning of section.
- The Coordination work related to University, Directorate of Technical Education, AICTE, Director of Social Welfare and various other Govt., Semi Govt. Authorities/Agencies.
- The Logistic support to the departments which involves purchase, receipt, issue and store, all types of requirements of stores including all stationery and other machinery and equipment for the laboratory of various departments.
- To facilitate collection of fees and any other charges etc.
- To facilitate the payment of salary to teaching and non-teaching staff.

2.4 Team Building

AISSMS COE believes in teams work to achieve its vision and mission. The employees are motivated to work in a team to deliver the desired results. The employees are provided a platform through various team activities which results in fruitful outcome for the institute.

To achieve the objectives of the institute various committees are formed. Each and every faculty isinvolved as a member in any one of the committee. The committee functions under the guidance of the Principal and it‟s Coordinator. Each committee Coordinator plans the activity for that current academic year and executes with the complete involvement of his/her team members.

The procedure followed for constituting a committee is as follows:

A notice is circulated among the staff inviting for their choice of preference of committee. If the preference made by the staff is found suitable Head of the department approves the same in consultation with the Principal and the portfolio is allotted after mutual discussion.

2.4.1 Institute Level Committees and their Functions

The Committees and their functions are as follows:

Academic Development Cell	
1	Academic Development and Monitoring
2	Faculty Development
3	Management Information System
4	Library Development
5	NBA Preparations
6	NAAC Steering Committee
7	Students Association and Professional Bodies
Centre for Information, Training and Placements	
8	Placements
9	Training
10	Counselling and mentoring
11	Industry Institute Interaction (III)

12	Entrepreneurship and Skill Development
13	Alumni Engagement
14	Competitive Examinations
Research and Development Cell	
15	Research, Development and Collaborations
16	Innovation, IPR and Start Up
Infrastructure and Facility Cell	
17	Infrastructure and Facility
Gymkhana	
	Physical Director, Sports In charge, Media
18	Cultural In charge
19	Magazine In charge, Media
20	National Service Scheme
21	Students Welfare and Development
Administration Cell	
22	Budget Preparations (Purchase and maintenance)
23	Admissions
24	Examinations
Media Interface and Outreach Cell	
25	Media Liasioning
26	Website

The objectives and functions of various administrative committees are depicted in Table below.

Academic Development and Monitoring
• **Preamble :**
The vision of All India Shri Shivaji Memorial Society's College of Engineering is "Service to Society through Quality Education". In order to impart Quality technical education an Academic Development and Monitoring Committee (ADMC) is established at institute level to develop strategies, rules, regulations and policies for creating an environment conducive for teaching learning process and effective planning and implementation of curriculum. ADMC is responsible for planning and monitoring of overall academic activities, procedures, functioning and maintaining all relevant documents.
• **Objectives :**
• Academic planning and implementation. • Imparting guidelines for upgrading innovative and creative teaching learning process, methodology, tools and techniques at periodic intervals by implementing advanced concept of pedagogy, ICT, learning management system, student centric methods, participative learning etc. for enhancing teaching and learning experience. • Conduct academic audit and suggest suitable methods for quality improvement and quality assurance. • To develop methodology for internal assessment. • To encourage students to participate activity based teaching learning, co-curricular activities and MOOCs for self-growth. • Planning of various co-curricular and extra-curricular activities. • Planning for Students Induction Programs.

- **Functions:**

  - Prepare Institute and Department Academic Calendar.
  - Monitoring of academic activities (E.G., Preparation of teaching plan, Syllabus coverage, Students attendance, Faculty Feedback etc.) through department academic coordinators and GFMs.
  - Ensure work load distribution, timely display of Time-Table, examination schedule, feedback schedule.
  - Observe updating of academic related activities on ERP.
  - Mid term academic reviews.
  - Finalize dates for annual events (e.g. Shivanjali, Ashwamedh, Engineering Today etc.)
  - Collect result analysis of all departments.
  - To notify regarding conduction of pre-requisite tests, Faculty feedback, Course end survey, Exit survey, Student satisfaction report, feedback on curriculum etc.
  - Conduct academic audits in consultation with IQAC.
  - Ensure formulation of Program Assessment and Quality Improvement Committee at department level.

Faculty Development and Academic Collaborations

- Today, the role of engineering education is to prepare the students ready to face the challenges and responsibilities of future. This, therefore, requires value based education with the ability to synthesize morals of students individually.
- The college has a Faculty Development and Academic Collaboration cell to provide opportunities for faculty to reflect on current knowledge about and practice of effective teaching and learning through dialogue, organising faculty development programmes and collaboration with academic institutions.
- The Faculty Development Program and Academic Collaboration is one step ahead to host group workshops for the faculty to develop and share their experiences and explore creative pedagogic methods and resources for generating outcomes of student learning.

- **Objectives**

  - Enhance Teaching skills.

- Orient the faculty towards latest trends of technology, modern teaching tools and methodologies
- Impart professional practices relevant to technical education.
- Enrich the faculty in key domain of teaching, assessing, researcher and administration.
- Channelize development with respect to academic qualifications and personal growth
- To strengthen interaction with academic institutions to work collaboratively.
- To stimulate and facilitate mutually beneficial activities in the field of academics, education and research.
- To bridge the gap between technology, teaching and research through carrying out joint projects on identified topics.
- To explore and identify common avenues of interaction as per the requirements of the institute.
- To utilize and share expertise of individual institute for benefit of staff, student and faculty through organizing workshops, seminars and FDP's.

- **Functions**

1. To identify and organize need based faculty development programmes for the faculty
2. To promote departments to organize for sponsored 1 day, 2 Day /3 Day and 1 week Faculty development programmes within a year.
3. To help / identify resources to conduct the trainings.
4. To coordinate the FDP activities.
5. To identify and execute memorandum of understanding (MoU) with academic Institutions for the mutual benefit.
6. To conduct training program /workshops/FDP/STTP jointly.
7. To give opportunity for the faculty members to attend the programmes organized by host institutions.
8. To promote /utilize laboratories on mutually agreed conditions.
9. To carry out research work through UG/PG projects jointly on identified topics.
10. To involve institution /industry experts in curriculum development.

11. To offer consultancy and testing services to solve industrial problems.
12. To conduct value added programs based on institutional requirements

Management Information System

MIS (ERP) is real time data collection and analysis software by which institute plan and execute academic and administrative process. It also keeps track on students, Faculty and institute progression. Micro level analysis is done by ERP for improvement and planning according to it.

- **Objectives**
  - A core resource planning that can manage institute entire information and operations
  - Automating the institution's working processes and centralizing the data, transparency & flexibility to be increased
  - To have better administration management and decision making capabilities.
  - Link academic resources for students

Library Development

The AISSMS COE library play a vital role in strengthening academic, research and extension mission of the dissemination of knowledge. The range of services offered by the library is very useful for the patrons, besides this holding an excellent print collection of books, journals, reports, and databases in Engineering. The Library is the repository of the knowledge of the college which facilitates the teaching, research and extension programmes.

- **Objectives**
  - To support the educational and research programme of the institute by providing access to information with the present and anticipated educational and research programmes.
- **Functions**
  - To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.
  - Provide guidelines to update the Library collection.
  - To work towards modernization and improvement of Library Services.
  - To formulate policies and procedures for efficient use of Library resources.
  - To review Library readership

- To adopt measures to enhance readership
- To prepare budget and proposals for the development of the Library.
- To recommend to the authorities the fees and other charges for the use of the Library

NBA Preparations

"NBA" stands for the National Board of Accreditation which is an accreditation agency representing India in the **Washington Accord (WA)**. NBA is an autonomous accrediting body, which deals with the accreditation of engineering and various technical institutions based on the quality of education being offered. The guidelines outlined by the NBA act as parameters to certify institutions. Any higher education institution (HEI) willing to apply and successfully get accredited from the NBA needs to ensure that all guidelines are followed strictly and every document or information that needs to be submitted is free from any errors and is 100% authentic. Institute level NBA committee will work for preparing all the programs of the institute for NBA accreditation on regular basis.

Objectives

1. To get accredited all the programs of the institute.
2. To provide guidelines for NBA accreditation preparations.
3. To organize awareness sessions for faculty and students regarding NBA requirements.

Functions

1. To conduct regular meetings with departmental NBA coordinators
2. To maintain and verify documentation as per NBA requirements prepared by departments.
3. To update and maintain institute website as per NBA requirements.

To comply statutory requirements regarding NBA accreditation.

NAAC Steering Committee

The NAAC Steering Committee in a higher education institute plays a vital role in ensuring the quality of education and academic standards in the institution. It works in coordination with IQAC for the improvement of quality standards of the institute. The NAAC Steering Committee is to oversee the preparation and submission of the institution's self-study report, which is a comprehensive report on the institution's academic and administrative activities, facilities, and achievements. The steering committee is responsible for ensuring that the report accurately reflects the institution's strengths and weaknesses and identifies areas for improvement.

Objectives

1. To coordinate the preparation and submission of the self-study report, ensuring that all relevant information is included and that the report meets the requirements of the NAAC.
2. To coordinate the the external peer review visit, which is conducted by a team of experts appointed by the NAAC to evaluate the institution.

3. To work with the IQAC of the institution to identify areas for improvement and suggest strategies to address them.
4. To ensure that the institution is in compliance with all relevant regulations and guidelines.
5. To ensure that the institution's accreditation status is maintained and that any necessary actions are taken to address areas of concern identified by the NAAC.
6. To assist and suggest policies and procedures related to quality assurance and accreditation.

Overall, the NAAC Steering Committee plays a critical role in ensuring that the institution meets the standards set by the NAAC and maintains its accreditation status.

Functions

1. **Preparation for Accreditation:** The NAAC Steering Committee helps the institution to prepare for the accreditation process. It guides the institution on the various criteria that need to be met for accreditation, the documentation required, and the process of self-study.

2. **Self-Study Report and Annual Quality Assurance Report:** The Steering Committee is responsible for preparing and submitting the self-study report (SSR) and Annual Quality Assurance Report (AQAR) of the institution. The SSR as well as AQAR is a comprehensive report that provides detailed information about the institution's infrastructure, academic programs, faculty, research activities, student support services, and governance.

3. **Institutional Development:** The NAAC Steering Committee assists the institution IQAC in identifying areas for institutional development. It helps the institution to develop strategies to improve the quality of education and to meet the accreditation criteria.

4. **Peer Review:** The Steering Committee coordinates the peer review process. The Committee also coordinates the visit of the peer team to the institution and ensures that the peer review process is conducted smoothly.

Overall, the NAAC Steering Committee plays a crucial role in ensuring that the accreditation process is conducted efficiently and effectively. It helps institutions to improve the quality of education and meet the accreditation criteria.

Students Association

Co-curricular and Extracurricular activities play an important role in overall development of students. Students Association is a platform, where students can showcase their talent in organizing and successful conduction of events like AISSMS ENGINEERING TODAY. In order to streamline various co-curricular activities following objectives and functions are defined.

- **Objectives**

  - To develop various technical skills in students.
  - To inculcate leadership & team work aspect in our students which is demand of industry also.
  - To take feedback of this event every year and accordingly plan for the next year.
  - To involve industry personals in various activities of this event.
  - To set the brand of AISSMSCOE across the engineering institutions all over Maharashtra & India**.**

- **Functions**

  - To prepare organizing committee for the event.
  - To finalize events of all departments.
  - To prepare department event budget and total budget, which includes budget for central committees.
  - To get approval of budget from our management.
  - To collect sponsorship for the event.
  - Publicity of event through central campaigning with help of our students.
  - To send hard copy and soft copy of event poster in various engineering institutes around Pune for publicity of the event.
  - To do registration of participants for various events of AISSMS Engineering Today.

Students Chapters(Professional Bodies)

Co-curricular and Extracurricular activities play an important role in overall development of students. Students Association is a platform, where students can showcase their talent in organizing and successful conduction of events like AISSMS ENGINEERING TODAY. In order to streamline various co-curricular activities following objectives and functions are defined.

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- To do registration of participants for various events of AISSMS Engineering Today.

Placements

- **Objectives**

- To help the placement office in conducting and coordinating campus placement process.

- **Functions**

- Supervision in the labs during the various tests conducted by the recruiting industries.
- To maintain discipline during placement process.
- Communicating with students regarding placement process.

- **Training**

- Skills and Knowledge are the driving forces of economic growth and social development for any country. In the changing world scenario with regard to industry and the job market, there is always a need of skilled manpower. Most of the students are unable to get suitable employment due to lack of employable skills. Some of the employable skills that employers seek are – communication skills, lifelong learning, self-management, team work, problem solving etc…. so it is necessary to impart training to the students at different levels.

- **Objectives**

- To create opportunities for all students to acquire skills to get desired job / market employability.
- To develop different employable skills among students and prepare them for realistic work expectations.
- To strengthen the placement activity of the institute.
- To create awareness into the students about the soft skill training.

- **Functions**

- To organize different training sessions at different levels for all students (SE, TE and BE) of all departments with the help of professional organization.
- To encourage students to complete the training sessions and get benefit out of it.
- To monitor the activity throughout the semester and take feedback from students for any corrective action if necessary.
- To identify and sign a memorandum of understanding (MoU) with various industries for the mutual benefits.

- To conduct training programs by the faculty for industry personnel.

Mentoring and Counselling

Counselling and Mentoring encompasses a broad set of skills, approaches and techniques that are essentially aimed at helping students with problem solving, problem management, working through or resolving past issues, or working towards developmental aims and goals for the future, which might include improving performance and meeting career and personal aspirations. The goal of counselling is to promote self-understanding and self-acceptance of a student.

- **Objectives**

- To help student to overcome the emotional challenges
- To assist student know himself better his interest, abilities, attitudes and opportunities
- To work out a plan (behavioral therapy) for solving his difficulties to assist student in planning for career choices

- **Functions**

- Each faculty acts as a mentor in the counselling & mentoring process.
- A mentor is responsible for guiding about 20 students of a class.
- The mentor listens to the problems of mentee, both academic and personal which hinder their learning abilities.
- In the mentoring sessions, students raise their difficulties/problems regarding academics/general facilities/hostel facilities with their respective mentors.
- If the mentor/course coordinator/GFM/HOD observes or finds a student who needs professional counselling, his case is forwarded the Professional Counselling agency through the Counselling & Mentoring Coordinator.
- Post Counselling
- Feedback and Behavioral improvements are observed from the student seeking professional counselling.
- Record of a case study report is asked from the mentor mentioning the positive changes and improvement observed for the student.

Industry Institute Interaction (III)

Industry is the major stake holder of technical institution. Continuous interaction between technical institution and industry is an essential requirement to enhance an employability of engineering graduates. AISSMS College of Engineering has been in association with various industries and providing very good industrial exposure to the students. In order to sustain and enhance the interaction with the industries, following objectives and functions are defined.

- **Objectives**
  - To strengthen interaction with industry.
  - To bridge the gap between industry and institute.
  - To explore and identify common avenues of interaction with industry as per the requirements of the institution.
  - To provide industrial education to the students and faculty
- **Functions**
  - To organize industrial visits for the students and faculty.
  - To organize expert lectures by industry person for the students and faculty.
  - To organize training programme with industry support for the students and faculty.
  - To encourage students for joining industrial internship during vacation.
  - To encourage students to undertake final year project in industry under the joint guidance of faculty and expert from industry.
  - To identify and sign memorandum of understanding (MoU) with various industries for the mutual benefit.
  - To conduct training programme by the faculty for industry personnel.
  - To establish linkage with various non-government and government agencies.
  - To involve industry experts in need based curriculum development.
  - To offer consultancy and testing services to solve industrial problems.
  - To encourage faculty to undertake projects from industry.
  - To conduct other value added programs based on industry requirements

Entrepreneurship and Skill Development

The Entrepreneurship and Skill Developments-Cell (ESD-Cell), as its name suggests, intends to encourage students' entrepreneurial talents. To put it another way, it refers to a person who has had their entrepreneurial skills taught to them, developed, and refined so that they can launch and successfully run their own firm. Giving students the skills and knowledge they need to start and run a business is the goal behind an entrepreneurship development cell.

The Entrepreneurship and Skill Development section prioritizes practical training above academic training to better meet the unique needs of participants.

- **Objectives**
  - Examine the environment that is set up for small company and industry.
  - Enhance and develop the entrepreneurial quality.
  - To comprehend the policies, guidelines, and rules that govern how the operations are managed.
  - To develop entrepreneurs a sense of social responsibility.
- **Functions**
  - To organize awareness programmes and camps for entrepreneurship & skill development.
  - To utilize various resources and funding offered by various government and
  - Non-government organizations.
  - To organize a Faculty Development Program
  - To arrange a guest speaker and a seminar for aspiring entrepreneurs.
  - To carry out training programmes to develop skills

Alumni Engagement

Alumni engagement bring together the globally spread past students of the college with a sense of belonging and an urge to actively contribute for the betterment of their Alma Mater. Alumni engagement is tasked with mobilizing and serving learners by connecting with each other and fostering a lifelong relationship between the college and their graduates, both intellectually and emotionally. The alumni engagement is dedicated in the field of governance,

voluntary commitment, good will, economic support, improved educational cooperation, public relations and communication

- **Objectives**

- To promote and foster mutually beneficial interaction between the Alumni and the College.
- To encourage the Alumni to take abiding interest in the progress and development of the College.
- To encourage the students of the college & members of the Association for research & development work in various fields like Engineering, Computers, Industrialization, etc.
- To encourage and guide the students of the college on self-employment to become entrepreneurs.
- Promote the industry-institute interaction to bridge the gap between industry requirements and education offered and enhance students' employability

- **Functions**

- To arrange and support in placement activities for the students of the college
- To help and assist other Regional bodies for training programs in entrepreneurship development, with resources available with association
- To help and guide students and ex-students of the college for anti-drug, anti-ragging, and any anti-social activities.
- To provide Scholarships to deserving students and ex-students of the college – for the purpose of Education and Sport.
- To Mentor the students of the college for higher education, development of character and being GOOD citizens

Competitive Examinations

Early exposure to learning and **competition** builds confidence and sharpens skills which raise your level from other students on the same platform. **Competitive exams** also help out in choosing a career as students start identifying their areas of interest while getting a deeper knowledge of subjects

- **Objectives**

- To know the pattern of Various Examinations
- To get the information about the exams conducted for the entry into jobs
- To become aware about the various soft skills

- **Functions**

- To provide the infrastructure to external agency to conduct classes for various competitive exams
- To conduct the seminar on different competitive exams

Infrastructure and Facility

This committee serves for development and maintenance advisory unit for the institute. It includes canteen, housekeeping, water management, security, campus ambience, civil work etc. This committee works for communication media of the institute which includes internet and intercom. The main aim of this committee is to work for all stake holders of the institute, to give best infrastructural and its related facilities.

- **Objectives**

- Periodical checking of canteen and to provide healthy food at reasonable cost.
- Work areas, storage areas and amenities will be kept and maintained in a clean and hygienic manner
- Provide clean water for stake holders. Reuse and recycle of waste water as well as maintain rain water harvesting plant.
- Improve institute ambience for good atmosphere by providing green landscaping and other beautification solution for the institute.
- Maintain safety and security of movable and non-movable things of the institute.
- Suggest and complete new construction work and repair and maintenance of the existing construction.
- Repair and maintenance of internet and intercom system in the institute.

Cultural Committee

We seek to establish an environment and culture which will encourage students to participate in extracurricular activities comprising various competitions, events and programs which will bring out the best in the students which will also help them learn multiple tasking, through seeking a balance between co-curricular and extracurricular activities. AISSM

Society beholds a strong heritage and cultural roots through its establishment and through years has proven its excellence in not just academics but sports and other activities with large number of students participating every year and receiving critical acclaim and various awards. Events like "Purushottam Karandak", "Vinodottam Karandak", "Firodiya Karandak", "Vedant", "Dajikaka Gadgil Karandak" and other inter college Competitions throughout the year. Also bringing out the best from the students in the college level annual cultural events like "Ashwamedh" and "Shivanjali".

- **Objectives**

- To inculcate conducive atmosphere among students to portray talent in various extracurricular activities.
- To encourage maximum participation in various events and competitions to help in developing qualities like team building, leadership and displaying talents.
- To aim for excellence by winning maximum awards and recognition through various inter college, state and national level competitions.

- **Functions**

- Creating awareness about planned annual events to encourage maximum participation from First Year Engineering
- Planning of various events and forming various teams to participate in the events taking place simultaneously, and will work out programs semester wise.
- Events like "Ashwamedh" and "Shivanjali" to be planned in an innovative style each year with some specific theme every year, which mark an important part ofAISSMS'COE culture.

Magazine

Publish the annual college magazine of AISSMS COE and organize an annual art exhibition. Objectives. The committee takes upon itself the task of displaying, nurturing and help improving the artistic talents of the students of AISSMS COE.

- **Functions**

- 1.Organisation of ARTRIVAL
- 2 Publication of ANNUAL COLLEGE MAGAZINE
- 3. Publication of SURBHI – THE WALL MAGAZINE

- 4.Organisation of AUTHORS MEET

Sports

The Gymkhana and sports department at AISSMS College of Engineering is formed to focus on overall development of Students and imbibing qualities of leadership, organizational management, teamwork, physical health, immunity, etc. It also focusses on bringing out the best results from the sports players at various platforms. Resulting in getting recognition to the students as well as college at various state level and national level platforms

- **Objectives**
  - To improve the competitiveness of our students to stand in the world.
  - To enhance leadership skills and teamwork through various co-curricular and extracurricular activities.
  - To assist every student to imbibe the virtues of discipline, integrity and creativity.
  - To respond to changing students' needs and equip them to face the challenges of emerging changing national and global trends
- **Functions**
  - Development of passion for physical fitness and sports in each and every student and faculty at institute level.
  - Organization and implementation of different extra-curricular activities, sports programs, inter-collegiate sports competitions, etc.
  - Development of the students through various sports programs and inculcates disciple, team spirit, teamwork, cooperation, sportsmanship and tolerance in them.

National Service Scheme

The National Service Scheme is a flagship program of Government of India sponsored Public Service program conducted by Department of Youth Affairs and Sports and Savitribai Phule Pune University. The program was launched by M. Gandhiji's centenary year September 24,1969. The cardinal principle of the NSS program is to get a sense of involvement in the task of Nation Building. More than 5 million students spread over 300 universities.

As a Measure of Educational Reforms and as a mean to improve the quality of educated manpower. The motto or watchword of NSS is "NOT ME BUT YOU" and demonstrate it in day to day life. The Philosophy of the NSS is well emphasized in this motto, which underline

the belief that, "The welfare of an individual depends on the welfare of the society". It expresses the essence of democratic living and upholds the need of Self less service. Therefore, the NSS volunteer shall strive for the wellbeing of the society To develop in a student board sound
knowledge base to meet the challenge of living in a technologically advanced society.

- **Objectives**

  - To enable students to understand the community in which they work.
  - To identify needs and problems of community and give solution to them.
  - To acquire the leadership qualities and democratic attitude
  - To encourage national integration and develop the capacity to meet the emergencies and disasters.
  - To develop the competence required for group living and sharing.

- **Functions**

  - Conduct the Regular and Special camp activities along with awareness workshop and seminar
  - Enable higher educational institutions to work with the people of various community.
  - Instilling the idea of social welfare in students and encourage faculty to undertake social project
  - Identify the challenges and opportunities of social entrepreneurship.
  - To provide service to society without bias.
  - Bridging the gap between society and the educational Institute.
  - Help to enhance their standard of living and lead a life of dignity.
  - Practice National integration and social harmony

Students Welfare and Development

- **Preamble:**

The Vision of our Institute is student centric. The Students' Development Cell (SDC) truly represents this vision multidimensionality. This vision sees the youth as a source of strength where their energy is harnessed to nation building and socially relevant activities. SDC promotes and co-ordinates the different students' activities for better corporate life and tries to nurture students' with various activities to improve their overall personality.

- **Objectives**

- To impart value education through active participation of students.
- To inspire the students for self-employment.
- To develop work culture in our students.
- To give economical support to needy students.
- To aware students about gender equality.
- To aware and train girl students for self-defense.
- To aware girl students about cyber security.
- To aware girl students about sexual harassment and ragging.

- **Functions**

- To organize various programs as per circulars from Government of Maharashtra and Board of Students' Development, SPPU.
- To implement the "Karmaveer Bhaurao Patil Earn and Learn" Scheme for economically weak and need Students.
- To organize various programs for girl Students under "Nirbhay Kanya Abhiyan".
- To organize "Disaster Management" Workshop for awareness and training of the Students.
- Provide assistance to the Students admitted from J&K under the Prime Minister Special Scholarship Scheme.
- To celebrate various special days such as Yoga Day, Women's' Day, etc.

Media Liaisoning

Social media is an effective medium for various organizations and brands which help to transfer information and develop good connectivity. It facilitates communication between an Institution, students and stakeholders. The transformation from print media to electronic media has many benefits which includes -Reaching to large masses with effective media content in audio-video-pictures-text form.

Publishing the information related to good work and achievement of our institute finally aims at building a good relationship with the stake holders. The Media team of AISSMS COE aims at providing information related to various activities, achievements of the Institute, Department, students and faculty members in an effective manner on various social media platforms. The information sharing is intended for Brand building of AISSMS College of Engineering though a good connect with the stake holders.

- **Objectives**

- Brand building of institute through various social media channels
- Generating awareness in stakeholders about various events and activities carried out by the institute and to enhance participation of students and faculty members in such events
- Collaborate and strategize with AISSMS Central Media Team for creating and publishing effective media content on various platforms
- Encourage good work done by students, faculty members by publishing the achievements on reputed media platforms
- Maintain updation related to media channels

- **Functions**

- To formulate structure of media committee for effective functioning
- To coordinate with AISSMS Central Media Team and Departmental; media coordinators
- To prepare and maintain standardized formats for seeking media information from various departments
- To publish information on respective social media platforms, Website of institute within decided timeframe
- To receive suitably, the feedback, critics, review etc and to initiate suitable authorized actions

Budget Preparations (Purchase and maintenance)

- **Objectives**

- Collection of requirement of each Department
- Call for quotations and preparation of comparative statements
- Arranging purchase meetings
- Preparing purchase orders
- Dead stock entry and verification Processing of bills Equipment maintenance

Admissions

- The Government of Maharashtra has established "ADMISISON REGULATING AUTHORITY AND STATE COMMON ENTRANCE TEST CELL" as per the provisions of the Maharashtra Unaided Private Professional Educational Institutions

(Regulation of Admissions & Fees) Act. 2015 (Mah. Act No.XXVIII of 2015), (hereinafter the Act). The Commissioner of State CET Cell, has been designated as Competent Authority for conducting MHT-CET 2022and selection of candidates for admission to

4 Year Duration Full Time Under Graduate Degree courses in Engineering and Technology and Year Duration Full Time Under Graduate Degree for the academic year 2022-23.

- In exercise of the powers conferred by section 23 of the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. XXVIII of 2015), the Government of Maharashtra has notified the rules to regulate the admissions to the First and Direct Second Year of Full Time Professional Undergraduate Technical Courses (Engineering and Technology, Pharmacy, Pharm D., Architecture, Hotel Management and Catering Technology). These rules are called the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions to the Full Time Professional Undergraduate Technical Courses) Rules, 2017. The admissions shall be carried out as per these Rules and its amendment from time to time. These rules are also applicable for admissions in Government and Government Aided professional educational institutions including ICT, Mumbai as per Government Resolution TEM-2016/C.R.473/16/TE-4 dated 25th April, 2017. The Exam Coordinator (Technical Education) State CET Cell, Mumbai shall act as Nodal Officer for the MHTCET 2022.
- AISSMS COE currently running 09 UG Courses (Chemical, Civil, Computer, Electrical, Electronics & Tele Communication, Mechanical, Mechanical Sandwich, Production Sandwich, Robotics & Automation) programs and 06 PG programs (Chemical, Civil-Structural, Computer- Artificial Intelligence and Data Science, Electrical-Power Electronics & Drives, E & TC- IOT & Sensor Systems, Mechanical-Design) and 04 Ph.D research centers (Chemical, Computer, Mechanical & Civil)
- The admission procedure will be done as per the rules prescribed by the Govt. of Maharashtra, State Common Entrance Test Cell, including the eligibility criteria, Please see mahacet website www.mahacet.org (http://www.mahacet.org/) for eligibility and rules.

- **Objectives**

- Prepare guidelines for smooth conduction of admission process
- Counselling to parents and students for admission
- Help to find out best professional course
- Demonstration of labs/ department/ college
- To showcase Academics, cultural activities etc to parents and students
- To showcase achievements of college and individual
- To showcase Placement records

- **Functions**

- To prepare admission committee
- To coordinate the CAP admission activities.
- Help to fill CAP admission form
- Clear doubts/query related to admission of stakeholder
- To arrange visit to respective department (if demand)
- To promote available courses and their importance
- One-to-one counselling of students /parents
- To showcase various facilities provided by college to the students
- Maintain record of visited students to college for admission and their follow-up
- To send alert regarding admission changes / updates to our database

Examinations

The examinations / student assessment plays a vital role in deciding the quality of examinations. The creditability of the educational institute mainly depends on the functioning of the University examinations.

- **Objectives**

- To conduct the university examinations in accordance with the schedule fixed by the affiliating university from time to time.
- To conduct all university examinations as per the rules and regulations laid down by the affiliating university.

- **Functions**

- To monitor and provide guidance for the smooth conduction of examination

- To provide complete assistant to Principal to conduct all university examination as per the rules and regulation laid down by the affiliating university
- Overall coordination, planning and execution of university examination system at college level
- Work as a custodian during In sem and End Semester Examination
- To provide guidance to students about examination related issues
- As per the requirement, issuing exam related work order
- Proper compliance of the queries raised by students to the concern authority

Website

The AISSMS College of Engineering website showcases and communicates our vision, mission and goal to students, faculty, staff, other stakeholders and society. For many students, the website is the first glimpse they see of the College; therefore, in its simplest form, the aissmscoe.com website is a media and marketing tool. It is integral that the AISSMSCOE website projects an image that is consistent with the quality programs, events, co-curriculum and extra-curriculum activities that make the college dynamic. It is public for all and the stakeholders to know the recent development and activities in the institute. It manifests the brand of AISSMS. The objective is to get the competitive advantage.

- **Objectives**

- To build the AISSMS COE as a brand.
- To disseminate the information.
- To maintain the transparency of all processes of institute.
- To keep website updated with all the relevant data.
- To gain competitive advantage.
- To connect stakeholders with the state of the art.

- **Functions**

- To take overview of updates from all department webpages, administrative web pages and other relevant pages etc.
- To formulate the policies for data updation, conduct meetings and to take reviews.
- To inform the respective portfolio in-charges/heads regarding the latest updates.
- To disseminate all necessary data as and when required.

- To publish academics, research, placement, departments, admission, student activities, facilities, alumni data etc.
- To publish administrative and library information.

Research, Development and Collaboration

Research & Development committee is set up to provide administrative support to carry out research work, consultancy and other R&D related activities in the institute.

Objectives

- To oversee and supervise research and development activities in the institute and to ensure performance, by proper monitoring of research projects and engagement in all the research thrust areas, with the management.
- Laboratory development and wealth generation through various consultancy and research projects and funding.

Functions

- Exploring possibilities of research collaborations, nationally and internationally for long term development.
- Final assignment of work and fixing linkages and establishing monitoring frame work.
- Reviewing and monitoring research and development activities in all the four thrust areas so that quality research can be encouraged and slippages can be reduced through pre-established schedules given at the time of allotment of projects.
- Arranging lectures and seminars periodically to provide academic support and guidance to researchers on the basis of recommendation from Empowered Counselling Committee members.
- Monitoring quality of dissertations, thesis topics and reports.
- Giving feedback to researchers and management periodically (half yearly).
- To locate and define areas where R & D work can be extensively carried out.
- To chalk out in consultation with various departments a detailed plan for laboratory development where R & D activities can be taken up in a big way and department can generate revenue through consultancy.
- To maintain close liaisoning with industry and undertake sponsored projects.

- To seek collaboration with other R & D Institutions like IITs, Regional Colleges for mutual benefits.
- To prepare a comprehensive list of funding agencies that allocate funds for R & D projects.
- To prepare projects proposals for getting funds from various funding agencies like DST, CISR etc.
- To organize National/International Conferences, Seminars on recent and thrust areas.

Innovation, IPR and Start Up

Innovation, IPR and Start Up cell aims at developing the routine of Innovation towards startup with IPR thoughts.

Objectives

- To inspire students to innovate and solve technical problems
- To increase public knowledge of intellectual property rights
- To provide mentoring track for new startup idea generations
- To support participation in innovation startup competitions

Functions

- Quarter Assembly of Institution Innovation Council
- Organizing workshops, sessions on IPR , Innovation and Startup recommended by Ministry of Education Innovation Cell, Government of India ; All India Council for Technical Education; Savitribai Phule Pune University.
- Creating platforms for different competitions preparations and conduction of Internal Intra Department Level competitions for project upgrades with mentoring support.
- IPR awareness creations with Patent Office India Support “NIPAM” and “KAPILA”.
- Faculty involvement with Innovation Ambassador certification program nominations.
- Conducting Impact Lecture Series as per directives notified by MIC and AICTE
- Organization of “Innovation and start Up Week” annually at institute level.

Internal Grievance Redressal

The Internal Grievance Redressal Committee is established with an aim to resolve the grievances of all the Students / Faculty/Stakeholders. The Committee redresses all kinds of grievances, academic or non - academic.

- **Objectives**

- To create a platform where Students / Faculty / Stakeholders, grievances can be resolved.
- To attend the Grievances promptly.
- To review all Grievances and prepares a report of the findings and resolves the issues impartially and confidentially.

Women Grievance, Vishakha (Internal Complaint Committee)

All India Shri Shivaji Memorial Society's College of Engineering has constituted a'Women's Grievance Cell' as per the orders of the Supreme Court (Vishaka Judgement), 'Sexual Harassment at Workplace Act, 2013' rules with the aim of promoting gender equality and women empowerment among students and staff members. The cell takes care of the grievances of girl students and female staff members related to gender discrimination, violence and sexual harassment on the campus. 40% at our engineering college are female faculty and girl students. It is dedicated to create an environment on the campus where every female feels safe.

- **Objectives**

- To provide an environment free of gender-based discrimination, where men and women work together with a sense of personal security and dignity.
- To disseminate knowledge about rights and laws related to women.

- To create awareness amongst students about the issues related to the youth, particularly in girls.
- To enhance the self-esteem and self-confidence of girl students, women faculty and staff.
- To create awareness amongst students about the problems faced by women due to gender issues.
- To foster decision-making ability in girl students for making informed choices in areas like education, employment and health.

Anti-Ragging

- **Objectives**
  - To ensure discipline in the institute and prevent ragging, in any form.
- **Functions**
  - Continuously maintain vigil in the College campus
  - Monitor the activities of the students
  - Conduct patrolling of canteen area, parking area, the College building, Boys and Ladies hostel.

SC/ST reservation committee

The SC/ST committee/cell will monitor and endeavor to resolve issues / grievances relating to SC/ST students and staff at the Institute level. This committee is formed to comply with AICTE regulations for the establishment of the committee for SC/ST(As per the scheduled caste and the scheduled tribes (prevention of Atrocities) act, 1989, No.
33 of 1989, dated 11/09/1989)

- To promote special interests of students from reserved category.
- To conduct regular remedial coaching classes on life skills, personality development, writing assignments and making presentations, as well as Hindi and local language classes.
- To organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.
- To resolve grievances relating to SC/ST students and staff.

OBC reservation committee

The OBC committee/cell will monitor and endeavor to resolve issues / grievances relating to OBC students and staff at the Institute level.
• To promote special interests of students from reserved category. • To conduct regular remedial coaching classes on life skills, personality development,writing assignments and making presentations, as well as Hindi and local language classes. • To organize interactive sessions and informal meetings with students to attend to theirpersonal, social and academic problems. • To resolve grievances relating to OBC students and staff.

2.6 Department level committees

Other than the above mentioned committees, the Department may form extra committees for the smooth and efficient management of activities at department level. The committees at department level will give an opportunity to the faculty to grow and develop their administrative skills. The committees are constituted by the HOD in consultation with faculty for one academic year or until new committees are constituted.

Department Advisory Board

PROGRAMME ASSESSMENT AND QUALITY IMPROVEMENT COMMITTEE

The Programme Assessment and Quality Improvement Committee (PAQIC) is to be constituted for monitoring and improving quality of the programs of the department. Committee should periodically monitor and evaluate departmental academic and allied activities. The committee will suggest the methodology for elevating the overall standard of the programme.

PROGRAMME ASSESSMENT AND QUALITY IMPROVEMENT COMMITTEE (PAQIC)

Sr. No	Designation	Portfolio	Role and responsibilities
01	Chairman	Head of Department	- **Schedule** and **conduct** the meeting as per the requirement. - Review & Authentication of all documents put in the PAQIC meeting. - **Communication** with internal and external stakeholders.

			- Planning and action for the suggestions or observations received during the meeting to improve the quality of program. - Preparation of action **taken report** with reference to suggestions received from all the stakeholders and with reference to PO attainment data. - Discussion on action taken report in Department Advisory Board (DAB).
02	Coordinator	Department Academic Coordinator (DAC)	- **Coordinating meeting** (Frequency: Twice in a semester.) - **Preparation of various assessment formats** to assess various quality parameters of the program. (e.g. feedback from stakeholders, facility feedback etc.) - **Preparation of departmental academic calendar** (Considering the PAQIC MOMs) - Preparation of **Minutes of meeting** and action taken report. -
03	Member	**Department Project Coordinator**	- Preparation of **Project allotment** to assessment related documents as per the department policy considering slow and advanced learner in the program. - CO-POs/PSOs **mapping** of all allocated project. - Preparation of various project monitoring and evaluation process formats. - Preparation of project report format and its evaluation process documentary proofs. - Get approval for any change in the evaluation process to improve the project quality through PAQIC. - Project achievements such as paper published, award etc.
05	Member	**Department Exam Coordinator**	- Preparation of **exam time table** in line with department academic calendar. - Preparation of various exam assessment process formats such as (attendance sheet, marks list, Supervision duties, re-test schedule if needed) - Collection of various exam related documents. - Collection of various question papers duly signed by **Module coordinators**. - Sample/random checking of solved and checked answer sheets. (Considering below average, medium and top score answer sheets).
06	Member	**Department Industry institute Coordinator (I^3)**	- **Planning** for the various industrial activities (expert talk, industry visit, industry internship, etc.) - **Classification** of activities as per addressing Pos and PSOs - Preparation of Various **industry related activities** formats (Which includes activity addressing POs and PSOs, activity conduction photographs, Scope for the **bridging the GAP**, **Content beyond the syllabus**, **Impact analysis** in terms of **Knowledge/PO-PSOs based** quiz, activity feedback and Student participation proof/attendance) - Identify **Scope** for Industry sponsored laboratories. - **Scope** for summer training, internship etc. - **Scope** for faculty engagement with industry
07	Members	**Department**	- Assessment of strength of all assigned course **CO**

Note: The		**Module Coordinators (Domain Expert)**	**Statements** and make the necessary changes (if needed) as per the guideline (For both theory, term work and practical) - Review **the CO-POs/PSOs mapping strength** for each course and make the necessary changes (if needed) - Review and approve the **question paper** (Knowledge level, Addressing PO/PSOs, quality) for all assigned courses. - Review and approve the **Assignment formats** (Knowledge level, Addressing PO/PSOs, quality) for all assigned courses. - Review and approve the other **Academic related activities included in CO-PO/PSOs mapping & attainment** for all assigned courses. - **Suggestions & Action taken** based on the deviation between Course level CO-PO/PSOs attainment target level and the actual attainment value. - Sample **Checking of proofs** as per CAS report and the TW marks. (Attendance, performance, submission and skill sets) - Checking of **Course file** as the academic coordinator guidelines. - Checking of **Personal file** of faculty as per the academic coordinator guidelines.

Standard Operating Procedure (SOP) for the assessment & evaluation of quality parameters is to be decided by the Head of department in consultation with the Head of the Institute.

Chapter 3
Academic Development and Monitoring

This section includes various factors that influence the academic environment of the institute:

1. Infrastructure
2. Academic Planning
3. Academic monitoring& Control
4. Students Assessment processes
5. Students Feedback

3.1 Infrastructure

The institute is committed to provide, maintain, modernize and update all necessary infrastructural facilities required for imparting the teaching and learning of students.

3.1.1 Academic Infrastructure:

The infrastructure includes areas for:

- Administration

A separate administration space is available. The administration space includes area for administrative office, Principal cabin, Anti chamber, Conference hall, waiting room, Exam control room, Pantry, Medical room, Training and Placement.

- Instructional Area and Laboratories

As per the AICTE and University norms, well ventilated class rooms and laboratory area wise infrastructure including necessary requirements such as sufficient number of desks, blackboard, podium, platform, LCDs, CPU, P.A. System, Internet connection, fans and tube light are made available.

- Faculty/Staff room

Sufficient number of well furnished (Tables, chairs, cupboards), ventilated staff rooms with adequate number of computers with Internet facility, printer, telephone connections, fans and tube lights, display boards are available in each department.

- Library

A separate floor space for library which constitutes central library, digital library, reference section and reading hall is available. The library facility and reading hall is available from 8a.m.-6p.m. Each department has its own departmental library.

- Computer Center

A central computer center is available with sufficient number of computers with Internet connection. In the computer and other department computer labs are available for teaching and learning purpose as per the curriculum requirements.

- Workshop

Workshop facility with sections like carpentry, fitting, welding, black smithy is made available for conducting the skill development practical's and projects.

3.1.2 Infrastructure Facilities: Buildings

- Hostel facility

A separate hostel facility is available for the girls with 200 and boys with 100 capacity well-furnished ventilated rooms and mess facility.

- Playground and lawn

A playground is available for the outdoor sports and practice. Green Lawn with good ambiance and big stage is available for conducting various student activities like annual social gathering activities etc.

- Multipurpose hall

The Multipurpose hall is well equipped with adequate seating arrangement, Public address system, stage arrangement, LCD Screen, podium, etc. Also each department has been provided a separate multipurpose hall for organizing their department level activities.

- Medical Room

Medical room equipped with bed, stretcher, wheel chair and other medical aids is made available to the students and staff in case of emergency.

- Boys and Girls Common Room

Separate girls and boys common room is made available to the student with sufficient facilities

for recreation and relaxation.

- Gymkhana

The gymkhana is equipped with exercise equipment's and indoor game facilities like table tennistable, carom, chess and other sports material. A separate room for cultural activities is provided with musical instruments.

- Canteen

The canteen facility is made available to the students and staff.

- Parking

Sufficient open and covered parking space is made available to the students and staff for vehicle parking.

3.1.3 Academic Infrastructure: Equipment

The infrastructure includes:

- Laboratory equipment:

As per the curriculum requirements of University, all labs are well equipped with the state of art equipment's, experimental kits & models.

- Library books and periodicals:

As per the curriculum of University and AICTE norms sufficient numbers of text books/ reference books / Educational CD's are made available. In the reference section of library various periodicals, magazines, handbook and journals are made available. Adequate numbers of International and National on-line journals as well as hard copies are subscribed as per the recommendations of AICTE.

- Digital Library Facilities:

NPTEL, Science Direct and various reputed international and national journals are available in the digital library.

- Computer Hardware & Software in the Computer Center and other computing facilities:

Every department have its own licensed software with required computing facility as per the curriculum.

- Internet facility:

The institute has a dedicated 48 Mbps leased line and 02 Mbps wi-fi. The computer center is providing this facility from 8 A.M. to 6 P.M. daily to its students and faculties.

- Audio-visual Facilities:

The institute has LCD projectors and P.A. System installed in each class room, seminar hall and auditorium.

3.1.4 Procedure for maintaining equipment and furniture

Procedure for maintaining and utilizing physical academic and support facilities – Laboratory, Library, Sports complex, Computers, Classrooms etc.

- A History card is maintained for all the equipment's –
- Annual maintenance contract (AMC) is given for maintenance of computers, Printers, Photocopy Machine, CCTV Cameras, Water coolers/filters, gardening, cleaning etc.
- A vendor is fixed for maintenance of books in library.
- A vendor is fixed for repairing of sports material.
- The Lab In charge or the concerned teacher/staff maintain the record of equipment, any othermaterial and furniture.
- In case of any breakdown / repair the Lab In charge or Concerned teacher/Staff Contact thevendor from whom the equipment is purchase and get the equipment checked for the fault.
- After inspection the Lab-In charge then take the Inspection report from the maintenance personand as per the report forward submission to Principal for approval.
- In case the repair is related to workshop then it is done through workshop department.
- In case of major repair and maintenance approval for the expenses is taken from the society.
- Maintenance and repair of Library and sports related material is done through regular approved vendor.

3.2 Academic Planning

The Curriculum is prepared by the concern Board of Studies (BOS) consisting of experts fromthe Industry, academia, members of BOS etc. The curriculum is finally approved by the academic council of University and displayed on University website. At the beginning of each academic year the affiliating University gives academic calendar and guidelines about the dates of commencement of the semester, end of the semester, In-semester and End-semester examinations, Online examinations, Oral, Practical examinations, holidays etc.

Principal receives inputs through IQAC, Department Advisory Board (DAB) and Academic co-ordinators etc. Based on these inputs Principal, Head of the Department (HOD), Institute Academic Coordinator (IAC), GSA committee members, Head- Cultural activities discusses and prepares the academic calendar for the college. These are documented by IAC. It is then distributed to all the departments. Each department prepares their Department Academic Calendar in consultation with Head of the Department. Principal held a common meeting with all teaching and non-teaching staff before commencement of semester. Students are also made aware of commencement of semester through a common notice and also SMS sent through ERP system.

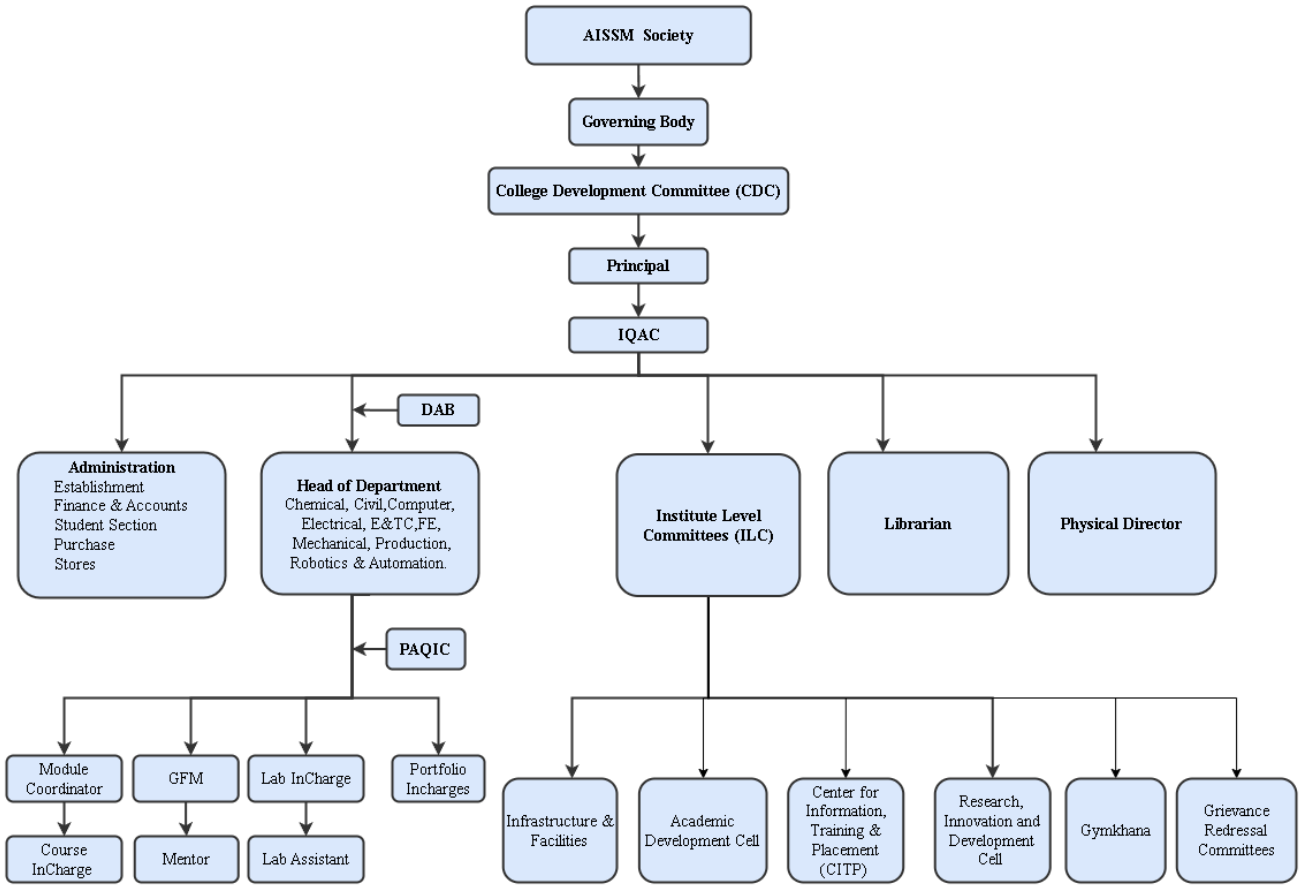


Figure 1. Organization structure of Academic Development and Monitoring committee

Head of the Department is to conduct a meeting with all staff before commencement of semester. The course allotment is done by Head of the Department and teaching plan of each course is prepared in line with department academic calendar by individual course teacher in ERP. The planning and implementation of curriculum is being monitored through Academic Monitoring Committee. This committee decides the role and responsibilities of Department Academic Coordinator (DAC), Guardian Faculty Member (GFM), Mentor, Subject Teacher etc.

3.2.1 ACADEMIC development AND Monitoring Committee (ADMC)

Vision of All India Shri Shivaji Memorial Society's College of Engineering is "Service to Society through Quality Education". In order to impart Quality technical education an Academic Development and Monitoring Committee (ADMC) is established at institute level to develop strategies, rules, regulations and policies for creating an environment conducive for teaching learning process and effective planning and implementation of curriculum. The ADMC is headed by Principal and comprises of Institute Academic Coordinator (IAC), Heads of all departments (HOD), and Department Academic Coordinators (DAC). ADMC is responsible for planning and monitoring of overall academic operations, activities, procedures, functioning and maintaining all relevant documents and files in association with various

committee/coordinators of the department. Based on the inputs received from Principal, Heads of the Department (HODs), and GSA committee members, In-charge of Extra and Co-curricular activities an academic calendar for the college is prepared by institute academic coordinator and circulated to all the departments. Each department prepares their Department Academic Calendar in consultation with Head of the Department. Principal held a common meeting before commencement of the semester. Students are also made aware of commencement of term through a common notice/Emails/SMS/through ERP system. Thus AMDC striving to achieve institute vision through mission statement M2, M4 & M5.

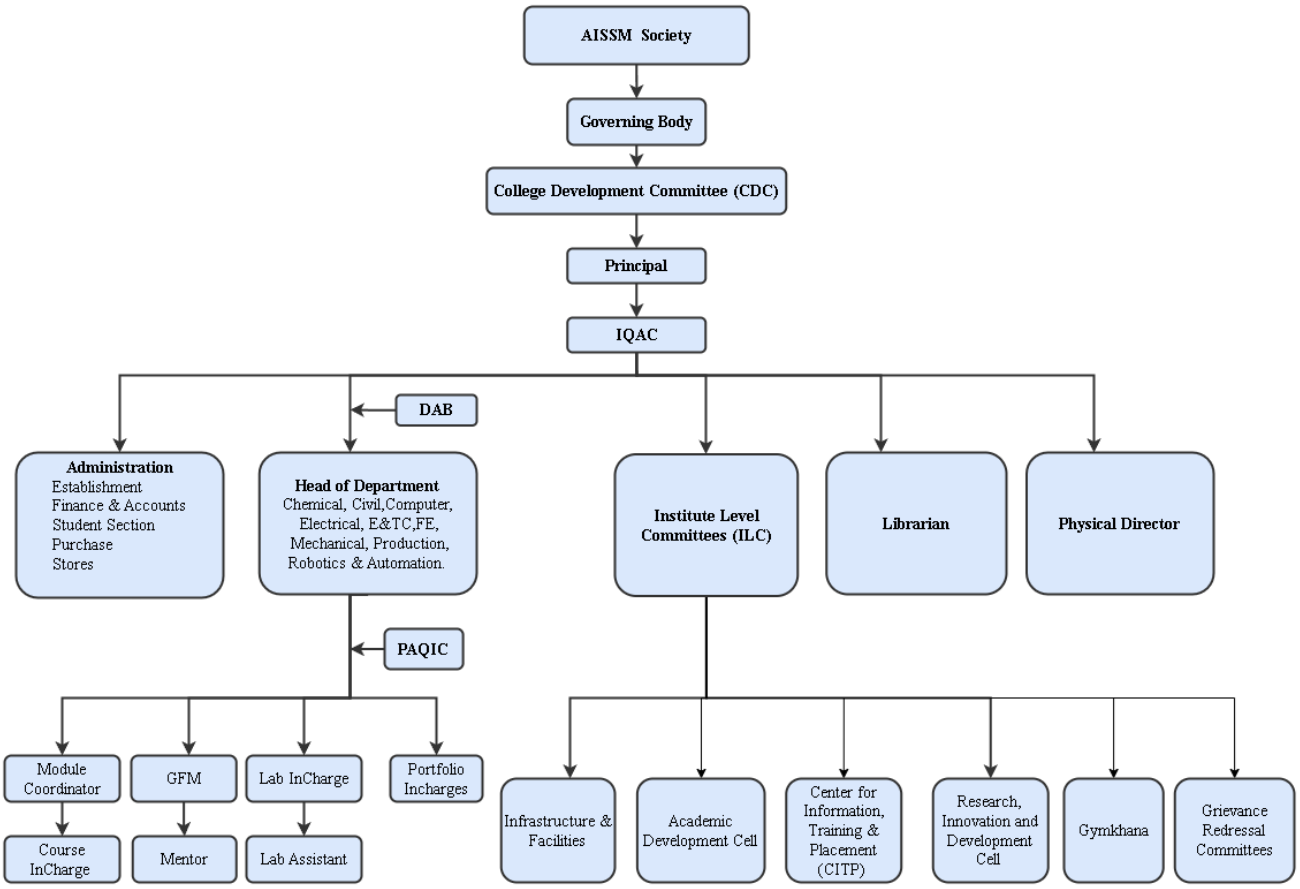


Figure 2. Organization structure of Academic Development and Monitoring committee

Objectives:

1) Academic planning and implementation.
2) Imparting guidelines for upgrading innovative and creative teaching learning process, methodology, tools and techniques at periodic intervals by implementing advanced concept of pedagogy, ICT, learning management system, student centric methods, participative learning etc. for enhancing teaching and learning experience.
3) Conduct academic audit and suggest suitable methods for quality improvement and quality assurance.
4) To develop methodology for internal assessment.
5) To encourage students to participate activity based teaching learning, co-curricular activities and MOOCs for self-growth.

6) Planning of various co-curricular and extra-curricular activities.
7) Planning for Students Induction Programs.

Functions:

Functions Academic Development and monitoring committee:

1) Prepare Institute and Department Academic Calendar.
2) Ensure work load distribution, timely display of Time-Table, examination schedule, feedback schedule.
3) Monitoring of academic activities such as Preparation of teaching plan, Syllabus coverage, Students reporting at the beginning of semester, Student attendance, Faculty Feedback etc. through department academic coordinators and GFMs.
4) Notify to update academic related activities on ERP.
5) Mid-term academic reviews.
6) Finalize dates for annual events (e.g. Shivanjali, Ashwamedh, Engineering Today etc.)
7) Collect result analysis of all departments.
8) To notify regarding conduction of pre-requisite tests, Faculty feedback, Course end survey, Exit survey, Student satisfaction report, feedback on curriculum etc.
9) Ensure formulation of Program Assessment and Quality Improvement Committee at department level.
10) Frame policies regarding projects.
11) Participation in Academic Audits arranged by IQAC.

Standard Operating Procedure:

This committee work throughout the year as mentioned in Standard operating procedure. The functions Academic Development and monitoring committee are implemented following a standard operating procedure:

Sr.No.	Activity	Responsibility	Target days / dates
1	Preparation of Academic Calendar: Institute and Department	IAC & DAC	One week before commencement of Term
2	Elective Choices	HoD	
3	Load Distribution	HoD	
4	Preparation of Time Table	Time Table In-charge	
5	GFM and Mentor appointments	HoD	
6	GFM meeting	GFM	Every week
7	Planning and Conduction of Internal Examinations	Int. Exam Coordinator	As per academic calendar
8	Display of Defaulter List	GFM	Fortnightly
9	Students Feedback	GFM & Feedback I/c	As per academic calendar
10	Project Reviews	Project Coordinator	

11	Course End Surveys	Individual Teacher	Last week before term end
12	Graduate Exit Survey	DAC	Last week before term end of Final Year Students

List of forms and formats to be used:

Following formats are to be used as issued by Institute-Academic Coordinator time to time:

1) Academic calendar
2) Load distribution Format
3) Time-table Format
4) GFM meeting record Form
5) Continuous Assessment Sheets (CAS)
6) Internal examination question paper format
7) Assignment Format
8) Course-File Index
9) Graduate exit survey format
10) Course File Verification Forms (Part-A and Part-B)
11) Personal File Verification Forms.

3.2.1 ROLE OF INSTITUTE ACADEMIC COORDINATOR (IAC)

The Institute Academic Coordinator should responsible for following activities:

a. The Institute Academic Coordinator (IAC) in consultation with Principal and Heads of Department will form an Academic Monitoring Committee comprising of Heads of all departments (HOD) and Department Academic Coordinators (DAC).
b. The IAC will provide guidelines to department coordinators and collect information from departmental coordinators and convey it to the Principal for corrective measures, if required.
d. AMC will prepare Academic Calendar and submit the same to Principal for approval and same is to be forwarded to all the departments at least 15 days before commencement of semester. In consultation with Principal and the Heads of Departments, DAC should collect the following information for smooth conduction of academics.
    i. Term start and end dates.
    ii. Public Holidays.
    iii. Dates for Mid Term Tests, End Term Test.
    iv. Schedule of faculty feedback.
    v. Schedule of Industrial Visits, Guest Lectures.
    vi. Dates for annual events (e.g. Shivanjali, Ashwamedh, Engineering Today etc.)
    vi. QIPs (short term courses, guest lectures, FDP, STTP, conferences, seminars) if any
    ix. Term work submission dates
    x. Guidelines for make-up-classes and remedial classes.

3.2.3 ROLE OF DEPARTMENT ACADEMIC COORDINATOR (DAC)

The Department Academic Coordinator should monitor:

a. Display of Class time table, timely distribution of individual time table.
b. Activities of Guardian faculty Member for smooth conduction of academics.
c. Students' Attendance monitoring through ERP.
d. Syllabus coverage monitoring through ERP.
e. Records of sending letters/SMS to the parents regarding their wards' performance.
f. GFMs' Records, Mentors' records.
g. Record of make-up classes.
h. Display of monthly attendance, defaulter list, unit test marks etc.
i. Collect departments' performance report and submit a comprehensive report to the Head of Department and Principal.
J. To conduct GFMs' meeting or interaction with subject teachers (if required) and prepare minutes of meeting.
k. Various feedback like Turn-I (Mid Sem) & Turn II (End Sem) through ERP, Course end survey, Exit survey, student satisfaction report etc.b related to academics.
l. Executing Academic Audit for each semester.
m. Forwarding information about not reported, late reported faculties to lecture/practical if any to HOD/IAC/Principal for necessary action.

3.2.4 ROLE OF GUARDIAN FACULTY MEMBER (GFM)

a. Ensuring the Roll call list, batches, students' and their parents/ local guardians data with address, mobile number, email ids etc. is in place.
b. Collection and maintenance of Theory and Practical Attendance Record (through ERP) from subject Teachers and to prepare defaulter students' list fortnightly.
c. Monitoring conduction of lectures and Practical regularly and making alternative arrangements in case of faculty is on leave and see that same must be recovered by subject teacher taking extra lectures if required. He will also inform the Head of Department about making substitute arrangement for lectures and practical when a faculty is on leave.
d. Displaying defaulters' list and prepare schedule for make-up classes.
e. Communicating internal examination time table and other academic activities to the students well in advance.
f. Preparing provisional and final detention list and displaying on notice board in consultation with DAC and HOD.
g. Monitoring the syllabus completion (Theory and Practical) fortnightly and submitting the report to Department Academic coordinator.
h. Collection of records of make-up classes.
j. Maintaining informal feedback from students (if any).
k. Conduction of subject teachers meeting on every Friday and keep record of it.
l. Monitoring late reporting student.

3.2.5 Role Of Subject Teacher

Subject Teachers will be responsible for all the academic aspects for

a. Preparing and maintaining course file, taking attendance for each lecture/practical.
b. Maintaining the daily attendance report and send SMS to the parents of absent students.
c. Providing subject notes, unit-wise question bank, assignments to students.
d. Periodic conduction of internal examinations, make-up classes, lectures for slow learners etc.
e. Updation of personal file.
g. Preparation of knowledge wall.
h. Contribution towards holistic development of the student.
j. Industrial Liaison, training and visits.
k. Development of teaching material, planning of lessons, setting up laboratories and experiment, unscheduled teaching activities such student counselling, setting and evaluating test papers, arranging and conducting tests, conduct of Local/University examinations, implementation of project for students, setting and evaluation.
l. Curriculum Development due to the ever expanding demand of knowledge and changing needs of the industry.
m. Student's activities as an adviser to student associations, co-curricular and extra-curricular activities.
n. Administration which may be departmental and or institutional as member/convener of some committee.
o. Professional activities i.e. involvement in professional and technical societies.
p. Continuing education activities (FDP/STTP/Seminars/Workshops/Expert Lectures etc.) both as an organizer and (or) as a participant.

3.2.6 OBJECTIVES AND ROLE OF A MENTOR COORDINATOR

Objectives of Mentoring

- To understand the students' needs and potential
- To personally help the students to improve upon in academics, soft skills, personal development etc.
- To guide the students to overcome the problems in academics and personality development.
- To enhance peer interaction.

Role of Mentor Co-coordinator:

a. Departmental Mentor coordinator should distribute the hard copy of required formats to the department mentors.
b. Departmental Mentor coordinator must maintain the list of the students and respective mentors.
c. Departmental Mentor coordinator must monitor the records of all department mentors on 2nd and 4th Friday of every month and report to the HOD.
d. Departmental Mentor coordinator must collect the records from all the mentors at the end of every semester and retain in the department with HOD.
e. Departmental Mentor coordinator must handover the mentor records of earlier semester to next mentors at the beginning of semester through HOD

f. Departmental Mentor coordinator should conduct the meeting once in the month within department and maintain the minutes.
g. Departmental Mentor coordinator will sign on telephone/Mobile bill of individual mentors before sending to office through HOD for claims.

3.2.7 ROLE OF A MENTOR

Roles and Responsibilities of Mentors

a. To collect the list of allotted students and formats for updating the students' records from HOD.
b. To collect the "student's Information" from the respective GFM.
c. To establish the contact with the parents through telephonic discussion, appraise them about the development of their ward.
d. Conduct meeting with students once in two weeks.
e. To act as a Counsellor, Guide and Philosopher of the student.
f. To encourage the student to have open dialogue.
g. To record the observations about the student viz. achievements, doubts, fears, grievances.
h. To evaluate the student's ability, strengths and weaknesses.
i. To help the students to over-come their weaknesses and strengthen the abilities to excel in his/her defined objectives.
j. To submit the files complete on all respect to Head of Department (HoD) at the end ofterm. Mentors can collect those files from HoD before the start of next academic Session.
k. Update students' information on ERP.
l. To report the weak cases to the Students' Counselling Cell, as well as those cases Wherever special assistance is required, through HoD.
m. HOD/Department coordinator of First year engineering shall handover the Mentor Record to respective department HOD at the end of every academic Year.
n. To maintain utmost secrecy about the matters disclosed by the student during counseling.
o. To maintain the following records

i) Student Information
ii) Mentoring Record of students according to academic, Psychological, financial.
iii) Attendance of student about mentor meeting.

3.2.8 ROLE OF A Laboratory Incharge

a. Dissemination of Vision, Mission statements into laboratory.
b. Maintain dead-stock register.
c. Preparation of laboratory manual.
d. Display of information related to Lab time-table, Total laboratory cost, List of major equipment, Lab area, Standard operating procedures (SOPs).
e. Display of Models, Charts, Slides etc.
f. To monitor condition of an equipment, to conduct preventive and predictive maintenance, calibration, annual maintenance contract of laboratory equipment's.

g. Suggest new equipment's to meet the need of teaching, erection/installation and commissioning of new equipment, Procurement of consumables etc. before the implementation of revised syllabus (if any).
h. Determine size of the batch, Number of sets, Demonstration kits etc. to be arranged.
i. Preparation of Continuous assessment sheet for batch allotted to you.
j. Preservation of sample Journal copy.
k. Conduct mock practical/ or oral examination for batch allotted to you.
l. Maintain laboratory utilization register, equipment utilization for specific work.
m. Maintain testing and consultancy (if any) records conducted in laboratory.
n. Periodic feedback from students about working of instruments and special need.
o. Make a laboratory budget.
n. Monitor laboratory safety and cleanliness.

3.3 PROCESS OF EFFECTIVE CURRICULAR IMPLEMENTATION:

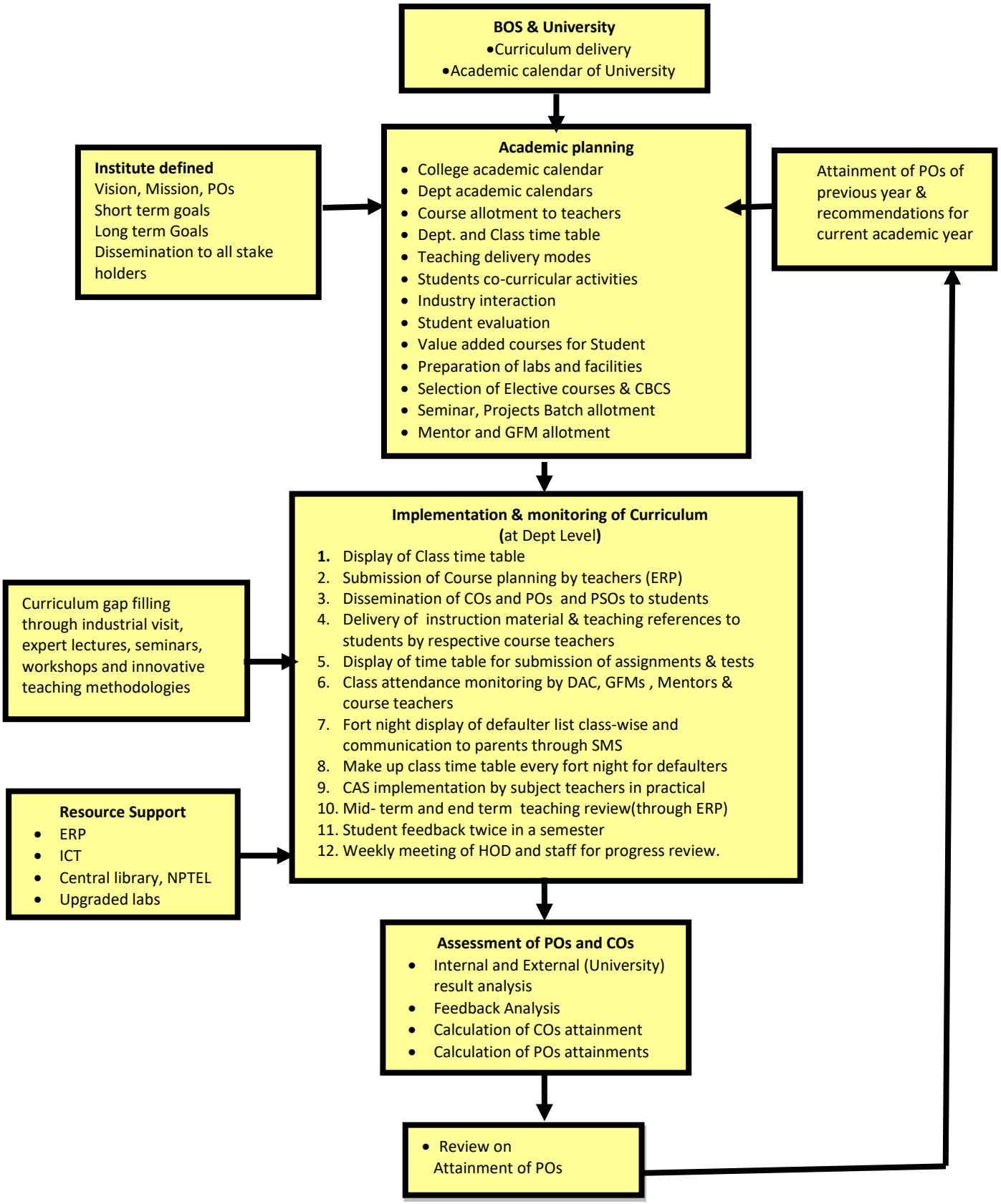


Figure 3 Effective curriculum planning and implementation process

The implementation of curricular is carried through a systematic procedure as shown in the flow chart

and explains in detail as:

3.3.1 Preparation of Teaching Plan

University prescribes the syllabus which specifies the number of lectures, list of recommended books and assessment scheme of internal and external marks. HOD distributes the teaching load by considering the subject choice form filled by the faculty members. In order to have smooth conduct of curriculum, HOD allocates the load according to faculty competency. The activity is carried out immediately after the end of the previous semester so that faculty members get sufficient time for the preparation of the subject assigned to them for the next semester. Every faculty member prepares a teaching plan of entire semester in-line with the department's academic calendar. To prepare and maintain documentation, the institute provides the facility of Enterprise Resource Planning (ERP) system. Detailed unit-wise and date-wise plan is prepared by individual faculty using ERP.

Schedule of Internal (Mid Term & End Term), Online, In semester, external examinations are displayed time to time. Training, induction, guidance is imparted to newly joined faculty for building and maintaining academic culture in the college. An induction programme is conducted for First Year Engineering students before start of semester. Imparting guidelines for upgrading innovative and creative teaching learning process, methodology, tools and techniques at periodic intervals by implementing advanced concept of pedagogy, ICT, learning management system, student centric methods, participative learning etc. for enhancing teaching and learning experience. Figure 2 shows the process of effective curriculum planning and implementation.

3.3.2 Curriculum Delivery

The effective implementation of curriculum is ensured by supplementing classroom teaching with expert lectures, presentations/seminars, mini projects, in-house and industry supported projects, tutorials, group assignments, tutorials, case studies, industry visits, industrial training, internships, hands-in-sessions, e-learning, NPTEL lectures, MOODLE, knowledge wall, technical quiz, assignments, internal-tests etc. As shown below.

Training needs of faculty are identified by the head of the department. Faculty is encouraged to attend short term training programs (STTPs), faculty development programs (FDPs), Seminars, Workshops, Industry Training etc. to bridge the need.

Contents beyond curriculum are identified and taught both in the classroom and in the laboratory to expose student learning to recent trends in the industry.



Figure 4 Effective course deliveries

3.3.3 Academic Monitoring Process

Academic coordinator, HOD and GFM monitors the progress of syllabus coverage every fortnight through ERP. The number of lectures planned and the number of lectures actually conducted facilitates identification of gaps, if any, and necessary corrective actions are taken for filling the gap.

Following activities related to academic monitoring are carried out through ERP:

- Preparation of Timetable: Class wise, Laboratory-wise, Classroom-wise, Individual,
- Preparation of Teaching Plan
- Attendance Monitoring: (Subject-wise, Class-wise, Percentage-wise)
- Syllabus coverage Monitoring
- Students feedback
- Communication to parents through SMS.

3.3.4 Process to indentify slow learners

The students are tracked during their academic journey in the college and special efforts are made to bring slow learners (students with certain limitations) to come at par with the average/above average group. Students with good background and skills are guided to higher levels of achievements and encouraged towards challenging goals.

The FE learning level data is shared with the team of first year Guardian Faculty Members(GFM) and Mentors, to evaluate the student learning level as advanced learner or slow learner. The GFM/Mentors, in weekly meetings with all faculties of respective classes, carry out discussion based on analysis records available about students' levels, abilities, characteristics, skills, attitudes, examination results (internal and external) and their current day to day interactions/experiences. Based on this evaluation, feedback is given to students and special programs/activities are undertaken.

This data analysis done at entry stage is referred by GFM's/Mentors of FE classes and also passed subsequently to GFM's/Mentors of next classes. The GFM's and Mentors of second year onwards carry forward the FE activities at individual departments. Students attendance is also being monitored through ERP software on every week and list of defaulter students are displayed on department notice board. Attendance of students is regularly being informed to the parents through SMS facility. College had made special provision of exhaustive soft skill training and exclusive counselling, to mould the slow and advanced learners to plan their careers and placements. Through this process slow learner are identified and following activities are carried out for them.

Activities for Slow learners:

- Tutorial
- Special Notes
- Question bank
- Extra lectures
- Extra Practical sessions
- Re- test for improvement
- Personal Attention in teaching
- Remedial and Make-up classes
- Mock oral/practical examination
- Counselling – special hints and techniques
- Guidance for Seminar/Project presentation
- Assignments and Solving university question papers

3.3.5 Encouragement to Active Learners

In order to promote advanced teaching and learning methodologies to give motivation to learn, higher retention of knowledge through better understanding, increasing depth of knowledge and developing positive attitude to the subject taught following activities to be planned.

a) Active learning: We adopt active learning by involving students in the learning process more directly through following activities;

• Activities on technical content of syllabus like brain storming, quiz, debate, group discussions, role play, games, model making, mini project, presentations, essay, elocutions, case studies

• Use of animation software, V-LAB

• Active learning experiences through hands on training.

• Challenging students to take up open ended problems requiring critical/creative thinking through active participation in state and national and international level competitions such as BAJA, SUPRA, EFFI-CYCLE, GO-CART, AVISHKAR, AERO-DESIGN etc.

• Use of team based learning and participative learning to do some short term projects.

• Brief demonstration, case studies etc.

b) Collaborative Learning: We implement collaborative learning by forming student teams working together to solve a problem, complete a task, or design a product. Team works are done in activities like group projects, joint problem solving, debates etc.

c) Inquiry-based Learning: We make our classrooms as open systems where students are encouraged to search and make use of resources beyond the classroom for investigation of open questions/problems, developing their critical thinking and increasing understanding levels by performing review of research papers, Surveys etc.

d) Cooperative Learning: Focusing on cooperative learning methodologies by distributing the tasks to small group. Students work together to maximize their own and each other's learning in IE student chapter study circle and while performing various activities using think-pair-share, round table and one minute paper technique.

e) Problem based Learning: We assign students different tasks, assignments, portfolios, activities in which students engage in complex, challenging problems and collaboratively work toward their resolution by using inter-disciplinary knowledge to solve problems. Example BAHA, Garudashwa projects.

f) Peer Led Team Learning: We provide an environment for students to engage in intellectual discussions and work in problem-solving teams under the guidance of a peer leader to perform activities like designing and developing software for different competitions in our technical fest.

g) Just-in Time learning: For some subjects, we are making our students to do a pre-class activity, submit responses to this activity and then we use these responses to tailor class to the specific needs of the students.

h) Experiential learning: We are adding field based experiences, Internship, practicum, cooperative education, service learning and class based experiential learning by conducting activities like role plays, games, case studies, simulation, virtual lab, presentations and various types of group work.

i) Project based learning: The mandatory BE project is converted to a learning platform by using various tools of project management, solving real time challenges and giving the satisfaction of achieving the goal at the end of completing the project.

Activities to be carried out for Advanced learners:

- Encouragement to complete NPTEL certification courses
- Participation in incubation center as Organic BOT
- Induction in Clubs like Robotics, Drone etc.
- Implementation of research papers
- Participation in Seminars and Conferences
- Motivational guest talks
- Paper publication and presentation
- Workshop and seminar on current trends
- Model making/building
- Motivation and Guidance for higher studies (GRE, GATE, competitive exams)
- Industry visits and Industry sponsored/research project
- Patent filing process
- In house Mini-projects (over and above the syllabus)
- Project competition like NDRF, AVISHKAR, BAHA, SUPRA, GO-CART, ET
- Encourage students to participate in professional body activities and memberships such as, Institution of Engineers, SAE, IMechE, ISTE, CSI, TRIZ association of Asia activities etc.

3.3.6 Feedback Process

Student's feedback about teaching a course is collected for all courses twice in a semester through the ERP system.

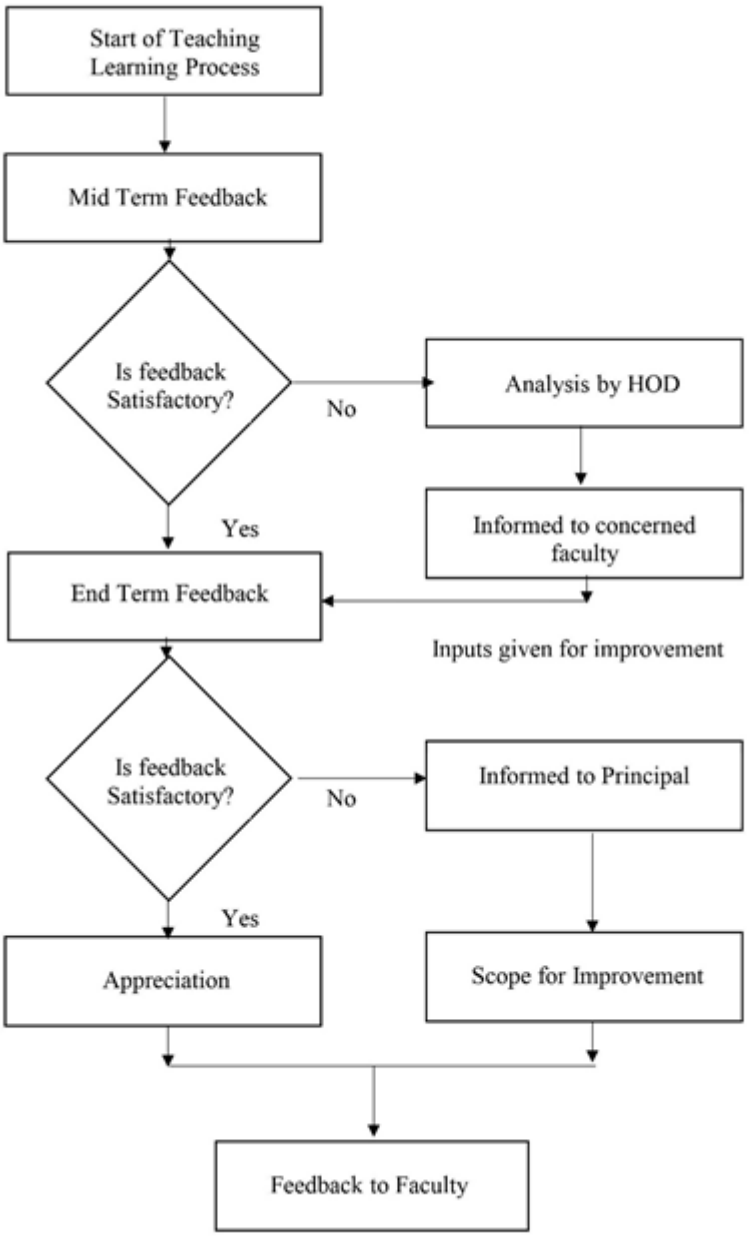


Figure 5 Feedback Process

Frequency of Feedback: Per Semester Mid Term and End Term.

Mid Term feedback is taken after the first 30 to 40 days of teaching. Corrective actions are taken after this feedback. End Term feedback is taken at the end of the semester.

The following questionnaire is set for feedback.

1. Has the teacher covered the entire syllabus as prescribed by university, college, board?
2. Has the teacher covered relevant topics beyond syllabus?
3. Effectiveness of teacher in terms of technical content, Course content, communication skills and teaching aids.
4. Pace on which contents were covered.
5. Motivation and inspiration for students to learn.
6. Support for the development of student's skill practical demonstration.
7. Support for the development of student's skill hands on training.
8. Clarity of expectations of students.
9. Feedback provided on students' progress.
10. Support from teacher during pandemic for addressing student's issue.

A rubric is followed to access the syllabus covered by the faculty, pace of teaching, topic covered etc.is shared with students through ERP for evaluation of the faculty. Each question is assessed on a 5 to 1 scale. (5- Excellent, 4- Very Good, 3- Good, 2- Satisfactory and 1- Non-satisfactory). At the end of the feedback collection process, reports are generated in ERP showing a performance index. The method of obtaining feedback performance index is as follows.

Let total N students in a class participate in the feedback process and n_1, n_2, n_3, n_4 and n_5 be the number of students giving feedback as Excellent, Very Good, Good, Satisfactory and Non-satisfactory, respectively. Each question in the questionnaire is assessed on a 5 to 1 scale (5- Excellent, 4- Very Good, 3- Good, 2- Satisfactory and 1- Non-satisfactory). The method of obtaining feedback performance index is as follows.

$$N=n_1+ n_2+ n_3+ n_4 + n_5$$

Total marks obtained for a question = $5\times n_1+ 4\times n_2+ 3\times n_3+ 2\times n_4 +1\times n_5$

Maximum marks = $5\times N$

Feedback obtained = (Total marks obtained for a question/ Maximum marks) X 100%

The procedure is repeated to get feedback obtained for all questions in the questionnaire. The performance index is simply an average of the percentage feedback thus obtained. This index is mentioned in the feedback report.

Faculty are provided with letters of appreciation or improvement based on performance index. This index is used for measuring the quality of teaching & learning. For the performance index of 75 and more, appreciation letters are issued by the Head of the Department. For a lower index, the Head of the Department issues improvement

Reward / Corrective measures:

1. Faculty members, with more than 75% feedback, were motivated to continue their hard work and explore the scope of further improvement.
2. Faculty members with less than 75% feedback were asked to discuss any kind of problem or issue being faced by them in subject content, preparation and delivery of lecture. They were motivated to attend faculty development programs in order to improve modes of teaching. They were also advised to go through video lectures available online.

3.3.7 Evaluation Process

Internal assessment is carried out through internal calss tests, assignments, course activity etc. University examination is conducted as per schedule prescribed by the university and termed as external assessment. As per revised 2019 course insemester examination is carried out on first two units and end semester examination on last 4 units. External Assessment (University examination) and internal assessment tools are used for mapping of CO-PO-PSO.

Assessment Tools

a. Direct Assessment Tools: Continuous Assessment, Class tests, retest, In-sem Examination and End Sem- examination (University).

b. Rubrics: A Rubric explains to students the criteria against which their work will be judged with "scoring rules". This criterion helps the students in developing, revising, and judging their own work.

c. Indirect Assessment Tools

Programme level statistics: At the end of semester the statistics of students who have participated in professional bodies/studentchapters/workshops/seminars/conferences/paper presentations/internships/industry visit etc. are prepared. This is considered to indirectly assess the PO's.

Survey reports: Indirect assessment strategies may be easily implemented by conducting the Course End Survey, Graduate Exit Survey, Alumni Survey and Employer

3.3.8 In-put for curriculum development

Each course has defined COs that are mapped to the PO's. The POs are achieved through a curriculum that offers a number of core courses as well as elective courses. A set of performance criteria is used to provide quantitative measure of how well the COs are achieved. The mapping of COs with POs and PSOs of the program are considered by the individual staff and feedbacks from stake holders such as, students, alumni, parents, industry, teachers to give input in framing the syllabus which will be communicated to Board of Studies (BOS) members to modify in the syllabusthrough faculty participating in various syllabus design and implementation work-shops and separately through E-mail. The suggestions given by individual staff are incorporated by BOS for curriculum enrichment.

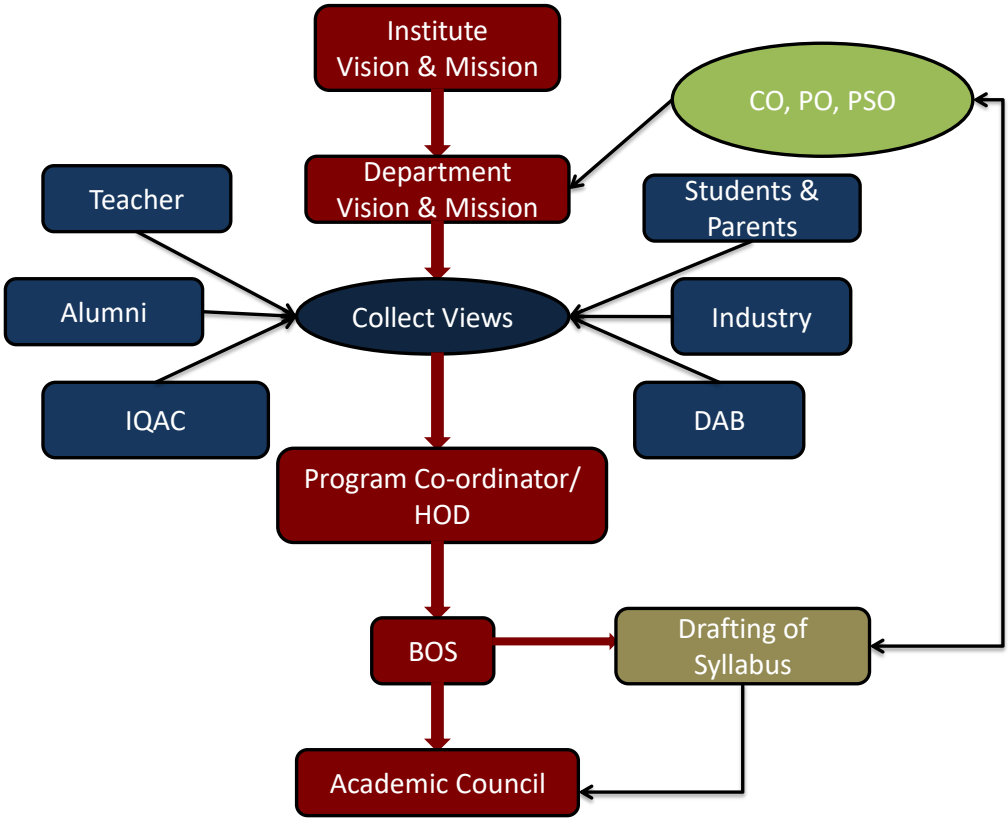


Figure 6 curricular development

3.4 Service activities

For holistic development of student, institute conduct service activities and following administrative setup is put in place to ensure the achievement of POsand PSOs

- Gymkhana Cell
- Alumni Association
- National Social Service (NSS)

- Guidance and Counselling
- Industry-Institute-Interaction
- Entrepreneurship Development Cell
- Institution Magazine, Bulletins, Newsletters etc
- Annual Day Celebrations and cultural activities
- Centre for Information, Training and Placement (CITP)
- Student Chapters of Professional Bodies and Students' Associations

3.4.1 Centre for Information, Training and Placement (CITP)

AISSMS COE has an excellent and fully functional Centre for Information, Training and Placement (CITP) with adequate infrastructure comprising of Seminar Hall, Discussion rooms and Interview Rooms. The CITP is equipped with computers with internet facility. The CITP co-ordinator maintains a database of all the registered students with all relevant details and information of companies visiting the campus. A large number of companies visit the campus every year and recruit eligible students from the campus.The number of students placed through campus recruitment activity is increasing every year. The CITP at AISSMS COE is assisted by faculty coordinators by each department. Institute had the distinction of being visited by core companies specific to each domain as well as interdisciplinary area.

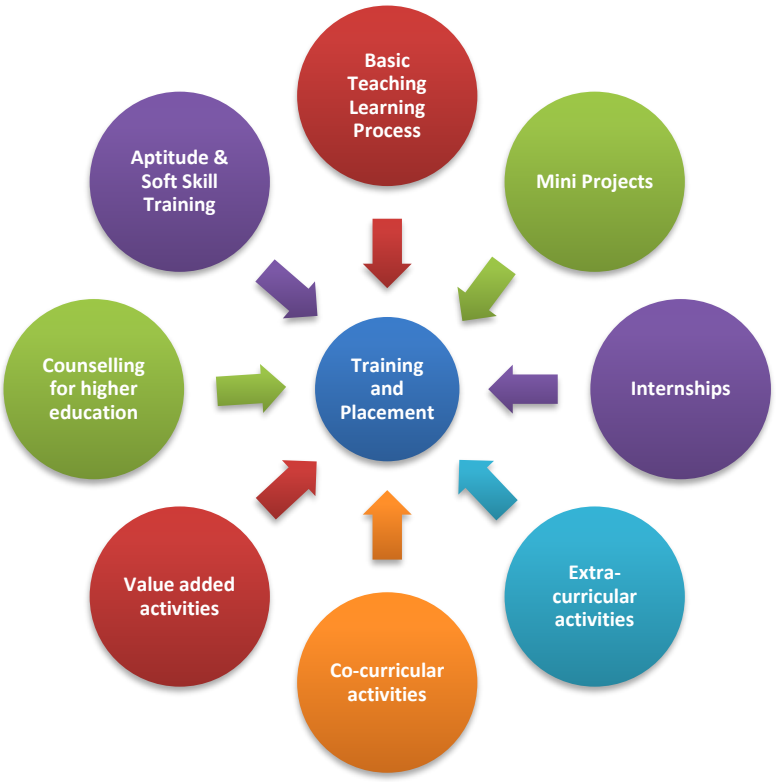


Figure 7 Centre for Training Information and Placement

As part of the training activity, institute has focused on training for Aptitude, Technical Tests, Group Discussions, interviewing techniques, Psychometric tests, soft skills held through external agencies.

These are imparted to all pre-final and final year students who register with CITP. The Placement Officer regularly contacts many IT-related and manufacturing organizations and forwards details of eligible students to the Industry as and when needed. Interactive sessions with the students of final year who have been selected by the companies are frequently arranged. In this session students narrate their experiences during the interview process. They give facts/necessary information that would add on students' preparation. Industry visits are arranged frequently as a part of career initiative.

3.4.2 Counselling for Higher Education

The various programmes were organized for providing information to students about opportunities for higher education such as Expert Lecture on "Education & Career Opportunity in foreign Universities".

3.4.3 Co-curricular and Extra-Curricular Activities Institute

"AISSMS Engineering Today" - Every Year, the institute organizes technical competitions and symposia. These events provide students opportunity to prepare technical papers, Quiz, Model Making, Robo-race, Science exhibition. Students also involve as volunteers in the organization of such events.

AISSMSCOE Conducts a state-level cultural event **"Shivanjali"**, **"Ashwamedh**" and**"Shahu Trophy"**every year. The Students of various colleges throughout the state participate in these events.AISSMS COE students actively participate and are winning prizes continuously in cultural andliterary events organized by other colleges of the state. These events are held to promote overall personality development of the students.

Chapter 4
Students Section

4.1 Admissions and Registration

The rules of admission and fees shall be made available to students through notices and display on website. The institute shall frame an academic calendar and make it available to students. Induction program shall be arranged for first year students to brief them about the institute's vision, mission, quality policy, objectives, infrastructural facilities available to them, teaching learning process adopted by the institute, rules regarding attendance and discipline, opportunities for placement etc. Heads of the departments shall address the SE, TE and BE students of their departments on the first day of each term regarding plans of teaching and assessment.

4.2 Teaching, Learning and Academic Guidance

The institute shall appoint qualified and competent staff as per AICTE and University norms. The prescribed number of working days and contact hours per term shall be meticulously observed. The institute shall arrange for remedial teaching to upgrade the academically weak students.

4.3 Learning Resources and Learning Environment

1. The institute shall provide a team of committed teachers fully equipped with learning resources.
2. The institute shall provide well-furnished class rooms, Laboratories fully equipped with the state of art equipment's, Drawing Hall and workshop.
3. The institute shall provide library facility rich in quality and quantity of books, periodicals, journals, E-books, E-Journals and Internet connectivity and spacious reading hall for self-study. The working hours of library services and facilities will enable students to meet the requirements of their program of study or research.
4. The institute shall provide liaisoning and support from Industries for final year projects.
5. The institute shall provide language laboratory facility to all students in need of English language support and communication skills.
6. The institute shall provide auditorium and Seminar hall to conduct co-curricular and extracurricular activities.
7. Lush green lawn with a peaceful surrounding most conducive for self-study.
8. A planned academic progressive assessment system is established and maintained for improvement of student's academic performance.

4.4 Staff and Student counseling activity

AISSMS College of Engineering has a "Student Counseling cell" for the effective redressal of problems and challenges faced by Students. It is a unique, interactive and target oriented system involving student, teachers and parents to address common student concerns ranging from anxiety, stress, fear of change and failure to home sickness and a slew of other academic worries.

Counseling the student, teachers and non-teaching staff is the distinguished activity carried out at AISSMS COE to prepare the student and teachers to face the real times challenges in the lives to handle isolation, anxiety, depression, and other health problems. Through counseling, individual can explore alternatives, build on individual strengths, and develop new skills.

The feelings and concerns about family, friends, health, and work deserve attention, counseling gave the opportunity, in a quiet, supportive environment, to take the time to stop, think, and plan. With sensitive and caring feedback, individual will gain new awareness and learn to deal with challenges in new, productive ways.

The AISSMS Society has appointed, The Institute of Holistic Healing India, Pune to carry out counseling sessions to the student and staff. The counseling session of individual consists of one to one interaction. The issues raised were recorded and follow up will be suggested in case of specific cases. The report of counseling indicates the issues related to behavioral problems, emotional issues, adjustment issues etc.

4.5 Health, safety & security

1. A very alert security service along with CCTV is functional in the campus.
2. Firefighting equipment is installed in institute to avoid fire.
3. The institute has a disaster management committee to safe guard the students and staff.
4. A secured system of parking is fully functional.
5. The quality of food served in the canteen and mess is frequently assessed by hostel committee.
6. The whole campus is kept clean to maintain hygienic conditions.
7. Water purifiers have been installed in adequate numbers.
8. Health checkup is arranged for all the students admitted to the First year and staying in hostel.
9. The Society has a clinic with 20 bed capacity to address health problems of students.

4.6 Personality Development Initiatives

4.6.1 Student association and Activity clubs are established in the institute to provide a platform to students to exhibit their creative talents.

4.6.2 The institute arranges Personality development programs like Communication Skills, soft skills, career guidance on regular basis. Expertise from external sources is utilized to conduct personalitydevelopment programs.

4.6.3 Aptitude training program is regularly conducted in the institute.

4.6.4 Books, C.D‟s/DVD‟s for Soft skill and Aptitude training are available in the college library.

4.6.5 The institute permits and encourages students to participate in academic and nonacademic competitions arranged by other institutions.

4.7 Admission Procedure

AISSMS COE follows the admission procedure set by the Admission Regulating Authority Maharashtra State for admitting students to its UG and PG courses. After the declaration of university exam results, admission to the SE, TE, BE & ME classes are done by the student section.

4.8 Rules of discipline and Code of Conduct

4.8.1 General Rules

- Ragging/harassment in any form is strictly banned in the campus.
- Student must be regular in attendance for theory and practical classes. In case the attendance falling short of 75% for theory and 100 % for practical, term will not be granted.
- Students must put-on college I-Card every day, failing to do so will invite disciplinary action.
- Student must attend the college in uniform on the specified days (Monday). Apart from Monday, the Dress Code has to be followed on all official occasions including annual function, placement related programs, special lectures, industrial visit, exam period etc. Students should come to the class room in a decent and presentable attire.
- Mobile phones should be switched off during lecture hour and on „Silent mode‟ in the Institute premises.
- Student should park their vehicles in the student parking space only and in orderly manner.
- Use of Internet for the purpose other than academic related activities is banned.
- Students should read the notice board every day.

- Smoking and use of alcohol/drugs strictly prohibited within the campus.
- Students shall not cause damage of property or financial loss to the college. In the event the college suffers any damage or loss, financial or otherwise, the concerned student will be liable for compensation of such loss.
- Writing on class room walls, desk, benches, door, toilet wall or pasting of posters on the wall are strictly banned.
- Students should not play or indulge in any activity in open space.
- Creating disturbance in the academic, administrative, sporting, social or other activities of the College whether on College campus or elsewhere in community is strictly prohibited.
- Indecent behavior with staff and or students that is harmful to the dignity of any individual.
- Distributing, displaying or publishing unauthorized print or non-print matter in the form of poster, notice, signature campaign, electronic or Internet posting or any other publication either on College premises or computer networks.
- Possessing, distributing or using forbidden materials like alcoholic drinks, narcotic drugs, obscene videos, pictures, and photographs in print or electronic form.
- Any act of theft either to college property or staff and student's belongings will invite serious disciplinary action.
- Any type of misconduct during industrial visits and educational tours arranged by the college will invite serious disciplinary action.

4.8.2 Code of Conduct for Student

1. **Regularity:** Attend the college regularly. Attend the lectures, practical sessions and class test regularly.
2. **Punctuality:** Be on time for college, theory and practical sessions.
3. **Study:** Complete class work, assignments and journals regularly.
4. **Examination:** Do not use unfair means for examination.
5. **Intimation:** In case of absentees inform to your class teacher.
6. **Behavior:** Be honest, behave politely and treat others with respect.
7. **Interference:** Behave in a manner that will not interfere with the right of others.
8. **Respect:** Be respectful to others while under jurisdiction of the college and while participating in college sponsored activities, as well as participating in other college events.

9. **Faith:** Show fairness, courtesy and good faith towards others.
10. **Credit:** Give credit where it is due. Accept as well as give honest and fair comments.
11. **Care:** Utilize amenities provided by the college with care.
12. **Report:** Report to appropriate college authorities in any hazardous illegal situations in the college.

4.9 Hostel Discipline Rules

Admission in college hostel is purely on merit basis and the college reserves the right of admission to hostel

4.9.1 Rules of General Discipline

1. The student should behave in such a manner that the atmosphere in the hostel remains clam and conducive to studies and leading to the cultural and moral development of the inmates.
2. Students should take utmost care to keep their room and hostel premises neat and clean.
3. Student suffering from contagious disease, injury or sickness should immediately report the matter to the Rector and seek help from the authorized hospital.
4. Students should not play indoor games in hostel rooms.
5. Students will have to remain present for flag hoisting on 15th August and 26th January.
6. Vehicles, if any, of the students will have to be parked only at the parking place at their own risk in hostel premises.
7. Student should not loiter in the veranda, passages and disturb others, perfect silence should be observed. Shouting in the hostel is strictly prohibited.
8. Smoking and alcoholic drinks are strictly prohibited in the hostel.
9. Students shall not bring or use crackers, hand bombs or any explosive articles in the hostel premises that may cause noise pollution, disturbance or danger to life/property or both.
10. Students should not play radio, transistor, record player or any other musical instruments in the hostel premises.
11. The students will have to make entry in the register kept at the entrance of the hostel while going out or coming in.
12. Students shall behave politely and properly with the Rector/ staff member of the hostel.
13. Students should strictly follow the in and out timing of the Hostel.
14. Students should not bring their friends or relatives in the room without permission of rector.
15. Students should not indulge in any act of ragging.

4.9.2 Applicable punishments

1. Suspension and restriction. The duration of suspension or restriction shall be dependent on the gravity of breach of regulations. It shall be decided by the chairman of discipline committee.
2. Intentional or deliberate damage caused to property; the recovery cost shall be twice the cost of replacement/repair.
3. Inadvertent damage caused to property; the recovery cost shall be of replacement/repair.
4. Written warning asking apologies and undertaking.
5. Expulsion from hostel.

4.10 Discipline control

1. The Concerned Subject Teacher shall minimize cases of academic indiscipline.
2. The GFM shall ensure that the concerned subject teacher has taken best possible efforts to curb academic indiscipline. He / She along with concerned GFM shall call the student at fault and obtain an undertaking from such student wherein the student shall be asked to commit for improvement.
3. The Head of the department shall enact in a situation where the case goes beyond control of subject teacher and the GFM. The Head of the department shall call the parents/guardians of student at fault and make them aware of consequences, get a written commitment from them for improvement. He/She shall give a reasonable time period for improvement. If no improvement is observed in the stipulated time period, he shall forward the case with all details, inclusive of remedial measures taken up to his level to the Principal.
4. Based on the remarks of Head of the Department the Principal shall give his final decision.
5. If required, the Principal shall forward the case of indiscipline to the management.

4.11 Student's Council (GSA Committee)

The General Student Association (GSA) is the representative body of the students. It comprises of General Secretary (GS) and Joint General Secretary (JGS). The members of GSA are roll model of the students and are brand ambassadors of the college. While selecting the GS & JGS following procedure is followed:

1) Seeking the applications from the interested students.
2) Personal interview of the applicant students by the committee.
3) The committee comprising of HOD, two teaching staff members and Principal Representative will conduct the interview.

Apart from GSA Committee, the student council is formed as per the norms of University. The Student Council Consist of General Secretary, Cultural Secretary, Sports Secretary, One Girls Representative and faculty in charge. The members of the Committee are elected for a term of oneyear.

The overall General Secretary, the sports General Secretary, Cultural Secretary are same who make in GSA committee.

The GSA committee is very actively involved in organization of various college level event like “National Level Students Symposium and Exposition”, “Engineering Today” , Inter Engineering Sports and Cultural Events”, “Ashwamedh” and Annual Social Gathering “Shivanjali” ,State Level Football & Cricket tournament. Apart from this each department GS and JGS actively participated in the student activities carried out by the department.

The college provide the GSA Committee blazers and also felicitate them during Annual Social Gathering “Shivanjali”.

4.12 Student Welfare Cell

4.12.1 Purpose

- Students need support on various issues.
- Apart from learning technical education various personality aspects are essential.
- Discrimination will hamper belongingness towards the society
- Equal and fair chance to participate, appeal and access to various resources are essentials

4.12.2 Initiative taken by AISSMS COE

- Student welfare Cell works under the guidance and supervision of Student Welfare Officer.
- Organization of various competitions and events for students
- Various Schemes for Student Welfare
- Special Programs for Girls students
- Participation in National Service Scheme (NSS) activities with Institutional Social Responsibility.
- Disaster Management Awareness and Training Program
- Amartya Shikshan Yojana for Insurance.
- Earn and Learn scheme
- Boys common room and Girls common room facilities
- Gathering and various competitions for cultural and art skill development
- Various magazines, Newspapers and books apart from regular technical education
- Health & safety Education
- Arranging industrial tours and Industrial visits.

- Personality and communication development programs
- Anti-ragging Committee
- Support for various education related schemes and scholarships
- Guest Lectures on various useful topics. (Stress management, etc.)

4.12.3 Procedure:

- Formulation of Students welfare cell, Coordinators and In-charges.
- Preparation of Plans and budgets for the student's welfare development Cell
- Resource allocation
- Organization of various programs
- Documentation of all procedures
- Record keeping
- Periodical review meetings

4.13 Administrative support

4.13.1 Purpose

Catering to needs of students in respect of documents like L.C., Mark Sheets, Travel Concession forms, Bona-fide certificate, Address proof, Expenditure certificates, Group travel concession forms, Scholarship forms, Admission forms, Bank challans for payments, Sponsorship letters for placement in industry, Transcripts, Fees Certificate, Return of original documents, Testimonials, Hall tickets, Identity Cards, Fee receipts etc.

- **Procedure**

1. Student shall put his demand for documents in writing to the Principal/ Adm. Officer/Registrar/ Office Superintendent. The Principal/Registrar/ Office Superintendent shall forward the application to the concerned section of the office with their remarks.
2. The In charge of students section shall prepare the required document. He shall put forward this document to the Adm. Officer/Registrar/ Office Superintendent/ Principal along with the supporting data on the basis of which the document is made.
3. The Adm. Officer/Registrar/ Office Superintendent/ Principal shall confirm the entries in the document with reference to available records. He shall sign the documents for which he is authorized.
4. The concern section shall forward the document to Principal for his signature where Principals

signature is mandatory.

5. An office copy of each document shall be preserved under the signature of recipient of the document as acknowledgment.
6. Duplicate of a document shall be provided only on payment of applicable fee and an affidavit to that effect.

- **Duty of Registrar/ Office Superintendent**

1. Registrar/ Office Superintendent shall supervise the transaction of documents to ascertain that the system responds within a reasonable period.
2. He shall hold a meeting of administrative staff, at the end of each term, to review the performance of administrative support system and explore possibility of improvement.

4.14 Schemes of financial support

- **Procedure**

1. A list of all financial support agencies, who have given support to the students in the past, shall be consolidated, updated and displayed well in advance, prior to date of payment of fees.
2. Students belonging to reserved category shall be informed through notices about the government's free-ships and scholarships schemes.
3. A list of documents required by financial support agencies and sources of procuring such documents shall be displayed at the appropriate time.
4. The administration shall assist students seeking financial support by providing requisite documents.
5. The college will assist the students in getting educational loan from bank.

- **Role of Admin office**

1. A calendar for applications for financial support shall be prepared well in advance and displayed.
2. The Registrar/ Office Superintendent shall monitor the pertinent activities by paying special attention to display of notices and availability of documents.
3. A review of shortcomings if any in the past year(s) shall be taken by Registrar before the admission process starts.
4. Corrective measures shall be drafted and circulated to staff dealing with this section.

4.15 Grievance Redressal

4.15.1 Grievances committees

1. Grievance Redressel committee is formed for addressing grievances of student and staff.
2. Women grievance committee is formed for addressing grievances of female student and staff.
3. Anti-Ragging Committee is formed for addressing ragging related grievances of students.
4. Grievance Redressel committee as per AICTE norms.

4.15.2 Features

Quality features of grievance handling system.

1. Ease of accessibility.
2. Promptness in resolving the issues.
3. The grievance shall be handled objectively and confidentially.
4. The respondents shall be treated respectfully and shall not be victimized or discriminated.
5. The system shall give due importance to Students charter.
6. Written records of all significant grievances and solutions shall be maintained.
7. Efforts taken to resolve the issue in amicable and effective manner.

4.15.3 Procedure

1. Wherever possible GFM shall attempt to resolve the issue through discussion with the person concerned and the student. This shall reduce the number of grievances.
2. Suggestions made by students in the formal feedback form and through suggestion boxes, wherever found reasonable, shall be addressed quickly to ensure that the issues do not become formal grievances.
3. Formal grievances shall be submitted in writing by the student to the relevant GFM.
4. Receipt of the grievance will be acknowledged by GFM within two working days.
5. The GFM shall make best possible efforts to resolve the issue in a face-to-face inquiry/ discussion.
6. If GFM does not succeed in resolving the issue, he shall categorize the grievances in
   - Academic grievances or,
   - Non-academic grievances
7. GFM shall forward the grievance to the Principal and Principal shall first go through it and try to resolve issue with grievance committee along with his remarks.

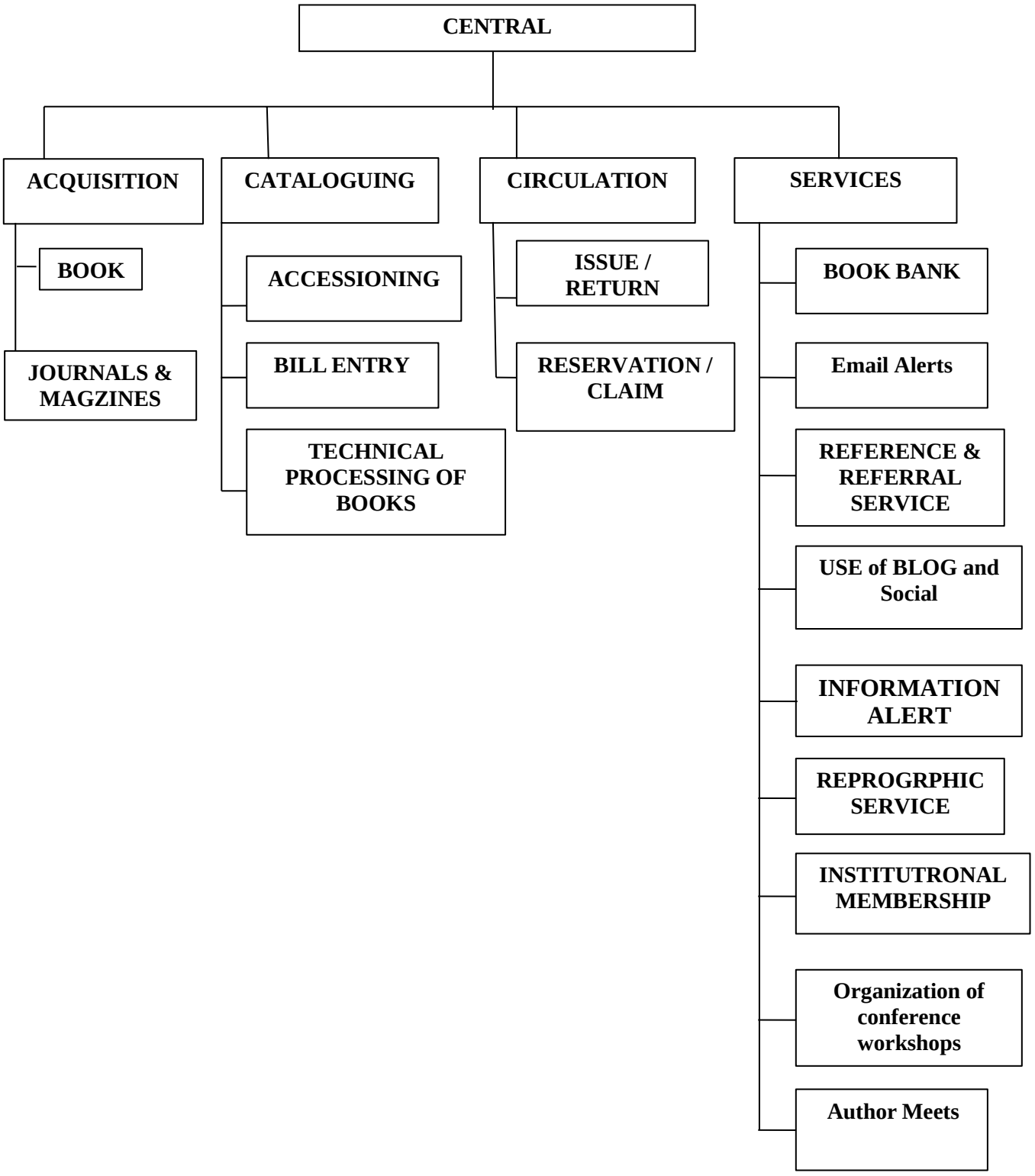
8. The grievance committee shall hold its meeting within five working days and resolve the grievance.
9. Wherever the grievance is found valid, corrective measures in system shall be applied to avoid recurrence of the grievance or grievance of similar nature.
10. All such corrective measures shall be taken on record, duly endorsed by the Principal.

4.16 Central Library Facility

Mission of the Central Library is to facilitate creation of new knowledge through acquisition Organizations and dissemination of knowledge resources. Central Library is computerized, using SLIM 21 Library Management Software.

LIBRARY	1	Each Department give library book requisition through Google drive form which is shared to each faculty and Head of the Department and Principal. Students are also putting books requirements through Library Feedback form and through drive Verification of requirement done from department heads
	2	Updating Digital Library Contents and maintaining setup
	3	E resources subscriptions and records maintenance
	4	Updating of text books, reference books
	5	Procuring Print Journals and maintaining records
	6	Library stock verification from faculty and other college staff once in a year
	7	Assist department Library
	8	Institutional Memberships of British Library, ARAI, VSI, and IIT Mumbai
	9	Information dissemination through email alert and Library blog
	10	Managing NPTEL Local Chapter
	11	Managing I card Work

The Following chart presents the working of Central library



Following are steps of Library Work Functions:

1. Acquisition: -

Books

a) Taking approvals from faculty and students through google drive

b) Cross checking titles with software

c) Call for quotation

d) Preparation of Purchase Orders

e) Sending approval of concern authority

g) Place order to vendor

h) Receiving books by physical checking

Journals and Magazines

a) Requisition form the faculty

b) Call for quotation

c) Preparation of Purchase Order

e) Sending approval of concern authority

g) Place order to vendor

h) Receiving Magazines journals by physical checking

E-resources

A) Subscribed Resources which are mandatory from AICTE

IEEE

ASCE

ASME

McGraw Hill

Science Direct

K-Nimbus (Remote Access)

2. Cataloguing: -

Accessioning

a) Cross checking of books received against order

b) Making Entry in accession register

Bill Entry

a) Entering all information in SLIM 21 by using acquisition module

b) Editing bibliography of books

Technical Processing of Books

a) Classification done according to Dewey Decimal Classification (DDC System)

b) Pasting of due date slip, book pocket, barcode and spine labels

c) Writing of class number on books and preparation of book cards

3. Circulation:

Library Hours and Holidays

Monday through Friday: 8.00am to 6.30pm

Saturdays: 10.00am to 06.00pm

Sundays: 10.00am to 02.00pm

Circulation Timing

Monday to Friday: 9.00am to 5.30pm

Issue/Return

The main function of library is issue/return of the library materials. There are two separate counters. The details of lending books are as follows:

Description	No. of Books issued	Period of loan
Students (FE to BE)	02	15 days
Students (ME)	04	15 days
Students (PHD)	04	15 days
Faculty	10	One semester
Non-teaching staff	02	One Month

Reservation/Claim

Users can reserve a particular book at return counter. It will remain for 1 week after that it will cancel automatically

4. Services:

Book Bank: Book Bank facility is available for SC/St Students

Reference Services: A service that helps to make full utilization of the resources in the library. It includes:

a) Guidelines in the use of information resource & services.

b) Instruction for accessing online resource including Online Public Cess Catalogue (OPAC) & e-journals.

Reprographic Services

The library provides photocopying services on payment to students & staff.

Information Alert Services

a) New Arrivals: Display the books at new arrival section beside entrance of the library.

b) News Items Display: Display of newspaper clipping related to the engineering & other S & T Developments.

c) Users Awareness Program: The library takes an active part in the orientation program for the benefit of new students in the beginning of academic year.

Membership:

Library membership is free to all students, faculty and staff of the AISSMS college of Engineering

Institutional Membership

a) Automotive Research Association of India (ARAI), Pune

b) Vasantdada Sugar Institute (VSI), Pune

c) Indian Institute of Technology Mumbai

Chapter 5
Service Rules

5.1 RECORDS OF SERVICE

1. A service book for keeping the record of service of staff shall be maintained by Establishment Department in respect of each regular employee of the College.
2. All activities of an employee in his/her official position shall be recorded in this service book, and each entry must be attested by the Principal.
3. The Principal shall show the service book to each employee in the month of April every year and the employee shall sign in the service book after verification.

The college maintains the following records in accordance with the policy of University, AICTE and Maharashtra civil services rules.

- **Personal file:**

The personal file of every employee is maintained for filing the documents relating to his Service in the Institute.
The personal file contains the following documents.

1. Application for job along with all attested copies of essential academic qualification for the post being held & 04 passport size photos, Adhaar Card Pan Card, Pass Book documents etc.
2. Previous experience certificate, copy of appointment, relieving order, clearance/no dues certificate, Medical fitness certificate. In case of teaching previous approval of University, if any, and experience certificate etc.
3. Appointment order & joining report, Deed of contract, if any (as per statute no.415-A University)
4. Caste Certificate, Cast Validity Certificate, Non Creamy Layer in case selected against reserved post & appropriate certificate for physically handicapped if applicable.
5. Copies of orders issued for additional responsibilities.
6. Form of Personal details as required for Mandatory disclosure, AICTE.
7. Application made for attending seminars, conferences, workshop, S.T.T.P.,
8. and similar value added programs duly endorsed by the Principal and accordingly copies of certificates.
9. Promotions/ Reversion orders, Awards/Rewards etc.
10. Copies of Memo, warning, notice issued time to time, record of discipline action taken, if any.
11. University approval

12. Record/certificate of additional duties such as University exam & accordingly attendance certificate etc.
13. Record of sponsorship for higher studies.

- **Service book:-** As per Maharashtra Civil Services rules and statute no.418 of University.
- **Leave Records:-** Leave record annual as well as permanent for the tenure of service as per M.C.S.R. and Savitribai Phule Pune University status.
- **Salary slips:-** Year wise.
- **Record of gratuity:-** Staff gratuity scheme through LIC Gratuity Scheme.
- **Record of P.F.:-** Government Employees Provident Fund Scheme applied to all teaching and non-teaching staff as per EPF Act.

5.2 SERVICE CONDITIONS FOR THE STAFF:

1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority and AISSMS, Society.
2. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/ Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.
3. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Society Management and Principal.
4. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.
5. Any staff member, on appointment, except on contract, shall be on probation for a period of two years.
6. All the teaching staff shall be paid AICTE scale of pay and other allowances as per Society norms. In addition, contribution shall be made by the management towards the employee's provident fund,

at a rate fixed by the Government of Maharashtra, on the salary. Gratuity as per the Government of Maharashtra rules will be given to all teaching and nonteaching staff who have completed 5 years of continuous service in the institution. This will be paid to the staff only at the time of retirement / resignation. However, in case of death, minimum five years of continuous service is not required, as per the Government norms.

7. Staff attendance should be signed every day, 15 minutes before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave. Late-coming will be dealt with separately by the competent authority as per the regulations in force.

8. Staff should be available in the college premises during the entire period of office hours, on all working days.
9. If a staff member is on any kind of leave has to be out of station, he / she should intimate the Principal/Designated Authority his / her exact out station address and phone numbers in his / her leave application.
10. No member of the staff shall apply, during the period of his / her service in this institution, for any kind of appointment outside or send an application for study, training or course etc. except with the prior permission of the management and such application should be routed through the Principal/Designated Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse the forwarding of such applications in case there is any bond for the employee for a particular period of service in the college or the service of staff is required by the college during the said period.
11. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of breach of rules /misconduct as per the statute of University/MCSR and Society rules.
12. In a case wherein a member of the teaching or non-teaching staff commits any breach of service rules/misconduct in discharge of his / her duties, the Secretary has got discretion to award punishment such as warning, censure, withholding of increment with or without conducting an enquiry, if the misconduct is of serious nature then an enquiry by a committee constituted by the Secretary as per the rules and regulations set by society from time to time.
13. For the development and progress of the college/department, all members of the staff should work as at emend they should also maintain a cordial relationship with other departments.
14. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
15. Staff members should get prior permission from Management / Principal/ Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.

16. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 10 days from the date of withdrawal of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted against his salary.
17. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
18. All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

5.3 TERMINATION OF SERVICE

1. A member of the staff shall have his / her service terminated by giving one-month notice or one-month basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service three months' notice or three months' basic salary must be given.
2. The Secretary shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:
   (a) Serious misconduct and willful negligence of duty;
   (b) Gross insubordination;
   (c) Physical or mental unfitness; and
   (d) Participation in any criminal offence involving moral turpitude. In such termination cases, the above rule (point no 1) will not be applicable and the staff member will not be eligible for any terminal benefit.
3. In case of break of higher education sponsorship bond he has to pay the amount of Rs 3 Lakhs and reimbursement of study leave / fees at the rate of 12 percent interest per annum for the remaining period of bond.

5.4 CODE OF CONDUCT FOR STAFF

1. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
2. Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.
3. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
4. Every employee shall endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.

5. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
6. An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
7. Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the Colleges affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the Colleges staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
8. An employee of the College shall not, without the prior permission of the Secretary, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.
9. No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Secretary.

5.5 Faculty Rights and Obligations

1. Expression

Employees have the right to express themselves within their work areas as long as the Expression does not disrupt the vision, mission and objectives of the Institute.

2. Professional development

Employees have the right to seek training and additional work-related skills. The college will pursue training and staff development strategies within its resources.

3. Problem Resolution

Employees have access to problem resolution in procedures. Procedures for such disputes are contained in various appropriate policy documents available.

4. Safety

Employees have the right to a safe and healthy workplace and to be informed of any hazardous working conditions.

5. Civility

Employees have the right to be treated with civility by all authorities, colleagues and subordinates. The College will pursue available strategies within its resources for reducing tensions that may cause incivility.

6. Freedom from violence

Employees have the right to be protected from violent behavior. Violent behavior toward faculty, staff, students, or visitors to the College is neither condoned nor acceptable. Such behavior may provide immediate grounds for dismissal for cause and legal action.

7. Freedom from sexual harassment

The employee has the right to work without sexual harassment. The College as a responsibility to educate its staff about the procedures used to protect accused and accuser.

8. Freedom from discrimination

The employee has the right to be treated without bias. The College has the responsibility to treat with equal concern and fairness all persons without regard to their race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, or any other criterion specified by central, state or local laws.

5.5.1 Code of Professional Ethics

TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

- **Teachers should**

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and

profession through them.

6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
8. Participate in extension, co-curricular and extra-curricular activities including community service.

- **TEACHERS AND THE STUDENTS**

1. Respect the right and dignity of the student in expressing his/her opinion.
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the attainment of the student in the assessment of merit.
8. Make them available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Aid students to develop an understanding of our national heritage and national goals and Imbibe ethics, human values and sense of social responsibilities among students.
10. Refrain from inciting students against other student, colleagues or administration.

- **TEACHERS AND COLLEGE**

1. Teachers should treat other members of the profession in the same manner as they them- selves wish to be treated.
2. Teachers should speak respectfully of other teachers and render assistance for professional

betterment.

3. Teacher should refrain from lodging unsubstantiated allegations against colleagues to higher authorities and
4. Teacher should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

- **TEACHERS AND NON-TEACHING STAFF**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

- **TEACHERS AND GUARDIANS**

Teacher should try to see through teacher's bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

- **TEACHERS AND SOCIETY**

1. Teacher should recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
2. Teacher should work to improve education in the community and strengthen the community's moral and intellectual life.
3. Teacher should be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. Teacher should perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
5. Teacher should refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

- **TEACHERS AND AUTHORITIES**

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and method consistent with their profession in initiating their steps through their own institutional bodies and/or professional organizations for change of any such rule deter-mental of the

professional interest.

2. Refrain from undertaking and other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
5. Co-operate with authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
6. Should adhere to the conditions of contract.
7. Give and expect due notice before a change of position is made.
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable responsibilities of academic schedule.

5.5.2 Duties

Each faculty member's duties are determined annually by the principal, Head of the department in consultation with the faculty member.

1. Faculty members are expected to conduct classes in appropriate manner as required by the course assigned.
2. They should inform students of course objectives, requirements, and schedules and deal with student papers and examinations in a timely manner.
3. Faculty members are expected to hold office hours for consultation on course work and advising students.
4. A faculty member who need to be absent from a class due to illness or other due cause should try to make arrangements for alternative instruction or inform the head of the department to arrange for timely notification of students.
5. Faculty members are expected to take up other responsibilities as required.
6. Faculty members are expected to participate in the decision-making, curriculum development, and assessment processes of the department and the college.
7. Although faculty members have a primary responsibility to their own department, they are also members of a larger collegian community and should make every effort to work cooperatively with members of other departments and with the administrators of the college respecting appropriate deadlines established by various committee in-charges.

In order to assist faculty members in the performance of their duties, the college provides the facilities and services listed below.

1. Office space, Teaching aids (OHP, LCD etc)
2. Computer services
3. Identification cards
4. Official stationery
5. Postage for official correspondence
6. Library- BCL, ARAI, JAYKAR
7. Timing flexibility for PG & research work.

5.6 Recruitment

5.6.1 Recruitment procedures

- **Recruitment through committee constituted by university selection committee, Activities for recruitment through committee constituted by university selection committee**

1. Collecting Teaching staff requirement from Heads of the Departments.
2. Validation of staff requirement submitted by Head of the department.
3. Seeking management's approval for appointment of staff as per the requirements and norms.
4. Preparation of roster for recruitment for the approval of University.
5. Securing approval from university for advertising posts.
6. Govt. of Maharashtra approval.
7. Putting advertisement in state and national level leading newspapers and Institutes Web site.
8. Demanding selection committee from University.
9. Fixing dates of interview and venue for interviews.
10. Registrar/ Office Superintendent shall form a committee, in consultation with the principal for smooth conduct of interviews. (Members one lecturer from each department, two clerks, one attendant.)
11. The Registrar/ Office Superintendent shall contact University and other offices which provide the list of candidates who have enrolled with them for employment.
12. Entering received applications from candidates in Inward Register till the last day for receiving applications.
13. Department wise segregation of applications and handing over to respective departments for eligibility check.
14. Departments shall arrange for data entry of applications received from eligible candidates.
15. Departments shall forward the soft copy of entered data to Registrar/ Office Superintendent

16. The Registrar/ Office Superintendent shall append the lists using the list of reserved category candidates received from University and other competent agencies.
17. The Registrar/ Office Superintendent shall arrange for dispatch of call letters for Interviews minimum fifteen days prior to the date of interview.
18. A Demo lecture may be arranged if deemed fit.
19. The Registrar/ Office Superintendent shall brief the society, through a letter about the proposed interview schedule and invite the management member to accompany the selection committee.
20. The Registrar/ Office Superintendent shall generate documents required for Interviews, (Requisite number of copies for the use of interview committee members, attendance sheets for candidates appearing for interview.
21. The interview committee shall make all arrangements for conducting interviews. (Arrangement of furniture in the chosen halls for conducting inter- views, seating arrangement for candidates, providing documents to inter- view committee members, verification of original documents of candidates appearing for interview, maintaining attendance records of candidates, arrangement for transport and arrangements to see off the external members of interview committee, preparation of selection reports duly signed by all the members of selection committee.)
22. The Registrar/ Office Superintendent shall prepare appointment orders based on selection committee's recommendations and as per the directives of Principal.
23. The candidates selected for appointment shall be informed telephonic and through Email, to contact the Principal to confirm their joining the institute and to know about terms of appointment.
24. The appointment orders shall be delivered to the persons who agree with the terms of their appointment orders.
25. The Registrar/ Office Superintendent shall forward an extract of appointment orders, issued to selected candidates, to the concerned Heads of the Departments. (Format: Information of appointments.)
26. Candidates shall forward their Joining reports through the respective Heads of the departments to the Principal.
27. The Registrar/ Office Superintendent shall instruct the accounts section to include the incumbents name in salary documents.
28. The Registrar/ Office Superintendent shall arrange to provide Identity Card to the incumbent.
29. The Registrar/ Office Superintendent shall forward requisite documents for securing final approval to the appointments made.
30. The documents received from university about the approval, conditional approval or disapproval shall be filed for further records.

31. A copy of this communication from the university shall be given to concerned employees under their acknowledgment.

- **Recruitment through a committee constituted by Management**

1. If the procedure of recruitment through University selection committee is likely to cause delays in appointment of teaching faculty, or
2. To fill up the vacancies created on account of resignations tendered by existing staff, termination, or death of staff.

- **Activities for recruitment through committee constituted by Management**

1. Collecting Teaching staff requirement from Heads of the Departments.
2. Validation of staff requirement submitted by Heads of the Departments.
3. Seeking management's approval for necessary staff.
4. Putting advertisement on Institutes Web site.
5. Fixing dates of interview in consultation with the Hon. Secretary.
6. Informing chairman and other members of staff selection committee of the society about the interview.
7. Registrar/ Office Superintendent shall form a committee, in consultation with the Principal for smooth conduct of interviews. (Members one lecturer from each department, two clerks, one attendant.)
8. Entering received applications from candidates in inward Register till the last day for receiving applications.
9. Department wise segregation of applications and handing over to respective departments for eligibility check.
10. Departments shall arrange for data entry of applications received from eligible candidates.
11. Departments shall forward the soft copy of entered data to Registrar/ Office Superintendent.
12. The Registrar/ Office Superintendent shall append the lists using the resume of candidates who have approached earlier seeking appointment.
13. The Registrar/ Office Superintendent shall arrange for dispatch of call letters for Interviews, minimum fifteen days prior to the date of interview.
14. A Demo. Lecture may be arranged, if deemed fit.
15. The Registrar/ Office Superintendent shall generate documents required for Interviews, (Requisite number of copies for the use of interview committee members, attendance sheets for candidates appearing for interview.

16. The interview committee shall make all arrangements for conducting interviews. (Arrangement of furniture in the chosen halls for conducting interviews, seating arrangement for candidates, providing documents to interview committee members, verification of original documents of candidates appearing for interview, maintaining attendance records of candidates, arrangement for transport and arrangements to see off the external members of interview committee, preparation of selection reports duly signed by all the members of selection committee.)
17. The Registrar/ Office Superintendent shall prepare appointment orders based on selection committee's recommendations and as per the directives of Principal.
18. The candidates selected for appointment shall be informed telephonic and through Email, to contact the Principal to confirm their joining the institute and to know about terms of appointment.
19. The appointment orders shall be delivered to the persons who agree with the terms of their appointment orders.
20. The Registrar/ Office Superintendent shall forward an extract of appointment orders, issued to selected candidates, to the concerned Heads of the Departments. (format New appointments)
21. Candidates shall forward their Joining reports through the respective Heads of the departments to the Registrar/ Office Superintendent.
22. The Registrar/ Office Superintendent shall instruct the accounts section to include the incumbents name in salary documents.
23. The Registrar/ Office Superintendent shall arrange to provide Identity card to the incumbent. The Registrar/ Office Superintendent shall forward requisite documents for securing final approval to the appointments made.

In case, where an exceptionally good candidate approaches seeking appointment, or if a vacancy needs be urgently filled, to avoid academic loses, the Principal and the concerned Head of the Department may conduct interviews with permission of the Hon. Secretary. The Principal shall forward the proposal for appointment to the management, along with selection report and with justification for such appointment.

- **Procedure for dealing with vacancies which persist even after completing the recruitment procedure**

1. With reference to the information, received about new appointments, the Heads of the Departments shall inform to the principal about non reporting of candidates on expected date of joining, agreed by the candidate who have been offered appointment.
2. The Principal, after consultation with management shall arrange for substitute appointments, preferably through the waiting list, if available.

5.7 Performance Based Appraisal System (PBAS)

The goals of performance appraisal are:

1. To sensitize them with what they are and what further expectation the students have from them.
2. To improve the academic standards in the classroom to shape the student's capabilities completely on correct lines.
3. To weed out some bad practices.
4. To inculcate a spirit of responsibility, and commitment to the teaching profession among the teachers.
5. To provide an opportunity to teachers to know their strengths, weaknesses and to appraise themselves on their own.
6. To get the feedback of the students on the subjects taught by them.
7. To have appraisal of his/her HOD/Principal about his/her performance
8. To appreciate and encourage teachers for their good work.

5.7.1 Procedure

Scientifically designed faculty evaluation scheme is implemented at AISSMS COE, the appraisal system constitutes the following:

- **Self-appraisal**

The faculty concerned will assess himself/ herself on all the points mentioned as per PBAS form. The points in the PBAS form deals with the teaching learning process, quality of tests and assignments, student feedback, results of previous three year, participation in professional body activities, staff and student development programs, academic achievements during that year, presentation and publication of papers in the national and international journals, participation of organization in co/extra-curricular activities, help extended to college ad- ministration, recognition, rewards received, research and consultation activity, interpersonal skills, mentor activity, loyalty and respect to the college etc.

- **Student's feedback**

The students are asked to give their honest and objective assessment of the teachers on certain factors. This helps teacher to understand student's perception on him /her and in what areas he/she made a mark and in what factors he/she is yet to improve and what are the expectations of the students. Student's feedback deals with coverage of syllabus, subject depth and presentation, effective use of black board, OHP, LCD, models, maps, charts etc. and discipline in the class, punctuality, enthusiasm in

teaching, eye contact, voice modulation, mannerisms, audibility, interaction ability, quality of internal tests, impartiality in awarding marks, discussion on previous question papers etc. The teacher is rated on these factors numerical number like 5,4, 3,2,1. This process is implemented with proper care.

- **Examination Results**

The examination results of the paper taught by the teacher will also help the authorities and students to have an insight and estimate of the teacher. The data of these four systems is analyzed and the feedback is communicated to the faculty. He/she should be extended all possible help to make improvement in their weak areas by providing expert guidance by senior teachers for technical skills and organize courses on communication skills for better presentation so that in a given time, he/she definitely shapes himself /herself as a good teacher to enthuse and inspire the students.

- **HOD/Principal appraisal**

The PBAS form is verified by HOD and Principal on certain agreed factors. The people who administer and evaluate the process are supposed to be neutral and confidentiality is maintained in the process. The Head of the Institution shall write confidential report for all staff and submit to the Secretary for approval. The teaching staff is awarded as best teacher whose score is maximum in performance based appraisal.

5.8 APPEALS AND REVIEW

The staff members of the College are welcome to submit their appeals or grievances if any to the Principal / Secretary for review and redress.

5.9 Training, Research promotion, Opportunities for qualification improvement

At AISSMS COE, the teachers are encouraged to upgrade themselves continuously by undergoing various training programs in keeping with the prevalent trends. The quality of education depends largely on the qualifications and competencies of the faculty. In view of the teacher's vital role in influencing education outcomes, teacher must upgrade their qualifications continuously. At AISSMS COE faculty development has always been considered as a priority concern. The teachers invest in creating a pool of experts in our academic institutions. This critical mass will then be capable to train and equip students for significant and promising careers in the global market.

5.9.1 Procedure

In the first instance, recommendation for any training, higher studies, course must be given by the HOD of the applicant. Recommendation will be based on the following criteria:

1. The contents of the particular course/ training, and how they relate to the applicant's responsibility in the college.
2. The applicant will actively participate by completing the training/course within stipulated time.
3. The applicant does not adversely jeopardize college stipulation.
4. The applicant satisfies the University and AICTE norms.
5. It enhances the competence and academic growth of the employee.

5.9.2 Financial Support for attending Seminars, STTP's, Workshops and Conferences

AISSMS COE actively promotes and financially supports the professional development of its faculty members. Recognizing the need for faculty to keep up-to-date with current trends in their academic and professional areas of study and for the purpose of continuing personal development this policy supports applications to attend relevant conferences and seminars.

This policy applies to all AISSMS COE faculty members to provide equal opportunities for professional and personal growth.

5.9.3 Approval Criteria

In the first instance, approval for attendance at any conference/ seminar/workshop must be given by the HOD of the applicant. Approval will be based on the following criteria:

1. The contents of the particular conference/symposiums/ seminar/workshop/STTP, enhance faculty knowledge and how they relate to the applicant's responsibility in the college.
2. They are relevant to and in line with the mission and objective of the college & department.
3. Meet quality research measures (originality, consistency, referencing, and methodology in research work presented).
4. The application has been supported by the applicant's HOD.
5. The applicant must demonstrate that the paper will be published in the conference proceedings or in an journal after the conference and clearly target the journal beforehand.
6. Presentation of research paper in State/ National/ International conferences, symposiums organized by IITs/NITs/RECs/Govt. Engineering Colleges.
7. Participation in seminar/workshop/STTP organized by IITs/NITs/RECs/Govt. Engineering Colleges.
8. The applicant does not adversely put at risk college reputation.

9. The principal reserves the right of Approval depending upon the requirement of service of the employees in the institution.

5.9.4 Application Procedure

1. Individuals are responsible for obtaining information about any event that they wish to attend, including obtaining any necessary registration forms
2. To obtain approval for participation and to obtain the financial assistance required, the applicants should discuss the content of the conference with their HOD and seek their permission.
3. Applicants must forward the letter for attending the Seminars, STTP"s, Work- shops and Conferences to the Principal through the HOD for approval with his/her recommendations.
4. Applicants must complete any external registration forms and attach these securely to the letter.
5. The Principal office will submit the completed course Approval Form to the Society office and for further administrative actions.
6. It is the responsibility of the applicants to ensure that their application forms are submitted in time to enable registration with the organization hosting the relevant conference.
7. If the account Department is given insufficient notification to enable invoices or cheques to be processed (i.e. less than 15 working days prior to the course/ conference registration closing date), applicants will be responsible for paying any registration fee and subsequently for claiming reimbursement.
8. Applicants will be liable to pay any penalties or costs incurred due to late registration of their application.

5.9.5 Submission of report

On returning from the conference, workshop or seminar, it is the responsibility of the applicant to ensure that information and learning are shared with concerned colleagues. This may be done by way of a summary of the outcomes, either in a written report or preferably as a presentation. All the material received during the course of conference, work shop or seminar should be submitted to department library.

5.10 Gratuity/retirement benefits/ Group Insurance

AISSMS COE is committed to providing an efficient, effective and secure benefits service that meets the need of its entire employee.

5.10.1 Procedure

AISSMS COE fulfills this expectation through payment of Employees Provident Fund, Group Insurance and Gratuity.

5.11 Leave Rules

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Savitribai Phule Pune University as mention in statute No.424 for teaching staff and for Non-teaching staff as per Maharashtra Civil Services Rules.

5.11.1 Procedure

1. Applicants must fill the AISSMS COE Leave Application Form and get it recommended by their HOD.
2. Leave forms are reviewed and evaluated by the HOD. If approved, the HOD office will submit the recommended leave Form to the Principal for final authorization and further administrative actions.
3. Leave application should be submitted well before proceeding on leave except under emergency reasons.
4. Only three late entries are allowed per month and third such entry will be considered as a half leave for a day. Late mark is allowed between 8.00am to 8.10am and entry after that will be treated as half C.L. If there are four late marks, one C.L. will be considered. Up to six late mark one and half C.L., up to eight two C.L. and so on.

5.11.2 Causal Leave

- Teaching Employee in vacation Dept.

1. Maximum 12 days' Casual leave will be admissible during one academic year.
2. Proportionate casual leave will be admissible if period of service is less than one academic year.
3. Causal Leave account shall be closed at the end of each academic year Balance leave if any, at the end shall not be allowed in next academic year and shall stand lapsed.

- Non -Teaching Employees

1. Maximum 8 days' casual leave will be admissible during one calendar year.
2. Proportionate casual leave will be admissible if period of service is less than one calendar year.
3. Casual leave account shall be closed at the end of each calendar year. Balance leave if any, shall not be allowed to carry forward in next calendar year and shall stand lapsed.

5.11.3 Common terms and condition for sanctioning Casual Leave to Teaching and Non-Teaching employees

1. Casual leave shall not be admissible during first 3 months of service.
2. Casual Leave must be availed with prior sanction. If prior sanction is not possible due to some unavoidable reasons, intimation of the leave on same day shall be given to the respective authority.
3. Casual Leave can be sanctioned for Maximum period of three days at a time.
4. Any holiday or Sunday can be prefixed to the casual leave.
5. Casual Leave cannot be taken in conjunction with any other kind of leave, except Compensatory off in a special case.
6. Any Sunday or holiday during the casual leave period shall be counted as casual leave
7. When casual leave is taken with prefixing/suffixing holidays, the total period of absence from duty shall not exceed 5 days.
8. Application for casual leave must be submitted in the prescribed form.
9. Half day casual leave can be sanctioned either for 1st half of the day or second half of the day.
10. Casual leave can be refused if tendency to enjoy casual leave without proper reason is noticed.
11. Casual leave record register for each employee is to be maintained by the administration section of the institute.
12. Casual leave record of the employee is to be preserved for 1 calendar year.

5.11.4 Compensatory Off

1. Compensatory off would be admissible only when Head of Department/Institute has asked the concerned employee in writing to attend the official work on Sunday/Holidays.
2. Compensatory off shall not be admissible to the employees who work on holidays/Sundays to clear pending work.
3. Compensatory off shall not be admissible to the employees who work on holidays/Sundays for examinations or other work for which they are compensated by the concerned authorities.
4. Number of Compensatory off should be equal to the number of Sundays/Public Holidays on which employee has been called upon to work and actually so worked.
5. Compensatory off must be availed with prior sanction from the respective leave sanctioning authority.
6. Application for Compensatory off/leave must be submitted in the prescribed form.
7. Compensatory off shall be availed in the same academic year.
8. Balance Compensatory off at the end of academic year shall not be carried forward in the next year and shall stand lapsed.
9. Compensatory off can be availed in conjunction with Sundays/. Public Holidays and casual leave

byprefixing and/or suffixing them as special case.

10. Compensatory off can be sanctioned in conjunction with Earned Leave, half pay leave, commuted leave or leave without pay.
11. Record of such Compensatory off shall be maintained by the administration Office.
12. Record of Compensatory off enjoyed by the employees during the calendar year, shall be preserved by the concerned clerk.

5.11.5 Earned Leave

- **Teaching/Vacation Employees**

1. Earned leave is not admissible, if employee avails full vacation.
2. Proportional Earned leave admissible for the period of work actually per-formed during vacation, on the basis of certificate issued by the Head of Institute
3. Earned leave cannot be availed in continuation with vacation or vacation cannot be taken in continuation of earned leave.
4. Maximum limit of accumulation of earned leave for vacation employees shall be 80

- **Non-Teaching/Non vacation Employees**

1. Each employee is entitled to 30 days earned leave during the calendar year.
2. Proportional Earned leave for broken period of the year at 1 day for 12 days of the work/completed service will be credited to the leave account.

5.11.6 Common terms and conditions for sanctioning Earned leave to Teaching and Non-Teaching Employees

1. Earned leave earned over and above the maximum limit of accumulation shall stand lapsed automatically.
2. Earned leave shall not be sanctioned during the first year of service. However, leave earnedduring first year shall be credited to the leave account of the employee in the next year.
3. Earned leave can be sanctioned for minimum period of three days.
4. Maximum limit of 4 days Earned leave can be sanctioned at a time.
5. Earned leave can be availed maximum three times in one year.
6. Earned leave shall always be sanctioned in full days, and cannot be sanctioned in fraction of day.
7. Application for Earned leave shall be submitted to the respective leave sanctioning authority at least one week in advance.
8. Request for grant of Earned leave for medical grounds can be considered and such leave can be sanctioned to the employee, provided that request is supported by Medical Certificate from

registered Medical Practitioner.

9. Earned leave can be sanctioned in combination with Commuted leave or Half Pay Leave.

5.11.7 Leave without Pay

1. Leave without pay is not regular kind of leave.
2. Leave without pay can be sanctioned if no leave is at the credit of the employee or when he applies for Leave without Pay
3. Period of absence from duty can be regularized by sanctioning leave without pay for that period.
4. Period of Leave without pay whether on medical ground or not, will extend the period of probation tenure and will affect gratuity.
5. No Pay and allowances shall be admissible to the employee for the period of leave without pay.
6. Leave without Pay for half day or fraction of day shall not be admissible. If any employee requests for sanction Half Day leave without Pay, same would be rejected and it shall be treated as leave without pay for entire one day.
7. If leave without pay is granted on medical ground, supported by medical certificate from registered Medical Practitioner, then it will not effect on the date of increment of the employee.
8. Leave without pay can be availed in combination with Earned/Commuted/Half Pay Leave.
9. Leave without pay will not be admissible in combination with casual leave. If such occasion arises, then entire period of leave (Casual leave plus Leave without pay) shall be treated as leave without pay.
10. Date of increment shall be advanced by the period of leave without pay, if it is not sanctioned on medical grounds.
11. In case of employee who completes tenure before the normal date of increment (i.e. on 1st July) and enjoy leave without pay after completion of tenure but before the date of due increment (normally 1st July or otherwise), then his date of immediate increment shall be advanced by the period of equal to the leave without pay enjoyed by him.
12. Effect of advancement of increment date due to leave without pay shall remain for that particular year only. Next date of increment shall be on first July, as per normal rule provided employee does not avail any leave without pay during further period.
13. When leave without pay is taken with prefixing/suffixing holiday or Sunday, the total period of absence is treated as leave without pay.

5.11.8 Maternity Leave

1. Maternity leave of 180 days shall be sanctioned to female employee having not more than two living children (Limit of maternity leave has been enhanced w.e.f. 01-09-2010 onwards.)
2. Female employee who has put in two years & more continuous service, leave salary shall be paid

equal to the pay drawn immediately before proceeding on leave.

3. Female employee who has put in continuous service for a period more than one year but less than two years, leave salary shall be paid equal to half the amount of pay drawn immediately before proceeding on leave. No commutation of this leave shall be admissible.
4. In case of female employee who has not put in continuous service for a period of one year, leave without pay on medical ground as maternity leave shall be sanctioned. Question of payment of salary & allowance for such leave period will not arise.
5. Maternity leave sanctioned as leave without pay shall be treated as leave without pay on medical grounds.
6. Maximum 60 days leave with due & admissible without producing medical certificate can be sanctioned in continuation with maternity leave.
7. Maternity leave application must be supported by medical certificate from registered medical practitioner indicating the probable date of confinement. Certificate indicating date of delivery should also be submitted in due course of time.
8. Benefit of maternity leave shall be restricted up to 2 children only.
9. Period of service on consolidated salary if any, & regular pay scale shall be counted as continuous service for counting continuous length of service for the purpose of maternity leave.

5.11.9 Study Leave

1. Study leave can be granted to the employee who has been continuing in the service until further orders.
2. Employee has to make request in writing form grant of study leave to the Secretary through the Head of the Institute where employee is working.
3. Application for study leave shall be preferred at least 1 month before proposed date of its commencement.
4. Employee proceeding on study leave for more than 3 months has to furnish bond (in the format prescribed under circular number) on stamp paper of rupees 100/- dully filled in all respect along with signatures of two sureties of at least equal level before proceeding on study leave.
5. Employee on study leaves for less than 3 months if wants to extend leave beyond 3 months, he will have to submit such bond. Extension of study leave shall not be granted to him unless Bond duly completed in all respect is submitted.
6. Employee shall have to serve AISSMS COE at least for five years after return from study leave, as per condition in the Bond.
7. If employee fails to rejoin the duty after expiry of Study leave or could not complete successfully the course, then amount spent by the society for the substitute arrangement made in

his place during period of his leave and other expenses incurred by the Society as decided by the Society along with interest thereon, as per prevailing bank rates, shall be recovered from him or from the sureties as the case may be.

8. The Bond submitted by the employee in original shall be preserved in the safe custody of the respective Principal till Employee completes the Bond as per agreement on his return to the duty.

5.11.10 Vacation (Only for Teaching Employee)

1. Vacation shall normally be admissible to the regularly appointed Teaching employees as per rules and regulations of the University/State Government.
2. Teachers who have not completed one-year service shall not be eligible for vacation.
3. Vacation shall not be admissible to part-time / visiting faculty members.
4. Library staff is not entitled for vacation.
5. Leave of any kind (C.L, E.L, or L.W.P.) except on medical grounds shall not be sanctioned in combination with the vacation; either prefix or suffix.
6. If employee on leave resumes duty a week before vacation or proceeds on leave immediately after expiry of vacation, (just to avail benefit of vacation) he will not be eligible for pay of the vacation period.
7. Teachers enjoying vacation shall have to remain present on duty on last working day before vacationand first working day after vacation.
8. If a teacher resigns, he will have to give a notice period of three months or basic salary for three months (permanent teacher) and one months' notice or one-month basic salary (ad-hoc) teacher, inlieu of the notice period.
9. Staff should submit his vacation slot, leave address, duty adjustment and con- tact number before proceeding on vacation.

5.11.11 Other general instructions about sanctioning of leave

1. Leave cannot be asked as a matter of right.
2. Leave can be refused in-case of demand of the management /institute.
3. Sanctioning of leave shall depend on the genuineness of the reasons mentioned

in the leave application.

4. Sanctioning of leave do not permit employee to leave head quarter automatically.
5. Employee desiring to go out of head quarter during leave period, should obtain specific permission of leave sanctioning authority, for leaving head quarter during leave period.

6. Prior approval shall be essential for planned leave.
7. Leave application for planned leave shall be submitted to the respective leave sanctioning authority at least 15 working days in advance
8. In case of emergency, intimation shall be given to the concern authority on telephone immediately and leave application shall be submitted immediately after joining the duties
9. If leave is enjoyed without prior sanction /intimation or absence from duty without proper reasons entire period of absence shall be treated as leave without pay. Such cases shall be decided by the Principal or authority on merits.
10. Calculation of leave shall be done with reference to concerned rule and leave account of every employee shall be updated from time to time and recorded in their service books.
11. A copy of application for maternity leave for 180 days shall be forwarded to the Society office for approval and after due sanctioning shall be forwarded to the Personnel department for records.
12. Copy of sanctioned extension of leave up to 2 months in continuation with maternity leave of 180 days shall be forwarded to the society office for approval and after due sanctioning shall be forwarded to the Personnel department for records.
13. Cases where period of leave (Earned leave, half pay leave, commuted leave or leave without pay) exceed 1 month, shall be submitted to the Society office (as the case may be) at least 8 working days in advance.
14. Request for study leave shall not be decided at the institute/college level. Such request from staff members along with comments/recommendations shall be forwarded to the society office at least 30 working days in advance.
15. Entries of sanction earned/half pay/commuted and leave without pay shall be taken in the service books of the concerned employee and his leave account shall be updated at least after every 1st January and 1st July of the year.
16. Entry of leave without pay in the service book shall be taken in red ink.
17. Employee must resume duties on the first working days after expiry of the sanctioned leave. Request for extension to the sanction leave if any must reach the Principal office before expiry of the sanction leave.
18. Ad-hoc employees shall be entitled to enjoy casual leave only. No other kind of leave shall be admissible to them.
19. If benefit of prefixing and / or suffixing holidays to leave is sanction to the employee, and he remain absent from duty before or beyond actual dates of his sanction leave, then he will have to forgo benefit of prefix and / or suffixing holidays. In such cases entire period of absents (including holidays in between) shall be treated and counted as leave without pay.

5.12 Pay and allowances

It is the policy of the AISSMS COE to pay employees by direct deposit on a regular monthly basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations of Government of Maharashtra, AICTE and University. This policy applies to all AISSMS COE employees (Teaching and non-teaching).

5.12.1 Objectives of a salary policy

- To attract the best qualified manpower available to achieve the organization's mission & objective.
- To provide equitable and consistent remuneration to employees in accordance with their assigned cadre, post, duties and responsibilities.
- To motivate and stimulate employees to achieve a high level of performance.
- To encourage the retention and productivity of qualified personnel.

5.13 Providing infrastructure for day to day working

- College personnel must exercise reasonable care to protect AISSMS COE's property and equipment.
- This policy applies to all college property and equipment, regardless of the source of funds from which these items were acquired. Property and equipment donated to the college are included under this policy.

5.13.1 Definitions

- **Property and Equipment:**

  Generally, this includes assets with useful lives greater than one year that are necessary to conduct the business of the college, such as: audiovisual devices, computers, furniture, tools, machinery, laboratory equipment's, devices, buildings and land. For purposes of this policy, the term refers to all such items owned or leased by the college or items on loan to the University. These items are referred to as "college property" throughout this policy.

  This policy applies to all the property and equipment's in the possession of college.

5.13.2 Responsibilities

- Registrar/ Office Superintendent The person is responsible for the custody and care of property in the college's possession and has been designated as property custodian.
- The Principal has designated the Registrar/ Office Superintendent as the college's property custodian. In this capacity, he or she is responsible for:

1. Coordinating with the General Accounting Office to assure accuracy of the property records, in accordance with generally accepted accounting principles.

2. Conducting appropriate inventories and reviews of college property.
3. Arranging transfers of property to facilitate utilization;
4. Maintaining appropriate management systems for property control.
5. Facilitating the best possible management of college property.
6. Assisting department heads in establishing departmental systems for property and equipment management.
7. Reviewing departmental requests for the finance of college property and equipment for official use.
8. Evaluating and recommending finance requests for the use of college property and equipment by non-profit organizations.

- Department heads are responsible for the daily care, maintenance, and safe- guarding of property and equipment. They are responsible for:
  1. Maintaining a departmental property accounting system that enables prompt location of any item assigned to their account.
  2. Timely notifying to the Registrar/ Office Superintendent of transfers and deletions of property and equipment in their possession.
  3. Conducting and completing an accurate annual property and equipment inventory within the time frames specified by the Principal.

5.13.3 Property and Equipment Procedures

- Department Head Change When a department head changes, the new department head should request an inventory listing of college property in their span of control from the outgoing Head. The new department head should conduct an inventory and report his or her findings to the Principal. This procedure will prevent the new department head from being held accountable and possibly liable for property not located during the annual inventory.
- Suspected and Actual Losses The department head must report suspected or actual losses or theft of property first to the Principal, immediately upon discovery of its disappearance. If the lost or stolen property contains or includes digital media that might contain sensitive or confidential information (such as the theft of a computer, a cell phone), he will immediately notify Security of the incident.

Procedures for documenting such losses are:

1. The department head gives in a "Missing or Stolen Property Report" to the Principal. The department head is expected to make every reasonable effort to learn the circumstances behind the loss or theft of college property assigned to his or her account.

2. The department head, and Registrar/ Office Superintendent will review the circumstances surrounding the disappearance of the property. HOD/Principal is responsible for conducting a criminal investigation, as needed. If the department head or the Registrar/ Office Superintendent determine that there has been negligence on the part of a college employee or student which caused the loss of or damage to college property, they will report their findings to the management, who will determine if the concerned employee/ student will be subject to financial liability for the loss.

Chapter 6

Role and Responsibilities of Employees

This chapter sets out the roles, rights and obligations of everyone serving as employees of AISSMS COE and establishes the standards of behavior required to operate in their concerned position.

The roles and responsibilities have been classified under two broad categories namely:

1. Roles and Responsibilities of staff in Administration Office
2. Roles and Responsibilities of Staff in Department

6.1 Roles and Responsibilities of various sections in Administration Office

6.1.1 Establishment Section

1. To prepare and regularly update Teaching & Non-teaching staff lists in pre- scribed formats.
2. Follow up and maintenance of records of New recruitments/appointments.
3. Processing of Leave applications and maintenance of leave records.
4. Preparation, maintenance and verification of staff attendance registers before release of monthly salary.
5. Processing of regular increments, internal promotions, transfers if any.
6. Maintenance and updating of service books.
7. Maintenance and updating personal files of each employee.
8. Maintenance of Biometric attendance record.
9. Providing relevant information/data for preparation of various mandatory reports to be submitted to competent authorities.
10. Processing of termination of services of employees appointed on ad-hoc/ temporary basis by the end of the term.
11. Processing for re-appointments, new appointments.
12. Preparation of Roasters, its approval from University and State Govt.
13. Preparation of Advertisement for staff selection, handling selection process as per norms, Issue of appointment orders, Record of joining reports etc.
14. Handling relevant queries of employees and providing necessary classification and support.
15. Liaison with Principal, HODs, and section In-charges in respect of teaching & non-teaching staff matters & records.
16. Maintain & update necessary records such as disciplinary matters, confidential information if any.

17. To create & maintain healthy work environment among employees through effective communication and follow-ups of systematic procedures.

6.1.2 Accounts Section

1. Collection of fees from students, maintaining records of fees collected from ad- mitted student.
2. Refund of fees to year-down students after declaration of result or cancellation of admission. Any other refund of fees as applicable after necessary verification.
3. Follow-up through notifications for receipt of fees from defaulters if any.
4. To process routine daily, weekly expenditures for sanction, approvals, and payments.
5. To prepare periodic Receipts and Payment statements (Preferably monthly), outstanding payments to be made as well as amount receivable statements.
6. Preparation and release of monthly salary and other mandatory payments (TDS, Provident funds, LIC, Professional Tax etc.)
7. Payments to suppliers and other parties
8. Preparation of Balance sheets, Income & Expenditure Statements, other reports and their audits from competent authorities.
9. Preparation of annual budgets, its periodic follow-up and control.
10. Preparation & submission of fees proposal to Fees Regulating Authority.
11. Providing necessary information, data in required formats and assisting in preparation of various mandatory reports for submission to University, DTE, AICTE, Fees Regulating Authority, Admission Regulating Authority and any other related authority.
12. Liaison with offices such as Provident Fund, Income Tax Chartered accountants, etc.
13. Liaison with Departments, Hostels, Library, T&P cells & other sections.
14. Payment of yearly gratuity installments, updating of eligibility lists
15. Verification and timely clearances of advances received from University and other agencies if any.
16. All other related matters deemed fit as per provisions, norms, rules and regulations related for effective financial working of college.

6.1.3 Purchase & Stores Section

1. To maintain and regularly update central Dead Stock registers.
2. Periodically verify & check departmental dead stock registers.
3. Receiving department requirements for equipment's, tools, spares & consumables, raw materialetc. obtain administrative approval for necessary purchases based on budget provisions.

4. Initiate and execute proper purchase procedure as per norms, i.e.

(a) Gather requirement from departments, compile it and forward it to the society office for approval.

(b) Invite quotations by giving advertisement in the newspaper and displaying the requirement on college website.

(c) Receive and open quotations with the permission of society office. (d)Prepare comparative statements.

(e) Take approval from society office to call the purchase meeting.

(f) Schedule the purchase meeting in consultation with the Hon. Secretary and Hon. Purchase committee chairman.

(g) Call suppliers for technical discussions and negotiations.

(h) Prepare purchase committee meeting minutes and seek approval for placing purchase order.

(i) After approval, prepare purchase order and send it to society office for Hon. Secretary's signature and issue purchase order to the vendors.

(j) Verify deliver dates for the items placed for purchase as per purchase order.

(k) Receive, verify & inspect material received as per specifications laid down in purchase order.

(l) Receive test reports from the departments/ sections and process for payment to the suppliers with due entries in stock registers.

(m) Submit report for payment of bills to the suppliers.

(n) Provide stationary and other necessary consumable/items to the departments/sections as per requirement.

(o) Keep adequate stock of essential items to avoid non-availability at the eleventh hour. Maintain necessary records.

(p) To ensure safety & security as applicable and needed.

(q) To prepare and distribute Identity cards to the newly admitted students and staff.

(r) Distribution of stationary to students and departments.

6.1.4 Student Section

1. Processing of admissions to respective years (FE to ME).
2. Preparation of provisional admission roll list.
3. Preparation of updated roll lists after declaration of University exam results (Examination section shall provide relevant information after University exam result Analysis such as year down students and eligibility of earlier Y.D. students).
4. Preparation and issue of relevant certificates.
5. Processing of forms and maintenance of records.
6. Display of notifications for information to the students, its follows up.

7. Providing information in prescribed formats to University, DTE, AICTE, Fees Regulating Authority, Admission Regulating Authority or any other competent authorities as per- requirement.
8. Handling queries of students & parents and providing necessary clarifications, help & support.
9. Liaison with Principal, HODS, TPO, Librarian, Rectors providing timely information, data, records, etc.
10. Co-ordinate postal correspondence with parents/students regarding attendance reports, Performance reports, Detention etc in association with respective departments.
11. Maintenance of fee receipt records and necessary follow-up, notification for defaulters.
    (a) Issue of bank challans.
    (b) Record of payment of fees in Bank.
    (c) Confirmation with bank statements.
    (d) Maintenance and updating of admission registers.

6.1.5 Examination Section

1. Issue & Receipts of examination forms, verification and submission to University.
2. Issue & Receipts of revaluation forms.
3. Correspondence and maintenance of records related to university examination (theory, practical, projects etc) including stationary, Answer books, question papers, etc.
4. Administrative assistance for conduction of University examination, preparation, maintenance and submission all related records to university.
5. Adjustment of examination duties.
6. To receive/upload all related notifications from University, necessary follow-up, processing, records and control of all matters related to examination. Strict adherence to the rules, regulation, norms.
7. Result analysis & records.
8. Monitoring of internal examination and submission of theory & term-work, practical exam marks to University. Liaison with respective departments
9. Record of expenditure and clearance of accounts related to examination. 10.Maintenance of all information, data, records, related to examination
11. Display of timely notifications to the students related to Internal & external university exam.
12. Preparation & issue of Hall tickets.
13. Issuing Leaving Certificate.
14. Preparation & issue of official transcripts to B.E students.
15. Proper maintenance of on-line records, software.

6.1.6 Scholarship Section

1. To compile list of all financial support agencies, who have given support to the students in the past and circulate and display the same prior to date of payment of fees.
2. To inform students belonging to reserved category through notices about the government's free-ships and scholarships schemes.
3. To display list of documents required by financial support agencies and sources of procuring such documents.
4. To assist students seeking financial support by providing requisite documents.
5. A calendar for applications for financial support shall be prepared well in advance and displayed.

6.1.7 Inward Outward Section

1. Day to day inward/ Outward documents/letter etc. Work.
2. Accepting Tapals received from various offices.
3. Distribution of Tapal to various Departments.
4. Telephone/Mobile bills correspondence.
5. Day to day Dispatch work.
6. Maintenance of Stamp Account Register.
7. Maintenance of C.L. Accounts Register of Departments.
8. Sanction of Leave/issue of orders and related Correspondence.
9. Maintenance of Service Books.
10. Checking of monthly attendance of employee.
11. Maintain record of all kind of leave.
12. Calling for no dues certificate from all section on death / retirement / resignation of employee.
13. Issue No Objection Certificate.
14. Issue of bona-fide certificate, traveling concession.

6.2 Roles and Responsibilities of staff in Administration Office

6.2.1 Principal

1. Conduct all UG, PG and Ph.D. programs according to the affiliating University guideline.
2. Planning long-term, short-term goals, objectives of the institute in consultation and guidance of the Management (LMC and GB).
3. Preparation of development plan of the institute in accordance with the vision, **m**ission, goals & objectives.

4. Identifying and planning for the sources of finance, financial provisions, and allocation of funds for budgeted expenditure among different heads. (Deciding fund allocation for departmental, academic activities, Research & development, Infrastructural development, various recurring & Non-recurring expenditure.)
5. Planning, assigning and monitoring of duties, authorities and responsibilities to Heads of the Departments, teaching staff, Administrative office staff and supporting staff.
6. Compliance of rules, regulations & norms of University, DTE, State Government, AICTE and other statutory bodies.
7. Interaction and participation with University and other statutory bodies in all related matters, requirements, procedures, correspondence &records.
8. Planning, developing, and guiding all activities to get all the courses accredited.
9. Planning and monitoring Student welfare and discipline.
9. Transparency in implementing policies of the Institute.
10. Creating organizational climate that provides rewards and incentives for accomplishment.
11. Sharing responsibility to maximize ownership and accountability for Institute's outcome.
12. Awareness about professional issues and sharing this information with appropriate groups.
13. Use of TQM or other similar data driven theories of management to benchmark the Institute's performance indicators against exemplary practices outside the Institute to support continuous improvement
14. Modeling the qualities of fairness, equity, integrity, and honesty in professional dealings with colleague and supporting staff and students.
15. Understanding the resources available to the Institute and use them wisely for effective outcome.
16. Understanding how to select, induct, develop, evaluate, and retain personnel who assist the Institute in accomplishing its vision and mission
17. Providing appropriate and timely feedback to all concerned.
18. Developing and monitoring a safe Institute plan, anticipating potential trouble spots and dealing with them in advance.
19. Guiding, Monitoring & controlling the student curricular, co-curricular and extra-curricular activities.
20. Planning to achieve excellent academic results & students" performance.
21. Motivating, participating and contributing to achieve maximum placement of students.
22. Motivating, participating and contributing in training students for higher studies and entrepreneur activities.
23. Networking with other institutes, professional bodies (ISTE/CSI etc.), research organizations,

industries etc., for developmental work/activities.

24. Interacting with parents and alumni to influence the institute's growth.
25. Interacting with society, social organizations for developmental and collaborative projects/activities etc.
26. Guiding and motivating teaching staff for preparation and submission of proposals to AICTE/DST/UGC and others for financial Assistance schemes.
27. Conducting meetings with heads and staff for day to day working of the institute for expected outcome.
28. Coordinating with teachers, supporting staff and students.
29. Handling grievances of teachers, supporting staff and students.
30. Promoting innovations, R&D, testing & consultancy activities.
31. Ensuring that established laws, policies and procedures are in place and enforced equitably for all teachers, supporting staff and students.
32. To take measures to enhance the academic standard of the institute.
33. Recruitment, Training, Supervising, guiding, motivating and controlling the teaching and supporting staff.
34. Supervise, monitor & control routine administration of the college 35.To act as facilitator between staff and management.
36. Find pathways, opportunities for teachers and others to make the best contributions they are capable of making for themselves and to the Institute.
37. Involving stakeholders in decisions affecting Institute.
38. Handling student discipline problems with a level of responsiveness appropriate to the severity of the problem.

6.2.2 Registrar/ Office Superintendent (Head of all non-teaching staff)

1. General supervision and control over class III and class IV staff including sanction of casual leave.
2. To regulate the work and conduct of the staff in accordance with the Act, Statute, Ordinance, Rules and Regulations. To assess and evaluate the performance of Non-teaching staff and sections and take such measures as he deems fit to regulate and to improve the working of the college.
3. The Registrar/ Office Superintendent shall be the custodian of the records, the common seal and other such property of the college as the Principal may commit to his charge
4. To keep the Minutes of all the meetings and records.
5. To deal with all statutory bodies like AICTE, DTE, University etc.
6. To watch over the work of college affiliation, approval work, staff recognition and follow the

procedure of for appointment.

7. To issue warnings/ reprimands/ memos to the non-teaching employees subject to the approval of the Principal.
8. To bring to the notice to the Principal any of the act of the staff or the student, if prejudicial to the college and/or is not in the interest of the college.
9. To maintain the inquiry service for student, staff also for visitors to the college regarding course being conducted, examination and admission rules and such other allied matters of important nature.
10. To deal with all other service matters of staff including leave and maintain service records of all staff such as services book personal file etc.
11. To issue all routine certificate to all staff other than experience certificate.
12. To issue all routine certificate to students other than leaving certificate
13. To watch Accounts, Audit, assessment work of Maintenance and other Grants and to keep check on Accounts of the college.
14. Monitor the examination work.
15. The Registrar/ Office Superintendent shall exercise such other powers and per- form such other duties as are prescribed by the Principal and Management.
16. Dealing with all matters relating to recruitment of staff, for post which the Principals are authorized to fill up.
17. Dealing with all matters pertaining to advance of pay and traveling allowances and G.P.F.
18. He will have to do such other work as may be assigned by the Principal from time to time.

6.2.3 Senior Clerk

1. To handle all kind of correspondence with University such as,
   (a) Payment of university fees as per norms well in time.
   (b) Submission of information/data as & when required in prescribed formats.
   (c) Approval to the appointments of faculty.
   (d) Clearance of university examination accounts.
   (e) Verification and submission of examinations forms, revaluation forms, eligibility forms, enrollment forms etc.
   (f) Supervise University examination at college center and correspondence. (g)Any other work assigned by the superiors.

2. Preparation, verification and submissions of various reports to AICTE, D.T.E., University, Fees

Regulating Authority etc.

(a) Local Inquiry Committee visit reports.

(b) Staff Selection Committee reports (as per university procedure).

(c) Proposals for sanction of increase/variation in intake, additional courses to AICTE New Delhi/WRC, Mumbai, D.T.E/ Jt-D.T.E, Pune university etc.

(d) Mandatory disclosures.

(e) Fees Regulating Authority Reports.

3. Approval of admissions of F.E. Engg, and Direct admission of diploma holders to S.E from D.T.E. and Admission Regulating Authority.
4. Liaison with the departments regarding their queries, requirements, data/ in- formation needed for preparation of various reports.
5. Handling student inquiries, complaints, grievances etc.
6. To assist Registrar/ Office Superintendent to arrange local managing commit- tee, governing body meetings, preparation of agenda, related documents/files, invitation to members, assistance in conduct of meetings, minutes of the meetings, action taken report preparation.
7. To assist Registrar/ Office Superintendent to supervise correspondence with trust office, submission of necessary information/data as & when required.

6.2.4 Accountant

1. To exercise general control over all financial transaction strictly in accordance with the Financial Rules and other Administrative matters.
2. To inform periodically the financial position of the college to the Management and the Principal, examine and ensure that code and financial norms are followed by the section or department.
3. To prepare and present budget estimates with the help of all Heads of Department.
4. To Prepare the income and expenditure statements, maintain all accounts and get them audited.
5. To implement all financial transactions as per rules, Accounts code, statute, Ordinance and rules and regulations made in that behalf and monitor the finances of the college as per directions of the Management and Principal and place before the committee the financial position of the college such as receipts, payments Government grants and balance from time to time.
6. To scrutinize all bills of expenditure before recommendations for payment. To watch the progress of the expenditure of fees grants etc.
7. To prepare bank reconciliation statement budget and final accounts of funds.
8. Liaison with other offices such as Income Tax, Professional Tax, Provident Fund, P.M.C. Authorities etc.
9. To ensure various payments made from the college funds are within budget provision and with the sanction of competent authorities.

10. To ensure that non-revenue accounts appearing in particular account of fund are reconciled.
11. To attend to audit queries and to reply audit report, to submit necessary statement of accounts.
12. To recover grants due to the University from the outside bodies including State, Central Govt.
13. To attend such other work assigned to him with the approval of the Principal.
14. To prepare periodic accounts of funds.
15. To prepare payment statement of all employees and accordingly proceed for the further transaction after getting verified from Registrar/ Office Superintendent/ Principal.
15. To maintain books of accounts, payment registers, advances etc
16. To attend queries and all matters regarding Income Tax, Professional Tax, P.F., Gratuity, insurance.
17. To attend routine correspondence with bank and other Department
18. To supervise the work of accounts clerk and to pass the bill for payment as per relevant rules.
19. Any other work assigned by the superiors.

6.2.5 Junior Clerk and Equivalent Cadres

1. To prepare and maintain service book/new files-note-book, do copying work/rubber stamping and to attend to all types of administrative work.
2. To maintain different registers/records & forms etc.
3. To perform all duties in respect of smooth conduction of University Exam.
4. To compile with all work related to student's scholarship.
5. To prepare routine letters/replies for approval where noting is not required issue reminders.
6. To attend the other work as may be assigned by Office superintendent /Registrar/ Office Superintendent /Principal.
7. To maintain recodes of all types of leaves.
8. To issue Transcripts to students.
9. Any other work assigned by the superiors.

6.2.6 Inward-Outward Clerk

1. To receive internal „Dak" i.e. letters from Departments, Sections, Office, Society Office etc., make necessary entries in Inward register and put up for processing.
2. Receive external „Dak" i.e letters from ousted agencies, parties, offices. Make necessary entries in internal register and put up for further processing.
3. Similarly, process for outward Dak (internal as well as external) with proper entries & records.
4. Maintaining and regularly updating of files for systematic records. Develop and operate proper filing & record system for easy, efficient retrieval of documents wherever needed
5. Arrange for availability of necessary postage and other essential items to avoid delay.

6. To issue bona-fide certificates, bus/railway concession forms.
7. Any other work assigned by the superiors.

6.2.7 Librarian

1. Supervise budgeting, planning, and personnel activities.
2. Every year at the end of session he should collect the requirement of books of different authors as per list of references from subject teachers.
3. Review and evaluate resource material, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources.
4. Code, classify, and catalog books, publications, films, audiovisual aids, and other library materials based on subject matter or standard library classification systems.
5. Search standard reference materials, including on-line sources and the Internet, in order to answer patrons reference questions.
6. Teach library patron to search for information using databases.
7. Explain use of library facilities, resources, equipment, and services, and provide information about library policies.
8. Keep records of circulation and materials.
9. Analyze patron requests to determine needed information, and assist in furnishing or locating that information.
10. Locate unusual or unique information in response to specific requests.
11. Direct and train library staff in duties such as receiving, shelving, researching, cataloging, and equipment use.
12. Respond to customer complaints, taking action as necessary.
13. Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access.
14. Develop library policies and procedures.
15. Evaluate materials to determine outdated or unused items to be discarded.
16. Develop information access aids such as indexes.
17. Compile lists of books, periodicals on particular department.
18. Assemble and arrange display materials.
19. Compile lists of overdue materials, and notify borrowers that their materials are overdue.
20. Negotiate contracts for library services, materials, and equipment.
21. Provide input into the architectural planning of library facilities.
22. Collect and organize books, and other materials in specific fields, such as rare books, book bank books, reference books, PG books, etc.

6.2.8 Physical Director

1. Identifying sport, recreation and health initiatives and overseeing strategic planning and implementation.
2. Coordinating, delivering and promoting relevant activities to sports.
3. Raising student awareness of health and fitness issues and promoting participation in sport.
4. Maintaining records and producing written reports related to all sports activities.
5. Attending local, regional and national meetings, seminars and conferences.
6. Checking venues and managing facilities required for practice sessions and conduction of matches.
7. Liaison with sports clubs to develop best practice in coaching.
8. Working with national governing bodies (NGBs) for specific sports in relation to clubs and events.
9. Managing resources and a budget and identifying potential opportunities for external funding.
10. Maintaining links with county, regional and national sporting representatives and organizations.
11. Working within specific guidelines, e.g. equal opportunities, health and safety, student protection.
12. Offering coaching and supervision when appropriate.

6.2.9 Controller of Examination

1. To list out the different nature of work regarding the conduction of Examinations during the semester / year & to prepare the "Annual Academic Calendar".
2. To check the utility & feasibility of all the machineries, equipment's, Software's computerizedsystems related to all aspects of work of the examination cell.
3. To check the standards, quality, utility & availability of all the documents & other consumables.
4. To prepare the rules & regulations of the examinations as per the guidelines of the University.
5. Organize the meeting of the examination Committee and other institutional examination Committees, to update the existing rules of the examination activities.
6. To collect the detail information of the teaching faculty, to prepare the list of eligible examiners, to get the approval from the examination committee & to update the existing list of Examiners once in year.
7. To collect the "Examination Application form" from the students, to enroll the examinees, & to distribute the examination admit card to eligible candidates.
8. To prepare the "Pre-examination document" to make the comfortable seating arrangement, cleaning and water arrangement etc. in the examination hall.
9. To form "Institutional Committees" for examination, assessment, quality control, vigilance with

consent of the principal & to distribute the officer order.

10. To distribute the required stationary, examination formats, question paper, answer sheets, examiners certificates, remuneration bill form to the examiners.
11. To collect the examination documents immediately after completion of work.
12. To maintain and to store all the examination documents, confidential documents, important documents.
13. To organize the training program for faculty and staff.
14. To prepare and to distribute the remuneration of the faculty & staff related with the examination work as per the approved norms of University.
15. To prepare and implement the policy to avoid the malpractices in the examination.
16. To prepare all the duties as per the guidelines of the examination committee and any work assigned by the Principal.

6.3 Roles and Responsibilities of Staff in Department

- **Teaching Staff**

6.3.1 Head of Department

1. Preparation of development plan of the department in accordance with the vision, mission & objectives.
2. Motivating and providing opportunities for continuous professional development of every teacher.
3. Motivating and focusing on staff and student's performance for high levels of achievements.
4. Conduction of weekly meetings with teachers for review progress of teaching activities and monitoring allotted work.
5. Preparation of budget and purchase plan.
6. Knowledge of modernizing teaching techniques for continuous improvement in teaching.
7. Fair teaching work distribution and assigning duties to teachers and sup- porting staff.
8. Coordinating and monitoring day to day functioning of departments.
9. Evaluate the Performance appraisal of staff.
10. Exercising quality checks on submission work and assignments of students.
11. Exercising quality checks on internal and external examinations.
12. Handling grievances of students and staff.
13. Knowledge in preparation of reports required by University, AICTE, and other statutory bodies.
14. Coordinating NBA accreditation of department.
15. Accessibility of head of department.
16. Modeling the qualities of fairness, equity, integrity, and honesty in professional dealings with

colleague, supporting staff and students.

17. Communication of policy decision made at institute level to the department teaching and non-teaching staff.
18. Accepting responsibility for Department outcomes.
19. Handling student discipline problems with a level of responsiveness appropriate to the severity of the problem.
20. Participating and contributing in training & placement activities.
21. Monitoring teaching learning process in the department for high levels of student achievement.
22. Maintaining discipline in staff and student.
23. Carrying out activities reflecting social belongingness.
24. Providing specific guidance for teachers trying to solve instructional problems.
25. Helping new teachers gain expertise and confidence in their teaching
26. Working with experienced teachers to help them continue to grow and develop as accomplished professionals.
27. Using performance as a means to help others improve continuously.
28. Coordination with teachers to set clear, measurable students performances in academic, co-curricular and extracurricular activities.
29. Analyzing university and internal results in order to target interventions that will ensure the academic success of all students.
30. Frequent communication with parents along with GFM around student academic performance.
31. Knowledge of enrichment of laboratories and modernization of laboratory equipment's.
32. Interaction with other institutes, research organizations, industries etc., for developmental work/activities.
33. Encouraging research and consultancy work.
34. To take effective measures after result, student's, parent's and employee feedback analysis.
35. Arranging parents meet and alumni meet.
36. Conducting theory classes & labs.
37. Understanding the resources available to the Department and uses them wisely for effective outcome.

6.3.2 Guardian Faculty Member (Class Teacher)

1 To address the student on the first day of each semester regarding academic processes that are undertaken throughout the semester.

2 To take undertaking from students regarding the norms to be followed regarding theory and

practical.

3 To guide the students about rules of attendance (general), Industrial Visits, sports, medical leave etc.

4 To address student's queries and trying to resolve.

5 To meeting the parents of students, especially defaulters and toppers.

6 To inform the HOD about making alternate arrangement for lectures and practical's when a facultyis absent.

7. To generating attendance report for every fifteen days in every academic semester and display the defaulter list and the counsel the defaulters for improvement.

8. To coordinate with Academic coordinator of the institute to update attendance in case of medical leave, sports leave etc.

9. To Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.

10. To identify academically intelligent students and motivate them to under- take research activity.

11. To update data regarding student's achievements in academics, sports, extracurricular activities etc.

12. To maintaining the class-teacher record containing class details.

13. To take feedback from students of teachers with the help of student feed- back form and evaluate the feedback and take corrective actions on genuine suggestions.

14. To arrange 2 unit test for each class in each semester.

15. To display unit test time-table on department notice board and circulate it to student and staff preferably 2 weeks in advance.

16. To give notification to the staff members for giving the assignments and Unit test syllabus to the student before 15 days of the commencement.

17. To get the result of unit test and display it onto the notice-board immediately after last paper.

18. To plan the schedule of parent's meeting and invite them by sending letters as well as through the telephone calls and taking acknowledgment.

19. To interaction with parents to solve their queries.

20. To take the feedback from the parents for improving quality of teaching learning.

21. To arrange the remedial test for the students who could not perform well.

22. To send progress report after unit test and midterm submission to the parents.

23. To personally counsel the students in presence of their parents in sensitive cases such as detention and others.

24. To monitor the discipline among students on and off campus.
25. To analyze of previous semester university results.
26. To send messages to student as per requirement.
27. To conduct meeting of defaulter students with the HOD and Principal.
28. To take undertaking from defaulter students and their parents regarding detention.
29. Any other duty the Principal /HOD may assign.

6.3.3 Teacher

1. Teaching

(a) To decide core objective & outcomes.
(b) To prepare teaching plan.
(c) To prepare session plan.
(d) Innovation in teaching, laboratory work and instructional material.
(e) To collect, maintain and enrich teaching aids.
(f) To identify reference books, text books, articles, data books, IS codes etc.
(g) To design of home and classroom assignment.
(h) To deliver lectures effectively, using most modern teaching aids.
(i) To arrange lectures of experts from industry.
(j) To organize industrial visits/ study tours.
(k) To monitor student's attendance and punctuality.
(l) To arranging remedial classes, mock orals and practical.
(m) To discussion university question paper.
(n) To prepare theory, Oral question bank.
(o) To assist Head of the Department in departmental activities & pro- viding student services.
(p) To keep abreast of the newer knowledge, skills and technology through self-up-gradation and dissemination of knowledge through article, books, journals, and seminars etc.

2. Instructions in laboratory

(a) To plan and schedule practical's and uniformly spread over academic session.
(b) To prepare laboratory manuals.
(c) To prepare study material for study type exercise.
(d) To Plan for progressive assessment of term/practical work.
(e) To prepare of question banks for oral examination.
(f) To conduct practice oral sessions.

(g) To monitor practical equipment status.
(h) To monitor adequacy of consumables.
(i) To conduct trial practical and maintain sample results.
(j) To train laboratory supporting staff
(k) To conduct actual practical's and validate results.
(l) To maintain attendance and assessment records.

3. Students assessment and evaluation

(a) To conduct class tests.
(b) To evaluate answer books and display of results.
(c) To evaluate assignments, tutorials.
(d) To display progressive assessment result.
(e) To suggest corrective measures for improvement in test performance.
(f) To assist Department in managing examinations.
(g) To maintain all the assessment records.

4. Research Activities and Research Guidance

(a) Project guidance to students.
(b) To lead consultancy projects and extension services. Curriculum development and developing resource material.
(c) To visit Industries for identifying problems and exploring academic solutions.
(d) To motivate students to accept challenge Industrial/Practical life problems.
(e) To secure patents.
(f) To develop laboratory equipment.
(g) To modernize, retrofit, develop attachments for existing laboratory equipment's.
(h) Software development.
(i) Web designing.
(j) To automate of existing systems.
(k) To accept testing work.
(l) Undertaking calibration work for industries.
(m) To participate in reverse/forward engineering industrial activities.
(n) To arrange short term training programs for industrial employees.
(o) Costing and estimation consultancy.

5. Developing resource material and laboratory development

(a) Procuring model lessons from various resources like books, journals and Internet.
(b) To assist library enrichment activities.
(c) To develop charts and models.
(d) To collect product catalogs.
(e) To collect IS codes.
(f) To develop PPTs.
(g) To collect educational CDs.
(h) To understand laboratory needs and satisfy the needs.

6. Co-curricular and extra-curricular activities

(a) To arrange technical events like Paper Presentation, project exhibition etc.
(b) To organize cultural programs, sports etc.
(c) To organize NSS/Blood Donation/Plantation/Medical camps.
(d) To participate in Discipline committee, Anti ragging committee as a member.

7. Assisting in departmental administration

(a) To plan and develop academic and administrative work at department level and to assist at institutional level.
(b) To supervise activities concerned with supporting staff.
(c) Building maintenance/ water supply and electrical installations.
(d) (d)Purchase and departmental store administration.
(e) Procurement of equipment.
(f) Grievance handling.
(g) Admission committee work.
(h) To assist in conducting University Examination.
(i) To monitor Campus cleaning, security and housekeeping.
(j) To assist in inspection visits.

8. Student counseling and interaction

(a) Result analysis and study guidance.
(b) To motivate students in the matter of punctuality and hard work.

(c) To address and resolve minor depression problems.

(d) To communicate with parents.

(e) To guide for independent study techniques.

(f) To guide for facing interviews, personality development.

(g) To guide for choosing supporting professional courses.

(h) To guide about career planning and higher education.

9. Self-development

(a) To improve qualification.

(b) To attend short term training programs.

(c) To attend conferences.

(d) To paper presentation.

(e) To organize workshop.

(f) Research activities.

10. Responding to University assigned responsibilities

(a) To work as controller of examination.

(b) To work as custodian of examination.

(c) To work as member of examination squad.

(d) To attend CAP for evaluation of answer books.

(e) To set Paper.

(f) To attend oral/ practical examination assignments.

(g) To attend meetings arranged by University.

(h) To work as committee member of any committee appointed by university.

(i) Board of study's work.

(j) To develop curriculum.

(k) Question paper submission.

6.3.4 Laboratory In-charge

1. To maintain the Dead Stock Register and Consumable Registers.
2. To find out the requirements for consumables for the laboratory and process to procure the same, before the start of every term.
3. In case of software labs get recent updated version of software (licensed and make them available to the students whenever necessary).

4. To ensure to display lab timetable, list of assignment, details of hardware and software in lab on notice-board.
5. To plan for the procurement of equipment for the coming term well in advance.
6. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
7. To notify the student with the free slot for their extra work.
8. To organize the laboratory for oral and practical examinations.
9. To hold those responsible for any breakage / loss etc. and recover costs.
10. To ensure the cleanliness and pleasant environment of laboratory for both students as well as faculty.
11. To give proper instruction, wherever necessary, to students to use the facilities available in the lab (eg. Lab manuals, extra accessories they need to conduct the practical's).
12. In case of any discrepancies with hardware or software proper maintenance should be done by the expertise during fixed slot regularly (by Outsourcing/ internally).
13. To requisite of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
14. Any other duty as may be assigned by the HOD/Principal from time to time.
15. In order to prevent theft/damage, the Lab In-charge shall take the following action:
    (a) To report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out about the missing/damaged item/article and suggest further action in order to compensate the loss as wellas prevent recurrence of the same.
    (b) To note down the missing items in the respective Lab Register.
    (c) If the students are responsible for the loss/missing item, then the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
16. To discuss the issues if any with HOD regarding the lab.

6.3.5 Project Coordinator

1. To give the detail information to the Third year student regarding Final Year project and ask them to make team preferably of 4 students.
2. To get the area of specialization of each faculty.
3. To inform Students to approach faculties depending on their area of specialization.
4. To allot guide to each group based on the student's interest and faculty specialization.
5. Students will submit abstract of the project of their interest to their guide.

6. To prepare list containing group list, Faculty allocated, Project name.
7. To give idea of the project and study of at least three existing systems.
8. To organize presentations of project groups to monitor the completion of project work and review the log books.
9. To give project report format to the students.
10. To motivate the students to participate in Project competition.
11. To collect certificate of participation from students.
12. To guide students for publishing paper in national/ International journal in consultation with his guide.
13. To send group list to the project chairman for allocation of external examiner along with list of internal examiner.
14. To get the self-evaluation format filled up from the student.
15. To ensure necessary arrangements for conducting project examination

6.3.6 Seminar Coordinator

1. To inform and collect seminar topics from students.
2. To conduct the meeting with staff members to finalize the topic and allot students to them.
3. To prepare and give templates of PPT presentation and reports to the students.
4. To display the schedule of seminar.
5. To arrange the seminar and providing evaluation sheet according to the schedule.
6. To coordinate the seminar examination and submit the marks sheet to student section.

6.3.7 Students Association in charge

1. To convince the importance and purpose of forming the Departmental Students Association.
2. To encourage the student to become a part of it.
3. To contribute funds for association through registration fee etc.
4. To organize activities under the association with the help of students.
5. To encourage Students to participate actively in every activity.
6. To distribute prizes and certificates to organizing participants & winners.

6.3.8 Departmental Library In charge

1. To prepare notice to the students and staff about the issuing of the books in the department library.
2. To set the rules on which day a student can issue the books and return it as well as how fine will be collected on the basis of date of returning the books.

3. To maintain three registers.
   (a) Book register- a list of books available in the library.
   (b) Issue registers to issue and return a back the books from staff and students.
   (c) Fine register to collect the fine.
4. To prepare a list of books and display the updated list per semester in the department.
5. To make a new entry of books as available in the department library.
6. TO arrange the books or copies of books subject wise in the book shelf and make the entry accordingly.
7. To prepare a report at the end of the semester about how many books got issued, returned or misplaced.
8. To prepare a requirement of new books and journals that are required according to the new syllabus list to the central library and submit proposal accordingly through HOD.
9. To collect and maintain all the project and seminar report of student in departmental library.

6.3.9 Wall Magazine In-charge

1. To encourage the student in their creative work such as poem, articles, sketches, painting.
2. To collect the work & publish on to the wall magazine notice board.
3. TO maintain the record of the student those who have contributed display material.
4. To help the student to find their hidden talent.
5. To arrange various events for the student regarding wall magazine.

6.3.10 Industrial Visits In-charge

1. To search good industry for tour and collecting the information.
2. To inform to the student and taking consents from their parents.
3. To prepare the schedule of visit.
4. To take the undertaking from student before leaving the college cam- pus.
5. To monitor and to take care of student in all respects during such visits and tours.
6. To make arrangement for transport and food facilities for the visit.
7. To prepare and submit report of visit to the Principal office.

6.3.11 University Practical /Oral Exam In-charge

1. To collect the summary sheet of student result along with their university exam seat no.
2. To prepare the summary sheet of students appearing for the practical/oral exam from result gadget.
3. To finalize the dates of exams and internal examiners along with HOD and then prepare a timetable,

send a copy to the exam section of college for submission to university.

4. T0 collect time-table from university, prepare a final timetable for the exam lab wise and display it tothe students.
5. To prepare the staff duty time-table and circulate it to the all staff members in the department.
6. To inform the staff members to finalize the external examiners for the exam and finalize the dates ofthe exam.
7. To inform to the lab assistant to prepare labs with proper software installation according to each exam in the respective labs.
8. At the end of practical /oral exam ensure that the examiners attendance is marked, certificate is issued and remuneration is paid.
9. At the end of the practical/oral exam ensure that all the subject chairman copies and principal copies of exam are sent to the university.
10. To prepare budget for examiner's remunerations and hospitality. 11.To prepare bills of internal examiners and supporting staff.

- **Non-Teaching**

6.3.12 Laboratory Assistant

1. To attend to such other duties as may be specially brought to his notice with the approval of the Head of the dept.
2. To assist students and teachers in conducting practical and experiments.
3. To maintain dead stock register and register to consumable material and to undertake physical stock verification of laboratory material.
4. To assist the in-charge of laboratory in purchase and procurement of lab- oratory materials.
5. To supervise the work of laboratory attendance working under them.
6. To assist the in-charge of laboratory in routine administrative matters and to ensure that laboratory facilities are not misused by any person.
7. To report about breakage/losses in laboratory to his supervisors.
8. To report to in-charge of laboratory about misbehavior inside the lab.
9. To ensure that all cupboards, doors, windows, and gets are properly closed by the Lab attendant.
10. To maintain log book in lab.
11. To update Lab board periodically.
12. To maintain equipment's, kits, wires and probes.
13. To issue equipment's, components, lab, manuals to the students, to other lab and other departmentsand to maintain record in the issue book.

14. To update the display of laboratory with respect to Lab time-table, list of experiments, list of major equipment, along with cost, lab area lab in-charge, charts.
15. To keep record of consumables required for the lab.
16. To monitor cleanliness of the lab along with the lab in-charge.
17. Any other duty assigned by the superiors.

6.3.13 Laboratory Attendant / Peon

1. To clean laboratory and to keep laboratory Materials including apparatus and equipment in proper place.
2. To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments, chemical and other material within and outside the laboratory.
3. To assist Lab. Assistant & other lab. Staff in physical stock verification of laboratory equipment, instrument, chemicals & other materials.
4. To render physical assistance to students & teachers in conducting practical and experiments.
5. To report about loss of laboratory equipment and other material to his superiors.
6. To open and to lock cupboards, doors, window and gates of laboratory.
7. To attend to delivery of letter connected with laboratory and its staff.
8. To attend to such other duties which are assigned to him by the Lab Staff with the approval of In charge of laboratory.
9. To open windows etc. in morning and switch on fans and lights and closing to close the same when not required.
10. To dusting of office furniture machine, files, tables, equipment, switch them of when not required, remove and replace covers of machine.
11. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instruction of the H.O.D. etc. and also do the work of stitching agenda and minutes of meeting according to instruction.
12. Do the work of affixing stamps sticking and sealing envelops or wrappers, packing of parcels.
13. To carry papers and to frank machines etc. within building and other such portable items from one place to another.
14. To serve drinking water to employees and to visitors when required.
15. To dispatch letters including letters by hand delivery.
16. To prepare daily cleanliness report and submit to admin office once in a month.
17. Any other work as may be assigned to him by concerned officer from time to time.

18. Peon cum Hamal shall also have to attend to the duties assigned to the Hamal.

6.4 Role and Responsibilities of Workshop Staff

6.4.1 Workshop Superintendent

1. To schedule, organize, coordinate and monitor workshop training.
2. To plan, deliver and evaluate theoretical and workshop instructions.
3. To design, develop instructional material and tasks for skill training.
4. To identify and organizing staff development programs for workshop staff.
5. To work as officer in-charge stores.
6. To procure, erect/install and commission of plant and equipment in the work- shop.
7. To procure and storage of raw material, tools and instruments for workshop and for other departments on requisition.
8. To guide students in the performance of practical tasks and skill exercises in workshop and to evaluate their performance.
9. To be available for the whole duration of the class assigned in practical/theoretical class period.
10. To maintain equipment and tools in the shops including preventive and break- down maintenance, layout safety procedures.
11. To participate in professional development activities.
12. To manage special assignments/tasks as entrusted by the Principal.

6.4.2 Foreman

1. To be responsible to concerned lecturer in-charge/workshop Superintendent in all matters connecting with workshop, training and shall/work according to their guidance and instructions.
2. To hold physical charge and maintain records of all equipment, machines, tools, instruments fixtures,furniture, raw materials etc. of the shops.
3. To be responsible under the overall supervision of the teacher in-charge of the shop.
4. To appoint one technician to more than one shop/laboratory.
5. To be responsible for procurement/storage/accounting of raw materials, tools and instruments and keep necessary records for the same.
6. To be responsible for issue of material/tools and equipment's for the shoplifter.
7. To be responsible for installation, erection, upkeep, repairs and maintenance of all/such items of the shops in charge including preventive and breakdown maintenance.
8. To present at the time of practical class including examinations and project works as per time table or instructions issued to him by his superior and shall be responsible for issue and receipt of all such instruments, tools, raw materials issued to the students during the conduct of above.

9. To demonstrate operation, function and working of any equipment/machine under the direction of the teacher conducting the practical classes.
10. To assist the teacher in-charge in maintaining shops jobs/records and assessment of work done in the shop.
11. To demonstrate jobs/models as directed by the teacher in-charge or the Department administration for class or institutional work including exhibitions and celebrations.
12. To undertake any job concerning his skill/trades for general utility, interest or benefit of the institution functioning under the direction of the administration.
13. To assist Student and faculty members in the fabrication of their project.

Chapter 7

Research and Development (R&D)

AISSMS COE strongly believe that Research and Development is a very important aspect of technical education. AISSMS COE has framed the R&D policy for the development of research culture within the institute, to improve research performance of staff and student and to achieve high quality research outcomes. The R&D policy aims at improving the quality of teaching learning and human resources by promoting R&D activities along with regular teaching activities. The policy shall contribute towards the creation of wealth and resources for the institute. The R&D activities in the institute will help in creating research attitude in students and staff. The research activities will help the staff to develop their expertise in certain domains in which they can provide consultancy to industry. The outcomes of research activities will lead towards publishing and filing patients by staff and students.

Mission Statement:

Research and Development committee of College aimed at nurturing the culture of research and IP.

Objective:

- Motive the faculty for mobilization of the research funding
- Awareness for research funding avenues
- Organized expert talks on IP, etc
- Assist faculty for IP
- Organized workshop, seminar on advanced research areas

Scope of work:

- Incubation center
- Intellectual Property Rights
- Technology Transfer
- Research center
- Faculty Publication
- Workshop, Conference, Seminar Resource Generation
- Testing
- Consultancy

Responsibilities

- Preparing research proposals
- Conduction of technical workshops
- Motivating faculty and students towards research work
- Consultancy
- Creating awareness about IPR

7.1 Functions

- To promote research activities among the faculty & students through Paper publication in International, National Journals.
- Knowledge sharing with industry and institutes.
- To submit proposals and carry out research and developmental work under various research and financial assistance schemes of funding agencies like AICTE, DST, UGC, University, etc.
- To motivate and support students for developing innovative projects, concepts, models, product development, patents.
- To arrange technical exhibition, project/model competitions, other technical events, conferences, seminars, etc.
- To plan for developing a Research Center affiliated to University and recognized by agencies as place of work for research.
- To create research and innovation environment and culture in the institute among staff and students. Encourage participation of students in prestigious, technical events such as Techfest (organized every year by IITs, NITs, Govt. Colleges, and renowned institutes).
- To develop and ensure effective utilization of library facilities such as National, International Journals, online journals through Science Direct -AICTE consortium, utilization of library facilities of other associated institutes such as BCL, ARAI, IIT, etc.
- The core group of the R & D cell will prepare a presentation and meet the Industries for getting sponsored projects and consultancy from them.

7.2 Objectives for promotion of Research in Institute

- TO give motivational talks for imbibing research attitude in first year students.
- To form faculty groups based on identified research areas.
- To allot student groups with faculty groups based on area of interest.
- To organize idea generation competitions for getting different research problems through

students for development of new product/ equipment/ gadget/ Software's.

- To motivate faculty members to prepare research proposals for submission to funding agencies.
- To motivate faculty and student to publish a paper based on their research work in every academic year.

Chapter 8
Training and Placement

8.1 Role and responsibility

The placement policy and other related activities are handled by the placement officer in discussion with the authorities and placement coordinator of departments. The placement committee comprises staff and student representatives from all the departments.

1. The Training and Placement (TP) office handles all aspects of campus placements at AISSMS COE.
2. Training and placement of the students in the industry.
3. Industry Institute Interaction.
4. Arranging Industrial visit of students.
5. To arrange for the placement of the students through recruitment drive during their course of study as well as after their passing out.
6. To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.
7. To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.
8. To sponsor students for various paper presentations and the Technical exhibitions.
9. To arrange in plant training program of the students and teachers to update their knowledge and skill to teach the updated/ revised curriculum to enhance functional skills relevant to industry.
10. To arrange entrepreneurship camps and to motivate the students for self-employment.
11. To arrange programs for career guidance and counseling of the students regarding various sources of finance, men and material for self-employment.
12. To engage classes for personality development of students & staff.

8.2 Infrastructure availability

The following facilities are made available:

- The office is well-equipped with excellent infrastructure to support every stage of placement process. The TP committee of college shall do the arrangements for pre-placement talks, written/on-line tests, interviews and group discussions etc.
- Seminar hall to conduct the pre-placement talks

- Well-furnished group discussion and Personal Interview cabins hall with Well- furnished room facility
- Fully computerized TP office
- Class rooms for organizing written test

8.3 Policy

1. The Training and Placement Cell respects "One student one job policy".
2. The companies visiting the campus are divided in the following groups:

a. IT/Software companies (product, service based)

b. Core Companies (Non IT/Software) (Manufacturing, service providers)

3. Companies will be invited and scheduled by the Training and Placement Cell on the basis of the following parameters:
   (a) Eligibility criteria, opportunities for all
   (b) Job profile and growth prospects.
   (c) The package being offered by the company.
   (d) Past record of recruitment at AISSMS COE.
   (e) Feedback from the students regarding the company.
4. If a company prefers to have a common selection process for our institute students along with nearby Engineering institutes, the selection drive is conducted either by our institute or by the other institute after discussion with participating institutes TPO. If placement drive is conducted in other institute the eligible students are notified about their participation in the placement drive through the TP office.
5. Student withdrawing after being shortlisted by a company at any stage of the selection procedure will be debarred from participating in recruitment process of the next 5 companies he/she has applied to and shortlisted.
6. Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement.
7. Student misbehaving in any manner with staff of Training and Placement Cell and student representatives will be debarred from Placement.
8. It is compulsory for every interested candidate to attend the Pre-Placement Talk of a company in formals for which he / she has applied otherwise he / she will not be allowed to sit in the placement process of that company.
9. Any issues to be discussed should be communicated in writing/mail to the respective Placement coordinator of the department and it is his/her responsibility to take it up with the Training and Placement Cell.

10. Training & Placement Cell will try to convince the company to extend the recruitment opportunity as many branches as possible so as to provide opportunity to maximum number of students and no objection from any branch / department will be entertained in this regard.
11. If market situation and job scenario necessitates a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.

8.4 Instructions to be followed by Students

1. Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/ Interviews, and produce the same when demanded by visiting team or TP staff or their representatives. Candidates must carry original mark- list/certificates, 4 copies of their resume and 2 passport size photographs for the GD/ Interview of a company.
2. Students are not allowed to use mobile phones in the vicinity of a company official and also are forbidden to carry the question paper out of the examination hall after the written exam.
3. Students are expected to maintain decorum in all interactions with company officials such as PPT, written exam and so on. Students should reach for PPT/Test/Group Discussion/Interviews on time. Also Students will not be allowed to leave the Hall before the PPT is completely finished. Any student found violating this will be liable to disciplinary action.
4. Student should not contact directly any company official for any purpose. This includes forwarding of resumes for consideration, opportunities of Internships/ Dissertations etc. All communication should be channelized through Placement coordinator of Training and Placement Cell.
5. Student should be in contact with the Placement Coordinator of the department. Students are also advised to keep a watch on the TP Notice Boards for updates.
6. Student should not negotiate with a company executive about CTC offered during the course of the selection process. Any student violating this norm will be liable to strict disciplinary action.
7. Students should go through the checklist before appearing for the campus interview.
8. After receiving offer letter from the company, student must wait till university final result.

8.5 Placement Procedure

- The invitation, containing the relevant information about the college and courses offered by the college, is sent to the companies/organizations through email/post.
- Companies/organization replies back to the Training and Placement Cell, via email/post stating their requirement and job profile.
- The information received from company/organization regarding the eligibility and job profile is communicated to all the student by the Training and Placement Cell.
- Eligible students sign their willingness by registering for the company.
- Resumes of the interested students (if required) are made available to the companies for the

purpose of short listing.

- The list of short listed students is received by the Training and Placement Cell prior to the campus selection date.
- Suitable dates for Pre-Placement Talk are decided after discussions between the company and the Training and Placement Cell.
- After confirmation from the company, students are notified for the Pre-Placement Talk date.
- The company visits the campus and conducts its Pre-Placement Talk and the selection procedure.
- The facility of video conferencing at the campus can be availed for the purpose of interviewing candidates in case the company is unable to visit the campus.
- The company/organization is required to furnish the final list of selected students as soon as possible after the final completion of procedure. The selected students may or may not be allowed to sit in further job interviews as per the placement policy of the institute.

Chapter 9

Industry Institute Interaction

Industry is the major stake holder of technical institution. Continuous interaction between technical institution and industry is an essential requirement to enhance an employability of engineering graduates. AISSMS College of Engineering has been in association with various industries and providing very good industrial exposure to the students. In order to sustain and enhance the interaction with the industries, following objectives are set for all the academic departments of AISSMS COE, Pune.

9.1 Objectives of Industry Institute Interaction committee are:

1. To organize visits to the industry for the students and faculty.
2. To organize expert lectures by industry person for the students and faculty.
3. To organize short term training program by the industry for the students and faculty.
4. To encourage students for joining industrial internship during vacation.
5. To encourage students to undertake final year project in industry under the joint guidance of faculty and expert from industry.
6. To identify and sign memorandum of understanding with various industries for the mutual benefit.
7. To conduct human resource development program by the faculty for industry personnel.
8. To establish linkage with various non-government and government agencies.
9. To involve industry experts in need based curriculum development.
10. To offer consultancy and testing services to solve industrial problems.
11. To encourage faculty to undertake projects from industry.

9.2 General Guidelines to the Departments

1. At least two Industrial Visits for students per division in a semester shall be conducted.
2. At least two Guest lectures by industry experts per class in a semester shall be arranged.
3. Department shall motivate students to undergo industrial training during vacation and provide necessary support.
4. Faculty shall take initiatives to indentify industry sponsored projects for UG as well as PG

students.

5. Each department shall initiate formal collaboration with at least two industries in a year.
6. Department shall arrange industry training/visits for the faculty at least once in a semester.
7. Faculty shall initiate testing and consultancy works in the field of their expertise.
8. Departments should follow the guidelines given by DAC for enhancement of Industry-Institute Interaction.

Chapter 10

ENTREPRENEURSHIP AND SKILL DEVELOPMENT
(E & SD-CELL)

AISSMS College of Engineering, Pune has been formed the Entrepreneurship and Skill Developments-Cell (E & SD-Cell), as its name suggests, intends to encourage students' entrepreneurial talents. To put it another way, it refers to a person who has had their entrepreneurial skills taught to them, developed, and refined so that they can launch and successfully run their own firm. Giving students the skills and knowledge they need to start and run a business is the goal behind an entrepreneurship development cell.

The Entrepreneurship and Skill Development cell prioritizes training above academic training to better meet the unique needs of participants.

Many alumni have started their own businesses and demonstrated sustainability in entrepreneurship and business.

OBJECTIVES OF E&SD-CELL

- Examine the environment that is set up for small companies and industry.
- Enhance and develop entrepreneurial quality.
- To comprehend the policies, guidelines, and rules that govern how the operations are managed.
- To develop entrepreneurs a sense of social responsibility.

FUNCTIONS

- To organize awareness programmes and camps for entrepreneurship & skill development.
- To utilize various resources and funding offered by various government & Non-government organizations.
- To organize a Faculty Development Program
- To arrange a guest speaker and a seminar for aspiring entrepreneurs.
- To carry out training programmes to develop skills

The ED Cell has been continually taking efforts to motivate the students to start with an entrepreneurial thinking. For that the activities were started in year 2013-14. We have conducted an Entrepreneurship Awareness Camp sponsored by DST, New Delhi and BYST, Pune a Non-profit organisation. We have MoU with BYST Pune & PMA.