

PROCESS HANDBOOK

Samarth Educational Trust's Arvind Gavali College of Engineering

Approved by AICTE

&

**Dr. Babasaheb Ambedkar
Technological University, Lonere**



PROCESS HANDBOOK

ADDRESS

**AT PANMALEWADI
POST VARYE, SATARA, 41015**

WEB : <http://www.agce.sets.edu.in>

PROCESS HANDBOOK

IQAC MEMBERS

Dr. Pharande V. A. ((Head of Institution)	Chairperson
Mr. Nitin Kanse (Registrar, AGCE, Satara)	Member
Mr. Chetan Nalawade (MD, Shuddha Milk and Milk Products, Satara)	Member
Mr. Samadhan Jadhav (MD, Satara Engineering Work, Satara)	Member
Mrs. Shakuntala Pawar (HR Head, Mutha Foundry, Satara)	Member
Mr. Omkar Waikar (CEO, Supreme Silicones & Trinity Enterprises, Pune)	Member
Mr. Abhay Khanaure (MD, Meretech, Pune)	Member
Mr. Sushant Gaikwad (Social worker & Coordinator at Mhada, Pani Foundation)	Member
Mr. Rohit Bhole (MD, 3 Star IT Solution, Satara)	Member
Mr. Abhay Gujar (Assistant Professor, AGCE, Satara)	Member
Mrs.Rajani Mandhare (Assistant Professor, AGCE, Satara)	Member
Ms. Shital Ghate (Assistant Professor, AGCE, Satara)	Member
Mr. Suhas Patil (Assistant Professor, AGCE, Satara)	Member
Mr. Somesha N.S.R. (Assistant Professor, AGCE, Satara)	Member
Ms. Ashwini Kasture (Assistant Professor, AGCE, Satara)	Member
Mr. Hingmire Vishal (Assistant Professor, AGCE, Satara)	Coordinator IQAC

CONTENT

Sr. No.	TITLE	PAGE NUMBER
01	INTRODUCTION	5-9
1.1	History	7
1.2	Vision of Institute	7
1.3	Mission of Institute	7
1.4	AGCE Quality Policy	7-8
1.5	AGCE Community	9
02	ATTRIBUTES OF GRADUATES / POST GRADUATES	10-13
2.1	Attributes of Graduates	11
2.2	Attributes of Post Graduates	12
03	JOB DESCRIPTION	14-22
3.1	Reporting for Job on time	15
3.2	The duties and responsibilities of a Teaching Faculty	16
3.3	Duties and Responsibility of GFM	19
3.4	Duties and Responsibilities of the Laboratory /Workshop In-Charge and Laboratory Assistant	20
3.5	Duties and Responsibilities of the Office Staff	21
3.6	Duties and Responsibilities of the Laboratory Attendants	22
3.7	Duties and Responsibilities of the Security Staff	22
	SERVICE RULES AND REGULATIONS	23-38
04	4.1 Recruitment	24
	4.1.1 Approval of qualification by DBATU	25
	4.1.2 Service Conditions for the Staff	25
	4.2 Leave	26
	Kinds of Leave:	27
	a) Casual Leave- CL	27

PROCESS HANDBOOK

b)	Leave without Pay-LWP	27
c)	Extra Ordinary Leave-EOL	28
d)	Duty Leave-DL	28
e)	Out-station duty Leave-OD	29
f)	Compensation Duty leave-CDL	30
g)	Study Leave- SL	30
h)	Maternity Leave- MTL	31
i)	Vacation Leave-VL	31
j)	Medical LeaveML	32
4.4	Promotion policies	32
4.5	Separations of Services of an Employee	33
4.6	Code of Conduct	34
4.7	Performance Appraisal of Employees & Increments	35
4.8	Disciplinary Procedure	36
4.9	Grievance Procedure	37
4.10	Rewards and Incentives	38
05	GENERAL GUIDELINES / POLICIES	39-88
5.1	Anti-Ragging Policy	40
5.2	Anti- Sexual Harassment/Woman Grievance	42
5.3	Grievance Redressal Committee	44
5.4	SC / ST, OBC & Minority	46
5.5	Student Welfare Committee	47
5.6	National Service Scheme Committee	49
5.7	Counseling And Emergency Medical Care Committee	54
5.8	Academic Monitoring Committee (AMC)	55
5.9	Academic Audit Committee Policy	61
5.10	Training Learning Needs Analysis (TNA)	65
5.11	Gender Equality Policy	68
5.12	Library Committee	69
5.13	Alumni Association Committee	72

PROCESS HANDBOOK

5.14	Sports Committee	73
5.15	Examination Cell Policy	75
5.16	Research And Development Cell Policy	77
5.17	Plagiarism Policy	79
5.18	Entrepreneurship Development Cell Policy	81
5.19	Training And Placement Committee	82
5.20	Infrastructural & Maintenance Policy	83
5.21	UG/PG Admission	83
5.22	Cultural Committee	84
5.23	Information and Communication Technology Policy	86
5.24	A Comprehensive Training Policy For Technical Teachers (Annexure-I)	87
5.25	AICTE Internship Policy (Annexure-II)	87

Chapter 1
Introduction

CHAPTER

1 INTRODUCTION

1.1 HISTORY

(AGCE) was established in 2011, under the able and dynamic leadership of **Honorable Mr. Arvind Gavali**. He has not only established himself as renowned entrepreneur but also is in the field of engineering education for more than a decade. Driven by a mission of providing an excellent quality education AGCE's society has left no stone unturned in setting up. The **AGCE started** in the academic year 2011. The College is approved by All India Council for Technical Education (AICTE), New Delhi, recognized by Government of Maharashtra, Directorate of Technical Education (DTE), Mumbai and affiliated to University,

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

1.3 MISSION OF INSTITUTE

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

1.4 AGCE QUALITY Policy

AGCE committed to provide value based quality education maintaining pace with changing technology to produce competent and skilled professionals ready to accept global challenges.

PROCESS HANDBOOK

AGCE accepts the well-known notion of quality as conformance to prescribed standards. These standards shall be intimately related to the Graduate Attributes definition accepted by the AGCE. The AGCE recognizes the need to prescribe standards for every aspect of its operations, taking care to ensure that equity, access and excellence are taken into due consideration in this process.

Every activity of the AGCE needs to undergo continuous improvement. This requires data collection, analysis and bench marking of each activity. The AGCE shall carefully evolve such a system involving every stake-holder of the AGCE, in a participative manner. Towards this AGCE shall follow SAFE (Standards, Assess, feedback & Excel):

- Setting **Standards** by establishing a detailed on-line data collection system. The endeavor shall provide comprehensive support to all stakeholders and ensure that individual wise support is extended and augment the existing and future resources in this direction.
- **Assess** by conducting annual audits of its activities and evolve benchmarks for each. The annual audits shall provide the essentials that need to be taken care of and also considered important which in turn can be benchmarked with institutes of repute and rise to the international standards.
- **Improvisation adopted by AGCE is communicated to all stake holders on basis of their feedback.** The AGCE shall empower the IQAC (Internal Quality Assurance Cell) to be a pillar of quality consciousness through the various quality activities
- **Feedback** to be given to all stake holders about the results of quality efforts in each area of activity, each year. The AGCE shall empower the IQAC to be a pillar of quality consciousness through the various quality activities. All the stake holders will be involved in the quality policy dissemination, absorption and control mechanisms that will be evolved at regular intervals.
- **Excel** by providing awareness and training in quality concepts & system to all stake holders of the AGCE. There shall be continuous training and development among the stake holders through the measures which can provide the much needed impetus to the quality concepts and systems in vogue and also elicit responses on the benchmarking improvements from time to time.

1.5 AGCE COMMUNITY

AGCE ,Satara started in 2011 has today become a well-recognized technical institution for imparting quality technical education owing to the constant, sincere and dedicated efforts of its Team. Hon. Founder Secretary AGCE is renowned entrepreneur and academician. He strongly believes that establishment of an excellent technical institution is the key solution to the problem of development of techno-economic society. AGCE is located at Varye, Satara and surrounded with greenery. It offers Under Graduate programs in Civil, Computer Science, Electronics & Telecommunication, and Mechanical, Electrical Engineering and Post Graduate Engineering program Heat Power Engineering. Institute makes every possible effort to inculcate the moral and ethical values among students, along with technical and professional competence. Well planned co-curricular and extracurricular activities are promoted to empower students with sense of social commitment, humanitarian values, ethical practices and professionalism. All round efforts are taken to groom the students to become a responsible Global citizen.

CHAPTER 2
**ATTRIBUTES OF GRADUATES/
POST GRADUATES**

CHAPTER 2

2.1 ATTRIBUTES OF GRADUATES/ POST GRADUATES

ATTRIBUTES OF GRADUATES:

1. **The Engineer and Society:** Apply knowledge of mathematics, science, engineering fundamentals and an engineering specialization to the solution of complex engineering problems.
2. **Problem Analysis:** Identify, formulate, research literature and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences and engineering sciences
3. **Design/ Development of Solutions:** Design solutions for complex engineering problems and design system components or processes that meet specified needs with appropriate consideration for public health and safety, cultural, societal and environmental considerations.
4. **Conduct investigations:** of complex problems using research-based knowledge and research methods including design of experiments, analysis and interpretation of data and synthesis of information to provide valid conclusions.
5. **Modern Tool Usage:** Create, select and apply appropriate techniques, resources and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
6. **The Engineer and Society:** Apply reasoning informed by contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to professional engineering practice.
7. **Environment and Sustainability:** Understand the impact of professional engineering solutions in societal and environmental contexts and demonstrate knowledge of and need for sustainable development.
8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of engineering practice.
9. **Individual and Team Work:** Function effectively as an individual, and as a member or leader in diverse teams and in multi-disciplinary settings.
10. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as being able to comprehend and write. Effective reports and design documentation make effective presentations and give and receive clear instructions.
11. **Project Management and Finance:** Demonstrate knowledge and understanding of

PROCESS HANDBOOK

engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

- 12. Life-long Learning:** Recognize the need for and have the preparation and ability to Engage in independent and life- long learning in the broadest context of technological Change.

CHAPTER
3**JOBDESCRIPTION**

PROCESS HANDBOOK

CHAPTER

3JOB

DESCRIPTION

TEACHING NON TEACHING JOB DESCRIPTION

Objective: To ensure mutual respect and freedom for all staff and be role models to student community

Reporting for Job onTime

- 1.** College working hours are, normally from 8.30 a.m. to 4:30 p.m. However, those who have academic, administrative, examination or any other allotted time bound work shall follow the timing as directed by HOD/Principal.
 - 2.** The Faculty Member should report to the college at least 15 minutes before the commencement of classes and should leave the college 15 minutes after the end of the last class.
 - 3.** Late marks are allowed up to 15 minutes and three late marks are subjected to deduction of one CL or LWP as authorized by HOD/Principal.
 - 4.** A six day working schedule from Monday to Saturday is followed except first and third Saturdays. Classes are scheduled from 9.30 am to 5.30 p.m.
 - 5.** All members of the staff shall be at their workplace (offices, classrooms, Laboratory, staff room etc.) at least 5 minutes before their reporting time.
 - 6.** Anyone needing to go out of the College premises during working hours shall seek necessary permission in the form of Gate Pass from HOD/Principal and register his/her absence in movement register kept in the office.
 - 7.** Staff members shall compulsorily wear College uniform on Monday, Tuesday, Thursday, Friday and ID on all days while in the College premises.
 - 8.** Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
 - 9.** Faculty shall ensure that discipline is maintained in the classroom, Laboratory and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/Principal.
-
-

The Duties and Responsibilities of a Teaching Faculty:

General

1. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
2. The work load of all the staff shall be fixed by the Head of Department. The work load of the teacher should not be less than average 40 hours a week, of which teaching-contact hours shall be at least as per AICTE norms.
3. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, with due permission from the HOD/Principal.
4. Faculty Members should attempt to publish text books, research papers in reputed International / National Journals/Conferences.
5. The Faculty Member must prepare him/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

Faculty in Department:

1. The teaching load will be allotted by the HOD after taking into account the Faculty Members interests, area of specialization and departmental requirement.
2. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
3. Faculty Member should maintain student's attendance record every day and maintain E-record.
4. Whenever a Faculty Member intends to take leave, he/she should get the leave sanctioned in advance and with proper alternate arrangements made for theory/practical/tutorial classes or other duties if any. In case of emergency, the HOD and class in charge must be informed with appropriate alternate arrangements suggested.
5. To carry out the work allotted related to portfolio assigned by the HOD.

Faculty in class room Teaching:

- a.** Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise lessonplan.
- b.** The Faculty Members should get the lesson plan and course file approved by HOD / AMC / Principal.
- c.** The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject. It should be maintained according to the format specified by IQAC and get it verified by AMC/HOD at least once in a month.
- d.** The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- e.** The Faculty Member should engage the full period and should not leave the class early.
- f.** Attendance must be taken for each lecture/practical/tutorial at the beginning and absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively in the APR and updated at the attendance software.
- g.** The Faculty Member should make use of PPT, Models and ICT infrastructure as teaching aids and encourage students for asking doubts/questions.
- h.** The Faculty Member should act / adjust / improve his teaching method appropriately based on feedback received from students.
- i.** The Faculty Member should take care of academically weak students and pay special attention to their needs.
- j.** In problem oriented subject, regular assignments have to be given. The assignment problems are to be handed over to the students at least a week in advance of actual class.
- k.** The Faculty Member shall prepare and give a question bank of each unit to the students consisting of all possible pattern questions.
- l.** The Faculty Member should interact with the class in charge and inform him / her about the habitual absentees, academically weak students, objectionable behavior etc.
- m.** The Faculty Member should always aim for 100% results in his / her subjects and work accordingly.
- n.** The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- o.** The Faculty Member should make himself / herself available for doubt clearance.
- p.** The Faculty Member should motivate the students and bring out the creativity / originality

in the students.

Faculty In Laboratory

- a. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- b. Students should be given clear instructions about handling of the equipment and safety precautions while taking the readings.
- c. Whenever possible, additional experiments beyond the syllabus to be given for in depth understanding.
- d. The lab observations/calculations/results must be checked and the manual /rough record must be signed before the end of each practical class or at least by next class. The percentage of error committed for the experiment must be brought to the notice of the students.
- e. Students should be asked to write the experiment from laboratory manual within one week of completion of the experiment. The checking of experiment conducted in previous week must be completed in present week.
- f. Faculty shall follow the guidelines/instructions as prepared by the Lab in-charge. However, faculty can suggest changes in these matters with the consent of the HOD.
- g. Faculty conducting practical's / projects shall be responsible for the respective labs during their practical hours.

In order to prevent theft, faculty members are advised to take the following precaution.

- a. Before starting the practical's/projects, students shall be asked to check the PCs/equipment's etc. and report in case of any missing items/irregularity to the laboratory In charge.
- b. As far as possible, allot the same PC to the same individual/same group of students (in case of projects).
- c. Students shall not be permitted to carry bags into the labs.
- d. In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

Faculty Student Relationship

- a. The Faculty Member should have a good control over the students.
- b. Faculty Member should take attendance by calling the names of students/roll number at the beginning of the class. If anybody enters late, he/she may be permitted to attend the

class but marked late. In case of habitual late-comers the teacher should try to counsel the student and if it does not bring any change, the student must be directed to meet the GFM/Class In charge /HOD.

- c. The Faculty Member should deal with students maturely in case of misbehavior by the student.
- d. The Faculty Member should be strict but should not use harsh words, which would hurt the feeling of students.

Duties and Responsibility of

GFM Objectives:

- a) To ensure availability of support and guidance to the students for resolving their problems
- b) To ensure holistic development of the student
- c) Maintaining updated roll list, student profile, class timetable, monthly attendance, student leave record, monthly defaulter list.
- d) Classification of student as academically slow and advance through SWOC analysis.
- e) Follow up of absent/defaulters students to improve their attendance
- f) Academic review and counseling of students for understanding their problems and progress.
- g) Encouraging student for NPTEL online courses and MOOC/SWAYAM courses
- h) Facilitating student interaction with stake holders (Faculty members, HODs, Other departments, Various institutional cells, library, office, industries, R & D organizations)
- i) Guiding the students for effective utilization of institutional resources for achieving excellence in all domains. (Academic and ExtraCurricular)
- j) Interaction with parents to understand their expectations, student problems and seeking their help as a stake holder for benefit of their ward.
- k) Motivating the students to participate in technical, co-curricular and extracurricular activities for overall development and maintaining record.
- l) Providing relevant information to students about competitions, scholarships, institutional facilities and provisions.
- m) Orienting students for professional career through visits, informal training, and discussion with professionals, short educational films, and prerecorded videos of professionals.

PROCESS HANDBOOK

Duties and Responsibilities of the Laboratory /Workshop In-Charge and Lab Assistant

Laboratory and workshop Objective: To analyze and evaluate theoretical concepts learned in the classroom through experiments.

Duties of Laboratory /Workshop In-Charge and Lab Assistant

- a. To maintain the Dead Stock Register and Consumable Registers.
- b. To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- c. To plan for the procurement of equipment for the next term well in advance as per guidelines from university, by contacting teachers who are teaching or have taught similar subjects in our college or subject experts nominated by university, by considering syllabus revision etc.
- d. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
- e. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practicals satisfactorily.
- f. To organize the laboratory for oral and practical examinations.
- g. To take corrective action for any breakage / loss etc.
- h. To ensure the safety and cleanliness of the lab and switch off all equipments after use.
- i. The Lab Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- j. All the Lab Assistants are required to report matters like maintenance/repairing requirement, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.
- k. Lab Assistants in coordination with Lab In-charge should display (i) List of Equipment's/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Noticeboard.
- l. All laboratory in charges are responsible for maintaining the lab utilization record
Laboratory theft/damage prevention

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

1. Lab In-charge and Lab Assistants are to submit written report 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/enquire about the missing/damaged item/article and suggest

PROCESS HANDBOOK

further action in order to compensate the loss as well as prevent recurrence of the same.

2. Lab Assistants in turn shall note down the missing items in the respective Lab Register.
3. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as breakage shall be levied from the concerned students. Replacement of lost/missing item by the students shall be allowed with same make and specifications/configurations.

Duties and Responsibilities of the officestaff

a) Adminsection

- a. To maintain daily muster, late muster and movement register for all employeecategories.
- b. To maintain the Faculty Member leave records like casual leave, vacation, on duty & permissions.
- c. To maintain service book of eachemployee.
- d. To maintain personal file of eachemployee.
- e. To circulate the notices received from corporate office to all theemployees
- f. To provide data for various committees like DTE, DBATU, FRA, AICTE, NAAC,NBA.

b) Accountsection

- a. To keep account of financial transactions such as admission fees, tuition fee, examination fee, hostel fees etc.
- b. To keep account of all the financial transactions related to repair, maintenance, purchase and consumable requirementsetc.
- c. To prepare salary statement for the employees of thecollege.
- d. To prepare quarterly account statements and get it audited internally. Annual external audit to be carried out as per the guidelines of thegovernment.
- e. To deal with banks and other financial institutions regarding procurementloan.
- f. To fill annual returns ontime.
- g. To provide data for various committees like DTE, DBATU, FRA, AICTE,NAAC,NBA.
- h. To prepared institute levelbudget.
- i. To maintain daily cashbook and update all receipts inTalley.
- j. To credit student scholarships fee from government. In case non approved students, collect the same fromstudents.

PROCESS HANDBOOK

Duties and Responsibilities of the laboratory attendants

- a. To open all the classrooms, labs, and staff rooms before starting time of classes.
- b. To close and lock all the classrooms, labs, and staff rooms after working hours with due checking of lights, fans, equipment's.
- c. To clean classrooms, labs, and staff rooms on everyday.
- d. To clean benches in classroom and laboratory, equipment's in laboratory and staff tables.
- e. To clean a particular classroom, lab, or staff room if required on urgent basis.
- f. To assist the lab assistant while performing practical if required.
- g. To shift the equipment in/out of the laboratory whenever required.
- h. To circulate required documents to staff for signatures.
- i. To get the documents photocopies as required by HOD office/staff.
- j. To make arrangements of tables, chairs during the examination/functions in the department.
- k. To perform examination duties during internal as well DBATU examinations.
- l. To attend HOD office and perform duties assigned by HOD and staff from time to time.

Duties and Responsibilities of the Security staff

- a. To provide a check for Gate Entry/Exit of students, teaching & non-teaching members and any other contract workers inside the campus.
- b. To prevent unauthorized entry into the campus.
- c. To monitor visitor entry/exit in the campus.
- d. To monitor material movement in and out of the premises.
- e. To monitor vehicle movement in and out of the premises.
- f. To maintain general discipline inside the campus.
- g. To ensure closure of all rooms, laboratories, lights after working hours.
- h. To assure safe working environment to all employees and students.

CHAPTER 4
SERVICE RULES AND
REGULATIONS

CHAPTER 4

SERVICE RULES AND REGULATIONS

Recruitment:

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

PROCESS HANDBOOK

Approval of qualification by DBATU

- a. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).
- b. Every appointee shall be subject to the conditions that his/her desired qualification is approved by the DBATU for UG/PG faculty.
- c. At the time of joining all appointee should submit original certificate, equivalence certificate.
- d. If any malpractice in qualification is noticed by any authorities in later stage, the employee is terminated with immediate effect and a penalty imposed as decided by the management.

Service Conditions for the Staff:

1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
2. There shall be only three designations in the respect of teachers in AGCE namely Assistant Professor, Associate Professor and Professor.
3. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.
4. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be involved in any trade, business, private tuition or similar work of remunerative or an honorary nature without the specific written permission of the competent authority.
5. Any staff member, on appointment, except on contract, shall be on probation for a period of two years.
6. A member of the staff shall have his / her service separated by giving one month notice or one month basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent employee, three months' notice or three months basic salary in lieu thereof will be necessary, which may be reduced to one month notice or one Month basic salary in lieu thereof during closure of academic year. The resignation shall come into force from the date on which the appointing authority accepts the resignation or the date of relieving whichever is earlier. Normally employee will not

PROCESS HANDBOOK

be relieved in the middle of a semester; however, the management reserves the right to waive the notice period or the compensation thereof.

7. A security deposit equivalent to one month salary is deducted from staff's pay during the service in convenient installments.
8. Service record of the staff in the form of service book shall be maintained by office in respect of each employee of the college. All changes of an employee in his/her official position, pay scales, or any other shall be recorded in this service book.

Leave General

General

- 1) Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.
- 2) Leave Application: The leave application shall be submitted well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements by the faculty members of his/her department to engage the respective classes.
- 3) The lab staff shall make alternate arrangements for practical in their laboratory and inform to concerned tutors and HOD. casual leave, duty leave application should be submitted in office. All types leaves of 10 or more days duration will be forwarded corporate office for sanctioning through proper channel.
- 4) Employee should not proceed on leave unless it has been sanctioned: Mere submission of leave application does not permit an employee to avail the leave applied for. Proceeding on leave without getting it sanctioned makes the employees liable to disciplinary action besides penal deduction.
- 5) Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.
- 6) No leave will be sanctioned on telephone except in case of extraordinary circumstances. This shall however, be regularized immediately on joining the duty in writing. An alternative arrangement for class work has to be informed to the HOD.
- 7) Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

PROCESS HANDBOOK

Kinds of Leave:

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

- a) **Casual Leave CL**
- b) **Leave without Pay LWP**
- c) **Extra Ordinary Leave EOL**
- d) **Duty Leave DL**
- e) **Out-station duty (OD) Leave**
- f) **Compensation Duty leave CDL**
- g) **Study Leave ST**
- h) **Vacation Leave VL**
- i) **Maternity Leave MTL**
- j) **Medical Leave ML**

a) Casual leave (CL)

- 1) Every employee held on the roster of the college is entitled to One (1) day casual leave for each twenty four (24) days block of duty performed by him/her subject to a maximum of Fifteen (15) days of casual leave in one calendar year.
- 2) A minimum of half (1/2) day CL can be availed of at one time. Half day CL will not be granted on half working days.
- 3) CL can be pre-fixed/suffixed with all types of holidays/leaves.
- 4) Total no. of days of C.L. to be availed at a spell should not exceed 6 days for regular employees.
- 5) CL up to total accumulated period may be granted under special circumstances.
- 6) For contract /probationary staffs CL can be available proportionate to accumulated CL up to the date of application.
- 7) CL will not be carried forward to next calendar year and will lapse at the end of the calendar year.

b) Leave without Pay (LWP)

- a) No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control, if an employee has to avail leave in excess of entitled leaves, he may be granted, "Leave without Pay" at the discretion of the HOD/Principal subject to exigencies of service.

PROCESS HANDBOOK

- b) Such leave shall not exceed 30 (Thirty) days in a calendar year subject to a maximum of 15 (Fifteen) days at a time and shall also be got sanctioned in advance as any other leave.
- c) Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under the category "Leave without pay".
- d) If any staff member is absent from duty without prior or later permission continuously for more than 15 days in a year, such period of absence will be considered as LOP [LOSS OF PAY]. Such absence will be considered as a Break-in-Service unless acceptable supporting documents in evidence of justifying such absence is provided. The decision of the HOD/Principal shall be final in such cases.
- e) Absence without making alternative arrangement for class or other important duty with or without permission will also be treated as LOPS. Such absence will also be considered as a Break-in-Service.

c) Extra ordinary leave(EOL)

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

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

Although there cannot be fixed guide line for the duration of such a leave, yet it shall not exceed 6 months at a time.

d) Duty leave(DL)

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

PROCESS HANDBOOK

recognized by the Government.

4. To conduct oral/practical/seminar/project examination of DBATU.
5. The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions:
 - a. There exists a written request from the competent authority.
 - b. The paper has been accepted for presentation and a communication to this effect received in writing/mail.

e) Out-station duty (OD) Leave:

- a) OD will be granted when staff members are required to go out on official duties as approved by the HOD/Principal.
- b) Number of days on OD is limited to 14 days for a year at the rate of 7 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff unless approved by the HOD/Principal. This limit is applicable for conduct of all types of DBATU examinations. However, this limit is not applicable to centralized assessment programme.
- c) Head of the Department has the authority to distribute the outstation duty among the faculty members so as not to exceed the allowable limit per semester.
- d) Staff members are allowed to go on "On Duty" for academic works of the colleges such as Board of Studies, Academic Council, Staff selection Committee, Accreditation committee, Resource person for other colleges and other committee/ council formed related to the works of AICTE/ other prescribed bodies etc., after obtaining prior written permission from the HOD/Principal. Staff members availing O.D. are entitled to draw the salary in full for the entire period of O.D. The teacher availing O.D. is permitted to enjoy the remuneration given by the DBATU or any other academic bodies.
- e) The HOD/Principal shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

f) Compensation duty leave (CDL)

It is the policy of AGCE that staff is expected to work on holidays in case of events of institutional importance without any special compensation. However under special circumstance compensation duty leave sanctioned to a teaching or non-teaching staff in

lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities i.e., HOD/Principal. Such approval of CDL rests solely at the discretion of the authority. Approved CDL

- a. Can also be combined with CL
- b. Must be availed within three months in the same academic year from the day of the duty carried out.
- c. Can be availed as full day only

g) Study leave (SL)

1. AGCE appreciates and encourages faculty development for acquiring higher qualifications such as Ph.D. Study leave of up to 4 years will be granted to faculty who wish to pursue full time Ph.D.
2. Faculty should have completed a minimum of 3 years of service at AGCE to avail the above facility. Faculty those who wish to avail study leave for full time Ph.D. shall give an undertaking to the effect that after the completion of the Ph.D, they shall rejoin AGCE and shall serve for minimum period of one year or shall pay liquidated damages accordingly. Faculty while rejoining AGCE after the successful completion of Ph.D. will be eligible for 3 increments.
3. To pursue Ph.D. under part-time/part-time external schemes, faculty will be permitted under the following conditions.
4. Faculty shall give an undertaking to the effect that they will be continuing with AGCE after completion of their Ph.D. for a minimum period one year.
5. Faculty should have completed a minimum period of 3 years of service at AGCE before applying for Ph.D under part-time.
6. The number of faculty availing the above facility shall not exceed 25% of the total faculty strength of any department at given point of time.
7. Permission to avail this facility will be given by the management based on the recommendation of the HOD/Principal and considering the overall performance and seniority of the faculty.
8. Faculty will be permitted to make use of the library and lab facilities for the purpose without affecting the normal functioning of the college.
9. It is imperative that the faculty doing Ph.D under part-time scheme to pursue their

PROCESS HANDBOOK

research work without affecting their duties and responsibilities at AGCE.

10. An employee will not be entitled to draw the salary during study leave.

h) Maternity leave(MTL)

- A.** Maternity leave of 90 days may be granted to a permanent female employee with full pay up to a maximum of two children.
- B.** The leave pay is granted only if she works for a period of not less than 6 months after rejoining. The leave salary shall be paid as 50% of maternity leave pay shall be paid during the period of leave on monthly basis.
- C.** Remaining 50% shall be paid in 10 equal monthly installments after rejoining the duty.
- D.** All the holidays occurring during the leave shall be counted for the purpose of computation of 90 days.

i) Vacation leave(VL)

- a)** The total number of VL days for members of permanent staff (vacation staff) is limited to 30 (thirty) days, for a continuous service of 24 months in the institution. These 30 days includes the declared vacation during festivals.
- b)** If any staff member is prevented from availing VL in the interest of the college by the orders of the HOD/Principal, compensation duty leave shall be considered. Such consideration rests solely at the discretion of the HOD/Principal. Such compensation can be availed within the same academic year.
- c)** 4. A staff member becomes eligible for full VL only after rendering a continuous service of one full academic year as on 31st May. i.e. From 1st June of a calendar year to 31st May of the following academic year.
- d)** However, in special / deserving cases, VL can be sanctioned for permanent staffs proportional to number of completed months of continuous service, solely at the discretion of the HOD/Principal. In such cases, staff members are required to serve the institution for a further period of six months or one semester.
- e)** Any unused part of VL cannot be carried over to the next academic year.
- f)** While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.
- g)** The vacation period amongst the faculty members shall generally be staggered to ensure that the institute functioning are not hampered.

j)Medical leave

1. The entitlement of Medical leave is @15 days for every calendar year. Medical leave can be availed only on Medical ground. The application for medical leave is to be submitted within seven days of commencement of leave.
2. The authority has the right to refer the application to a Doctor/Hospital of the choice in case of doubt on the genuineness of the application.
3. Medical leave application shall always be accompanied by a medical certificate.
4. Sundays & Holidays can be prefixed/suffixed to medical leave, however intervening holidays are counted as medical leave.
5. Medical leave will be granted by the principal as per the recommendation of the HOD

Promotion Policies

1. All promotions shall be considered on the basis of merit- cum –seniority basis or as decided by the management from time to time
2. The Chairman shall appoint a committee for promotion, in which he shall be the Chairman, with administrator, principal and experts in the respective area.
3. The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
4. The staff shall be considered for promotion to the next higher level position, subject however, he/she had completed the three years of service after probation in the present position and should have obtained AICTE prescribed qualification.
5. Special preference to the faculty who is undergoing PhD and completing the course work and comprehensive viva voce for PhD and on publication of 5 International Journal papers, being in the authors area of specialization for the promotion to the post of Associate professor with Minimum of 5 yrs experience in teaching/research/ industry or (Equivalence for PhD is based on publication of 5 International Journal papers, being in the authors' area of specialization) and subjected to condition that, they fulfill the AICTE requirement within four years from the date of promotion.
6. Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor and possessing a Ph.D. degree in the

PROCESS HANDBOOK

relevant discipline or Minimum of 13 years' experience in teaching and/or Research and/or Industry with PhD shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE.

7. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor
8. A teacher who wishes to be considered for promotion under Career Advancement Scheme (CAS) may submit his application with necessary documents to the principal office.
9. The following Educational background information is required in the CV for reappointment and promotion of candidates:
 - ❖ Academic and other relevant employment history
 - ❖ Awards and appreciation if any
 - ❖ Research and/or creative works, publications journal, conference proceeding, textbook publications etc.
 - ❖ Teaching accomplishments: List classes taught with results, List any textbooks, study guides, manuals, workbooks, or electronic media, produced for student or class use, mentor list.
10. Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
11. All decisions on promotions shall be taken up from the month of April / October every year
12. All cases of promotions satisfying the above norms and those prescribed by the AICTE will be considered, subject to the requirement of the department and discretion of the Management.

Separations of services of an employee

- A. Principal shall have the right to place any staff under suspension on charges of misconduct.
- B. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Principal and shall remain under suspension until further orders.

PROCESS HANDBOOK

- C.** In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the principal has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Chairman.
- D.** The Chairman shall have the power to separate the services of a member of the staff of the college, for any of the following reasons:
 - i. Serious misconduct and willful negligence of duty;
 - ii. Gross in subordination;
 - iii. Physical or mental unfitness; and
 - iv. Participation in any criminal offence involving moral turpitude. The services of a temporary employee are liable to be terminated at any time without assigning any reasons whatsoever.
- E.** The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1 month notice.
- F.** The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event or the employee has failed to do his duty or negligence of duties.

Code of conduct

- 1.** For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- 2.** In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- 3.** Staff members should get prior permission from Management / Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college/hostels.
- 4.** If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 15 days from the date of drawl of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted

PROCESS HANDBOOK

from his salary.

5. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
6. All members of the staff shall be governed by general rules / norms also practiced by college from time to time.
7. No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or local bodies take part in any other election as independent or on any party ticket.
8. No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.
9. An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
10. The following acts of commission/omission shall be treated as misconduct.
 - a. Failure to exercise efficient supervision on the sub ordinate staff.
 - b. Insubordination or disobedience to any lawful Order of his/her Superior Officer.
 - c. Gross negligence in teaching or any other duty assigned.
 - d. Any act involving moral turpitude punishable under the provisions of the IPC.
 - e. Intemperate habits affecting the efficiency of the teaching work.
 - f. Failure on the part of an employee to give full and correct information regards his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer

Performance appraisal of employees & increments:

1. Staff Members are eligible to the increments prescribed at the end of 12 month in service in the Institution. The Increments will effect at the beginning of every academic year, i.e. in the month of August.
2. Additional Increments shall be given to staff members based on their contributions and

results achieved at the discretion of the Management.

3. Annual Staff Performance Appraisal Systems consist of
 - a) Appraisal by Students
 - b) Appraisal by Head of Department
 - c) Appraisal by Peer group
 - d) Appraisal by Management

All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format. The HOD/Principal will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for internal promotion and increments, Selection to higher posts etc. Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with. The attainment of any two of the following as mandatory for every faculty for each academic year for increments

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

Disciplinary procedure

- A. Any teacher who is violating the code of conduct defined in this chapter of this manual will be subjected to appropriate disciplinary action by the principal.
- B. If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the principal.
- C. The principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible.
- D. If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation such as detailed enquiry etc.
- E. He shall proceed with issuing a Show Cause Notice, fully describing the offence and the

action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.

- F.** On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- G.** The course of action for disciplining a teacher shall be under the following categories:
- ❖ Memo and Censure.
 - ❖ Warning in writing, with recovery of money, where financial loss is involved in the act.
 - ❖ Suspension from work without remuneration.
 - ❖ Dismissal or discharge from service.
- H.** Any staff member receiving more than two memo or warning will be given punishments where the punishment proposed is in this categories Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

Grievance procedure:

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

PROCESS HANDBOOK

- 7) The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.
- 8) The Member-Secretary shall record and maintain the minutes of the meetings.

Rewards and Incentives:

- A. The rewards and incentives with respect to R&D are mentioned in R&D policy.
- B. The faculty members who have completed Ph.D. at AGCE are rewarded with the pay increment as applicable for Ph.D.holders.
- C. Monetary rewards are given to faculty members to felicitate their extra ordinary performance at National/International levevents.

CHAPTER
5 GENERAL GUIDELINES /
POLICIES

CHAPTER 5

GENERAL GUIDELINES/POLICIES

5.1 ANTI-RAGGING POLICY

Ragging is totally prohibited in AGCE inside or outside the campus and anyone found guilty of ragging and abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force. **Definition of Ragging**

1. Any conduct by any student or students, whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Exploiting the students for completing academic task and financial extortion.
3. Any act of physical abuse including all its variants – sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health of a person.
4. Any act that prevents, disrupts or disturbs the regular academic activity of other students.
5. Ragging is a cognizable offence. AGCE will not hesitate to take stern action against offenders.

Measures Taken by AGCE are:

1. Educating /updating the students in the beginning of each academic session about the zero tolerance for ragging.
2. Strictly enforcing the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
3. Anti-ragging hoardings, banners are displayed at prominent places. Surprise checks of premises carried out regularly.
4. Each student as well as his/her parents/guardian are mandatorily required to submit separate undertakings (online) in the form of an affidavit to the effect that they are aware of the prohibition of ragging and the punishment prescribed both under penal laws as well as under these regulations.
5. Institute constitutes Anti-Ragging Committees and Anti-Ragging Squads for overseeing the strict implementation of all directives.

Anti-Ragging Squad:

- ❖ The anti-ragging squad will consist of following members who are expected to keep a close watch around the entire campus particularly sensitive places from ragging point of view. All the members of squad will keep moving around the campus in order to avoid any ragging activity. They all are expected to make a general round of the campus with alert eyes to discourage raggers and to avoid any such happening.
- ❖ In case any student encounter ragging by any of the senior students, he/she is immediately required to contact the members of the anti-ragging committee, who will take an immediate corrective action and necessary proceedings will be initiated against the culprits engaged in ragging activities.

Punishment for Ragging

- ❖ Lodging FIR against offender.
- ❖ Rigorous Imprisonment (under court of law).
- ❖ Cancellation of Admission.
- ❖ Suspension from attending classes.
- ❖ Withholding /withdrawing of scholarship/ fellowship and other benefits.
- ❖ Debarring from appearing for any test/examination / placement activities organized by the AGCE, Satara.

5.2 ANTI- SEXUAL HARASSMENT COMMITTEE

I. Commitment:

Our institute is committed to providing environment that ensures every staff/faculties and student is treated with dignity and respect and afforded equitable treatment. The Institute is also committed to promoting an environment that is conducive to the professional and personal growth of its members and encourages equality of opportunity. The Institute will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its staff/faculties/students are not subjected to any form of harassment.

II. Scope:

This policy is applicable to women in teaching and non-teaching staff as well girl students. The policy is also applicable to all office staff woman and all women serving in the institute. The Institute will not tolerate sexual harassment, if engaged in by any associates within or outside the institute. The workplace includes:

1. All office teaching and non-teaching ladies staff within campus.
2. All institute related activities performed at any other site away from the Institutes premises.
3. Any occasion where the conduct or comments may have an adverse impact on the workplace or workplace relations.

III. Definition of sexual harassment:

What is Sexual Harassment...?

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of sexual nature. An act of sexual harassment includes any one or more of the unwelcome acts or behavior, whether directly or by implication:

- ✓ Physical contact and advances; or
- ✓ A demand or request for sexual favors; or
- ✓ Making sexual colored remarks; or
- ✓ Showing pornography; or
- ✓ Any unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following circumstances, among other circumstances, if it occurs or are present in relation

to or connected with any act or behavior of sexual harassment, may also amount to sexual harassment;

- ✓ Implied or explicit promise of preferential treatment in her employment;or
- ✓ Implied or explicit threat of detrimental treatment in her employment;or
- ✓ Implied or explicit threat about her present or future employment status;or
- ✓ Interference with her work or creating and intimidating or offensive or hostile work environment for her;or

Humiliating treatment likely to affect her health or safety

IV. Responsibilities regarding sexualharassment:

All staff/faculties of the Institute have a personal responsibility to ensure that their behavior is not contrary to this policy. All staff/faculties are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

V. Complaintmechanism:

An appropriate complaint mechanism in the form of “Anti Sexual Harassment Committee” has been created in the Institute for time-bound redressal of the complaint made by thevictim.

VI. Anti-sexual harassmentcommittee:

The Institute has formed an Anti-Sexual Harassment Committee for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints.

The Anti-Sexual Harassment Committee / Internal Complaint Committee (ICC) are responsible for:

- ❖ Investigating every formal written complaint of sexualharassment
- ❖ Taking appropriate remedial measures to respond to any substantiated allegations of sexualharassment
- ❖ Discouraging and preventing employment- related sexual harassment

Conclusion:

In conclusion, the Institute reiterates its commitment to providing its staff/faculties/ students, a place free from harassment/ discrimination and where every staff/faculties are treated with dignity and respect.

5.3 GRIEVANCE REDRESSAL COMMITTEE

The following policies are followed to solve the grievances by considering the welfare of the students.

1. **FORMAL REGISTRATION:** Any aggrieved student or parent or staff member with a genuine grievance will submit his/her grievance in writing along with necessary documents, if any, through any of the following modes:
 - ❖ Grievances may be sent on line through web portal of institute.
 - ❖ Submitting a signed hard copy of the grievance in person to the Chairman, Grievance Redressal Committee, AGCE.
 - ❖ In case the person is unwilling to appear in self, grievances may be dropped in writing at the letter box/ suggestion box of the grievance cell at administrative block.
2. **ACKNOWLEDGEMENT:** A written reply is sent to the petitioner after obtaining the remarks from the respective authorities.
3. **FORWARDING:** The official remarks by the principal on the particular issue are meticulously analyzed by the officials from Grievance Redressal Committee and the same is communicated to the students/ parents/petitioner based on the genuinely. If the remarks are found to be unacceptable, further enquires are proposed as per the direction of Principal of our Institute.
4. **FOLLOW UP & MONITORING:** Grievance Redressal Committee shall coordinate, monitor and ensure redressal within the stipulated time. Depending up on the seriousness of grievance the Grievance Redressal Committee will follow them up regularly till their final disposal by way of reminders
5. **SCRUTINY:** Grievance Redressal Committee will make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the respective individual, then it will intimate the same to the grievant via e-mail. Once the Grievant indicates acceptance of the resolution at this level, then the matter is deemed closed.
6. **CALL FOR HEARING:** The committee make a detail and fair enquiry with the Principal, faculty members and staff (whose names are mentioned in the representation) of the college as well the petitioners regarding the issues and submit the

recommendation to the Principal, AGCE for approval.

7. **FINAL DECISION:** After the hearing or investigation the Grievance Redressal Committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application – pass an order indicating the reasons for such order, as may be deemed fit.
8. **COMMUNICATING THE DECISION:** Upon completion of proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties via email, which shall be binding on both the parties.
9. **CLOSURE OF COMPLAINT:** The complaint shall be considered as disposed off and closed when:
 - The grievant has indicated acceptance of their solution;
 - The grievant has not responded within four weeks from the date of receipt of information on resolution.

The proceeding concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.

5.4 SC/ST, OBC & MINORITY CELL

Objectives of the Cell:

SC/ST/OBC and Minority Cell has been constituted in the Institute to resolve all the affairs and problems related to the SC/ST/OBC/Minority Officers, Employees, and Students of the Institute.

Policy & functions

- A.** To circulate State Government and University Grants Commission's decision regarding course wise admission to the students belonging to Schedule caste and schedule Tribes.
- B.** To provide the guidance about the communication skills, and personality development of the students by identifying the industrial needs.
- C.** To deal with representations received from SC/ST/OBC and Minority candidate regarding their admissions, recruitment, promotions and other matter in college.
- D.** To monitor the working of remedial coaching scheme if approved in the institute.
- E.** To implement, monitor and evaluate continuously the reservation policy in the Colleges and plan measures for effective implementation of the policy and programme of the Government and UGC.

5.5 STUDENT WELFARE COMMITTEE

The Students' Welfare committee looks after the rights of the students and supervises the welfare activities in the Campus which play a significant role in their career building. It also provides a platform to the students to voice their opinions and suggestions to take the institution to a great height.

Policies

The Students' Welfare committee will

- a.** Strive for excellence in education for the realization of a vibrant and inclusive society through knowledge creation and dissemination.
- b.** Blend theoretical knowledge with practical skills
- c.** improve the communication skills, GK, IQ, EQ of the students
- d.** pursue academic excellence through quality teaching, research and publications
- e.** provide access to all sections of the society to pursue higher education
- f.** Inculcate right values among students
- g.** Promote leadership qualities among students
- h.** Produce socially sensitive citizens
- i.** Hasten the process of creating a knowledge society
- j.** Enrich the welfare of students for their overall development and to ensure welfare Schemes carried out as per plan.

Functions

- a.** To plan and monitor the various student welfare activities, schemes for benefits to the students. To ensure provision and up liftment of essential infrastructure and other essential facilities to all students of the college, including health, hygiene and safety.
- b.** To make students aware of various scholarships, financial support schemes of State Govt Dr. Babasaheb Ambedkar Technological University and other funding agencies.
- c.** To ensure proper functioning of the student welfare committee, utilization of student welfare fund.
- d.** To take adequate measures to ensure and maintain student discipline. Necessary vigilance and control to curb any matters, incidences of indiscipline, misbehavior, ragging. Handle matters of such incidences if any and suggest suitable disciplinary measures/actions.
- e.** To handle student grievances and suggest remedial measures.
- f.** Felicitation of students in recognition of their distinguished achievements, performance.

PROCESS HANDBOOK

- g** To put up“ Help Desk” for new entrants (FE and Direct admission) during admission process and initial induction days after commencement of classes.
- h** To process nomination on “student council” as per the norms ofDr.Babasaheb Ambedkar Technological University. To ensure proper follow-up of the college and hostel discipline rules and regulations including collegeuniform.

5.6 NATIONAL SERVICE SCHEME COMMITTEE

NSS Committee:

National Service Scheme unit (Unit No: ASF158) is established in September 2017. The motto of the National Service Scheme is 'NOT ME BUT YOU'. The NSS is part of our academic, social and personal life as it is the third dimension of education. It allows the students to actively contribute their services for the cause of community and the nation, thus helping them develop their personality. Service and attain the traits of a leader of the nation. As such, the NSS is the right platform, where the student- youth of the nation may get to involve with real-life social activities, and thereby become responsible citizen of India.

NSS Mission:

- To understand the community in which they work and their views.
- To understand themselves in relation to their community.
- Identify the needs and problems of the community and do the work for problem solution.
- To develop competence required for group living and sharing of responsibilities.
- To acquire leadership qualities.
- To develop capacity for meeting emergencies and natural disasters.
- To develop a sense of social and civil responsibilities to society.
- To gain skill in mobilizing community participation.

NSS Objective:

Objective of National Service Scheme is educational, service is the activity through which this objective is sought to be attained, means Personality development through social service.

NSS Policies

The unit at college/+2 level is the grass-root unit in NSS. The organization keeps contact with the community, administration, student youth and teaching faculty through this unit only. Therefore, the organization and management of NSS unit are of vital significance.

1. NSS Unit

An institution will be allotted NSS units according to the strength of students. The number of units will be allotted by the Programme Coordinator in consultation with NSS Regional Directorate and State NSS Officer considering the demands of the institution. It is expected that the institution will provide necessary facilities for the successful running of the NSS unit

because it is a part of the institution i.e. college or school.

The strength of a unit will be 50 NSS volunteers normally. The strength of the NSS unit can be extended up to 100 volunteers in exceptional cases where second unit cannot be raised due to constraints. It is always preferable that a separate unit is started instead of enrolling more NSSvolunteers.

In exceptional cases where the total strength of students enrolled is very small, a smaller NSS unit can be started with the strength of 50 NSSvolunteers.

2. Enrolment of NSSVolunteers

At college level the NSS volunteers will be enrolled from the first and second year degree-class students. Preference should be given to the students who have worked as NSS volunteers at +2 level also. Students belonging to minority communities, scheduled castes and scheduled tribes should be encouraged to participate in NSS. They should be given due representation where more students desire to join NSS. In co-educational colleges the girls should be motivated to join NSS.

The students from foreign countries studying in Indian universities should also be encouraged to join NSS so that they may share the experiences of national reconstruction and community work.

NCC cadets will not be allowed to join NSS. Similarly NSS volunteers will not participate in NCC or any other youth organization as long as they are in NSS. Same restriction will apply to the NSS Programme Officersalso.

3. ProgrammeOfficers

One Programme officer will be incharge of one unit only. Only those belonging to the teaching faculty will be considered for appointment as programme officer. Programme officer will be responsible for the organization of NSS unit, implementation of NSS programme under the supervision and direction of principal of the college or head of the institution. The programme officer will be responsible to carry out the instructions issued by the programme coordinator of the University, NSS regional directorate and state NSS officer for the implementation of NSS activities as per the NSS Manual, programme guidelines and administrative and policydirectives.

There shall not be any clash between the instructions issued by the NSS Regional Directorate or State NSS Officer or Programme Coordinator as these instructions are to be based on NSS

Manual/Programme guidelines or administrative or policy directives issued by the Government of India.

Programme Officer – appointment, duties and functions

The Programme Officer is expected to motivate student youth to understand the values and philosophy of NSS. The overall function of Programme Officer is to help the students to plan, implement, and evaluate the activities of NSS under his/her charge and give proper guidance and directions to the student volunteers.

To discharge his/her obligations under NSS Programme the Programme Officer plays the role of an organizer, an educator, a coordinator, a supervisor, an administrator, and public relation officer to improve the quality and magnitude of NSS programme in his/her institution. His/her functions can be stated as under:

(a) As an Organizer

- ❖ To interpret the scheme to the students and other members of the college community and create awareness about the scheme;
- ❖ To Motivate, recruit and select student for NSS work;
- ❖ To enlist cooperation and coordination of community agencies, government departments and non-governmental agencies; and
- ❖ To select service projects on the basis of utility and feasibility.

(b) As an Educator

- ❖ To prepare orientation programme for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme;
- ❖ To promote community education through meetings, talks, news bulletins discussions etc.; and
- ❖ To help in formulating NSS programmes which will have direct relationship with the academic curricula.

(c) As a Coordinator

- ❖ To coordinate NSS activities in accordance with the student's ability and community demands.
- ❖ To coordinate internal resources available in the form of teaching expertise of teachers for enhancing the knowledge and skills of the students in implementation of the scheme; and
- ❖ To coordinate various external resources available in the forms of government services;

welfare agencies and voluntary bodies for the success of the NSS programme.

(d) As a Supervisor

- ❖ To assist students to learn how to do their jobs. His/her supervisory and consultative skills should enable students to set realistic goals and see problems as challenge and take appropriate steps to solve them.
- ❖ To assist in evaluation and follow-up work.

(e) As an Administrator

- ❖ To keep the Principal, College Advisory Committee and the programme coordinator of the University informed of the activities of the unit;
- ❖ To run day-to-day administration of the programme
- ❖ To attend correspondence regularly;
- ❖ To maintain record of students participation and activities undertaken;
- ❖ To prepare progress report periodically for submission to college/school and university;
- ❖ To keep accounts and stock in the prescribed forms; and
- ❖ To prepare annual calendar of activities to be undertaken.

(f) As a Public Relation Person

- ❖ To inform the community about the scheme through press reports, radio and television programmes, pamphlets, seminars and speaker's forums.
- ❖ To initiate IEC campaigns for image building of NSS in order to inspire and motivate the students and community.

1. Selection of the Programme Officer

The selection of the Programme Officer will be made by the Principal of the institution in consultation with the Programme Coordinator of the respective university/+2 level.

Qualification

- ❖ Programme Officer will be selected from the members of teaching faculty only.
- ❖ NCC Officers and Physical Education Directors should not be appointed as NSS Programme Officer.
- ❖ In women college/girls schools a lady teacher should be appointed as programme Officer. However, male members may help the lady programme Officer.
- ❖ A teacher who has high level of, motivation, inclination and aptitude for community work and above all very good report with students should be preferred as programme Officer.

2.2 Tenure

The maximum period for which a teacher is appointed as programme Officer will be 3 years in the first instance. However, this period is extendible upto 4th year, on the basis of the review of his/her performance by the Principal and programme Coordinator.

2. Training/Orientation

The programme Officer will be sent for orientation course within 3 months of his/her selection. The programme Officer must undergo the orientation training within one year of the date of his/her selection in case the orientation is not conducted in the stipulated period of 3 months.

The Principal of the institution will intimate to the programme Coordinator, NSS Regional Directorate and ETIs concerned regarding the selection of the programme Officer and necessary arrangement of the orientation of the selected programme Officer. The Principal will also ensure that the programme Officer is relieved for participation in orientation training organized by ETIs. Similarly, the programme Officer is expected to attend refresher course after every two years and it is the obligation of the head of the institution to relieve the programme Officer for this purpose.

If the selected programme officer does not undergo the orientation training for any reason within one year from the date of his/her selection, he/she will cease to function as programme officers and another person will be selected and given training in time. No programme officer without orientation will continue to work as programme officer if he/she is not trained within the stipulated period.

3. Approach

The main objective of NSS programme is to prepare the NSS volunteers for the democratic, self-disciplined and self-reliant way of life. It is, therefore, of vital importance that the NSS units are organized and run on democratic lines. The student leaders, NSS leaders, NSS volunteers and other members of the staff, and eminent personalities from the community are also to be associated with it. They should be encouraged to participate in planning, execution and evaluation of NSS programme.

5.7 COUNSELING AND EMERGENCY MEDICAL CARE COMMITTEE

Health insurance:

- + The institute offers regularly health insurance for all the students and employees
- + As the institute is affiliated to DBATU, all the bonafide students are entitled for health insurance.

Health center:

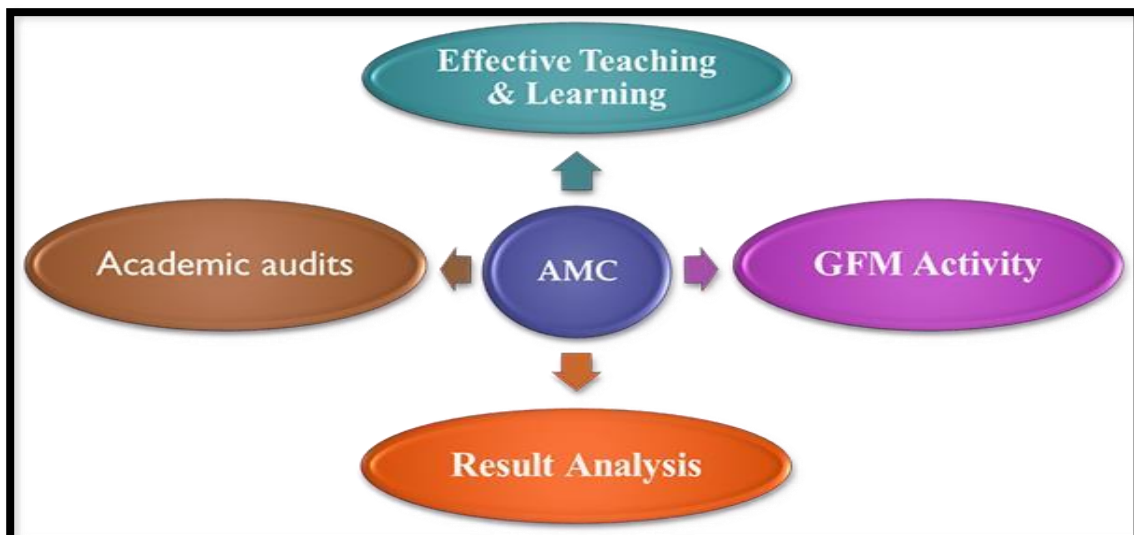
- + The vision of health center is not just treating medical problems but also managing serious chronic conditions and promoting healthy habits for needy students.
- + Health checks up of each and every student at the start of the academic year is carried out.
- + Tie -up with hospitals for treating severe medical problems.

5.8 ACADEMIC MONITORING COMMITTEE (AMC)

Role: AMC is centralized (Institute level) committee responsible for drafting, regulating and implementing different academic policies. It is meant for smooth & uniform conduction of academics throughout the year.

Committee Hierarchy: AMC is headed by Academic Coordinator along with Co-coordinator. The representative from each department acting as Departmental Academic Coordinator is the member of AMC. All coordinators are involved in policy making process. Class teachers & Teacher Guardians are pillars of AMC. All Teachers are responsible for implementing the same.

AMC Functioning:



Academic Subcommittees

There are various subcommittees involved to carry out smooth conduction of academics

a. Time Table Coordinator

Role: Prepare class timetable, remedial coaching time table.

b. Practical Exam Coordinator

Role: Smooth conduction all University Practical/Oral Exam and mock exams.

c. Parent Teacher MeetCoordinator

Role: To inform parent about meeting. Organize parent-teacher meet on given schedule and maintain record.

d. Feedbackcoordinator

Role: Take online faculty feedback once per semester on MOODLE from students. As well as peer feedback from all faculties.

e. Guest lecturecoordinator

Role: Keep the record of all the guest/visiting/Expert lectures conducted in department and arrange required lectures for students.

f. Daily Attendancecoordinator

Role: Make sure daily attendance reports of all classes get submitted on time.

g. Unit testcoordinator

Role: Conduct one unit test per semester and maintain record.

h. R&Dcoordinator

Role: Motivate students for research. Create opportunities to get sponsored research projects from industry.

1. Policy for Monitoring Academics Responsibilities of AcademicCoordinator:

- a. Maintain departmental Academicfile.
- b. Prepare departmental AcademicCalendar.
- c. Report 5 minutes before commencement of classes and wait in corridor to maintain discipline along with classteacher.
- d. Make sure that daily attendance report of each class is filled properly beforesubmitting.
- e. Monitor work of class teacher & teacher guardian for smooth conduction of academics.
- f. Conduct audit of course file, GFM file & MOODLE records thrice in a semester (at the beginning, in between & at the end) and submit thereport.
- g. Conduct interdepartmental Audit persemester.
- h. Observe lecture conduction of faculty member along with seniorfaculties.
- i. Maintain discipline among staff&students.

Responsibilities of Class Teacher:

- a. Maintain class teacherfile.

PROCESS HANDBOOK

- b.** Report 5 minutes before commencement of classes and wait in corridor to maintain discipline.
- c.** Adjustment of lectures and practical sessions in case of absenteeism of faculty members.
- d.** Preparation of monthly defaulter list with the help of assigned lab assistant.
- e.** Submission of daily attendance report.
- f.** Display monthly defaulter list at the end of each month & final detention list at the end of semester.
- g.** Monitor the attendance of each student and keep track of students who remain absent continuously and call their parent (involve Teacher Guardian of respective batch).
- h.** Check Student I-card daily and uniform on every Monday, Wednesday and Friday.
- i.** Take action on students who are using mobile phones in classroom.
- j.** Maintain overall discipline among students.

Responsibilities of Guardian Faculty Member (GFM):

- 1.** Maintain GFM file in prescribed format.
- 2.** Maintain batch wise student roll call list.
- 3.** Keep contact details of students & parents.
- 4.** Record of student Previous Semester Result.
- 5.** Record of TG-Student meeting (Once in a month).
- 6.** Provide information about students to the class teacher when ever required.
- 7.** Student counseling when ever required.
- 8.** Maintain record of monthly defaulter list.
- 9.** Send letters to parent for parents meet.
- 10.** Telephonic call record of defaulter students should be maintained.

2. Policy for Theory

Course Lecture Preparation

on

- A.** Keep lesson plan & lecture notes ready before start of term. Post the study material on MOODLE.
 - B.** Handwritten Lectures Notes one per Lecture hour should be prepared. It should be reviewed by peer/HOD.
 - C.** While preparing lecture notes- make use of ONLY Standard text.
 - D.** Use of the standard books on JEE, CAT, GATE, GRE etc. which do have such high quality questions & most of these are valid for all 4 years.
 - E.** Prepare the subject wise list of standard books, circulate to all colleagues & students. It
-

PROCESS HANDBOOK

should be verified by HOD/Academic Committee every semester.

- F.** While preparing lesson plan highlight chapters from these standard books so that students will be forced to refer to these books.
- G.** Prepare and follow Session Plan for every Lecture.
- H.** Supplement your L/P/T with brainteasers, quizzes so that student's interest will be maintained in the classroom especially late afternoon sessions.
- I.** To form a resource pool this will include resource persons, lecture notes, assignments, practical's etc. across departments. It is applicable for both internal and external departmental resources.
- J.** To View/Listen/Use NPTEL; MIT OCW (MIT Open Course Ware); Khan Academy; Recent papers published, White papers from industry website for providing Extra Material/Notes to students.
- K.** Expert Lectures by Industry persons on upcoming technology of respective subject should be arranged on Saturdays. (Maximum two guest Lectures per subject).
- L.** Schedule for the guest lecturers should be highlighted in the Time Table. Three slots should be allocated in the Seminar hall (for combined batches) for conducting guest lecture.
- M.** Remedial Coaching for backlog subjects should be scheduled.

Conduction of Lectures

1. Carry and follow the Lesson/Session Plan prepared.
2. Engage class for entire duration of 60 min.
3. Reach the classroom 5 min before the schedule. This sends a strong message to students regarding your commitment & makes them to come on time.
4. Allow latecomers to enter into the class without disturbance.
5. Keep the door closed while conducting L/T so that you can conduct class without interruptions.
6. Ensure writing on blackboard legible, large & neat.
7. Make restricted use of the PPTs (no more than 15 min in one Hour) this ensures student participation.

Conduction of Tutorials, Homework, Assignments

1. All the Assignments/Tutorials (i.e. numeric problems, software programs) to be solved by respective subject teachers in advance.
2. Make exhaustive list of problems for every assignment.

PROCESS HANDBOOK

3. Minimize/Avoid - Describe, Compare and Explain type of questions.
4. Tutorial/Assignments are to be designed such that there is no repetition.
5. Each Tutorial/Assignment must have at least 5 questions.
6. Per Unit assignment to be given to the students.

Extra Lectures

1. Identify weak students and arrange extra lectures after college hours.
2. Arrange extra lectures for difficult subjects.

Remedial Coaching

- a. Plan Remedial coaching for every subject and display time table on noticeboard
- b. For every unit prepare question bank using University question papers with model answers.
- c. Discuss Questions and answers with students in one lecture
- d. Conduct unit test per unit based on that question bank. Let's assume, if you have a question bank of 20 questions per unit then prepare a test paper with 8 questions and allow students to solve any five.
- e. In this manner, conduct 2 lectures per unit. Likewise 12 lectures for one subject.
- f. Identify weak students on the basis of their overall performance and start remedial coaching during 1st month of each semester (before declaration of results).

3. Policy for Conduction of Lab Practical's

Experimental Preparation/Setup

1. Perform the experiment/ Program on your own to ensure setup is ready & functioning well.
2. Additional set of practical /assignments every semester with variations is mandatory.
3. All equipment's should be tested, readings taken and calibrated.
4. Ensure lab manuals are updated before the start of every term.
5. The Experimental write up should be neatly typed. It should be error free, no typo mistake, grammatically correct and reviewed by HOD/Academic Committee/Peer review
6. Enrich your journals with FAQs on each experiment so that students become ready to face oral exams. Make students write the answers of these FAQs.
7. Add some innovation in practical assignments. Take help of seniors to ensure this.
8. Follow the standard template for Lab Manual Preparation. Keep the uniformity across the department.

PROCESS HANDBOOK

Lab Conduction

1. Complete practical & other assignment by students in the stipulated time of 2 Hrs. so that students (and you as well) need not carry the burden till the end of term.
2. Ensure the students perform experiments & complete the write up in these 120 min.
3. Avoid poor quality of submission by strict on time assessment.
4. Keep Journals in the custody of Lab assistants and ask the students to sit in the Labs for completing the journal, if not completed.
5. Printed journal write ups for subjects having University examination are prohibited.
6. Allow students to take program printouts.

4. Policy for Continuous Evaluation

Unit Test

1. Conduct unit-wise assessment of the student.
2. Prepare & make available a comprehensive question bank for each unit and/or experiment.
3. Refer previous years University question papers for making question bank.
4. Give the model answers for the questions.
5. The questions for the Unit Test should be from the question bank itself.
6. Keep records of performance of the students in class and in Unit Test.
7. Maintain a record of action taken on the results of the Unit Test for improvement (reappear/assignments).

Assignments

- a. Upload Unit wise assignments on MOODLE.
- b. Timely check the assignments & keep record for evaluation.

Mock Exam

- a. Conduct mock exam for lab practical/oral.
- b. Keep records of performance of the students.
- c. Follow university pattern for the conduction of mock exam so that student will confidently appear University examination.
- d. Conduct oral in every lab session to ensure proper understanding of students.

Group Discussion/Presentation

1. Arrange Quizzes, Group discussions, Questionnaire Sessions etc. for the student.
2. Schedule student presentations on current topics/technological evolution.

5.9 ACADEMIC AUDIT COMMITTEE POLICY

Policy Statement:

1. Academic audit is for to reviews the processes and procedures used by Departments to enhance the quality of their programs.
2. Academic audit is for to ensure the quality in teaching and learning they provide to students.
3. Academic dean will form the academic monitoring committee on the basis of selection criteria.

Selection criteria:

- Self-motivation, determination and confidence
- Academic & audit experience
- Communications skills
- Meticulous attention to detail.
- Ability to work to deadlines, under pressure.

Objectives of Academic Audit

The main objective of an academic audit is to ascertain the presence and adequacy of quality assurance procedures, their applicability and effectiveness in guaranteeing quality of inputs, processes and outputs.

Specific objectives are:

- 1) To ensure academic accountability.
- 2) To define quality of each component of the functionalities and to ensure quality of technical education throughout the system.
- 3) To safeguard functionalities of technical education.
- 4) To define effectiveness of teaching – learning process and to devise methodology to confirm maximum output from faculty members as well as students.
- 5) Identify the processes and procedures used by departments for quality assurance and enhancement in each of the focus areas
- 6) Appraise the adequacy and effectiveness of the quality assurance processes and procedures.
- 7) Make appropriate recommendations for continuous improvement of the processes and procedures used for quality assurance and enhancement

Structure & Functioning of the Academic Auditing

The Academic Auditing committee at the Institution level should perform the academic audit and will function as a body assisting the Academic Dean.

Structure

Academic Auditing Committee (AAC) is a group of faculty members having representation from each department. The members of the AAC shall be nominated by the Head of the Institution, one from each department. The term of AAC shall be for one academic year. AAC shall conduct internal academic audit and produce the required documents and records and submit to Academic Dean on demand. AAC is also responsible for uploading monthly report. Audit procedures

The Principal of the college and Academic Dean shall ensure that the records/documents listed in audit checklist are maintained and accessible for both HOD's and faculty members.

The Academic Dean shall ensure that data are uploaded / mailed, as the case may be, within the stipulated time. AAC members should conduct academic audit of the institution, in academic matters. Academic Dean shall verify the details of a department; but, a member from the concerned department shall not be a member in the internal audit group.

Policy for Teacher Evaluation

Policy Statement:

- 1) AGCE believes that a teacher evaluation process that promotes high and sustained levels of quality instruction is essential for student academic success, growth, and achievement. Accordingly, evaluation of teachers should be conducted regularly and should reflect a fair, meaningful, and accurate depiction of a teacher's development, growth, and performance in the teaching profession.
- 2) AGCE is also committed to supporting teachers in their professional practices and believes that meaningful teacher evaluations allow the district to identify teachers' instructional areas that need strengthening and prescribe appropriate available support and professional development. Therefore, teachers may seek available district support to improve their professional practices. Additionally, teacher evaluation provides the district with a useful tool to inform personnel decisions.
- 3) Indicators of Teacher Practice demonstrating teacher's subject matter knowledge, skill in planning and delivering instruction that engages each and every student, and ability to monitor and assess student learning and adjust instruction accordingly. Such indicators

PROCESS HANDBOOK

may include the following indicators or others chosen by a local or state affiliate: classroom observations, proof of practice (e.g., lesson plans, curriculum plans, student assessments, minutes from team planning meetings, curriculum maps, and teacher instructional notes), teacher interviews and self-assessments.

- 4) Indicators of Teacher Contribution and Growth demonstrating a teacher's professional growth and contribution to a school and/or district success. Such indicators may include the following indicators or others chosen by a local or state affiliate: completion of meaningful professional development that is applied to practice; structured collaboration with colleagues focused on improving practice and student outcomes (e.g., by way of professional learning communities and grade or subject teams); evidence of reflective practice; teacher leadership in the school, district or educational community; and positive engagement with students, parents and colleagues.
- 5) Indicators of Contribution to Student Learning and Growth demonstrating a teacher's impact on student learning and growth. Such indicators must be authentic, reflect that there are multiple factors that impact a student's learning beyond a teacher's control, and may include the following indicators or others chosen by a local or state affiliate: student learning objectives developed jointly by the teacher and principal/evaluator; teacher-created assessments, district or school assessments, student work (papers, portfolios, projects, presentations); teacher defined objectives for individual student growth; and valid, reliable, high quality standardized tests that provide meaningful information regarding student learning and growth.
- 6) All teachers are responsible for providing a high quality education to students and supporting the efforts of colleagues and their school as a whole to do the same. To fulfill that responsibility, teachers have the right to a safe and supportive working environment including ongoing non-evaluative feedback on their practice that supports teachers' efforts to innovate and the right to regular, confidential evaluations.
- 7) All teachers have the responsibility to continually enhance their practice and to stay update in subject matter and pedagogical approaches by reflecting and acting on feedback received, accessing professional development opportunities provided and collaborating with colleagues to enhance instruction. To fulfill that responsibility, teachers have the right time for collaboration with colleagues and professional development tailored to enhance skills identified as needing improvement in non-evaluative feedback.
- 8) If, through a high quality evaluation system, a teacher's practice fails to meet performance standards, a teacher should be provided with clear notice of the deficiencies and an

improvement plan should be developed by the teacher, local association and employer. The improvement plan should provide the teacher with a reasonable opportunity – including time, professional development and support – to meet expectations. What constitutes a reasonable opportunity will depend on the nature of the deficiencies identified, but in no event should an improvement plan exceed a academic year. During the period in which a teacher is implementing an improvement plan, an accomplished teacher should be assigned to assist the struggling teacher both to improve that teacher's practice and ensure a quality education.

- 9) If a teacher fails to improve despite being given a reasonable opportunity to do so, or otherwise fails to meet expectations through misconduct or otherwise, the teacher may be counseled to leave the profession or be subject to fair, transparent and efficient dismissal process that provides due process. Such a process should include: notice to a teacher of the basis for the dismissal; early disclosure of all evidence on which the dismissal is based; an early mandatory meeting between the teacher, employer and the teacher's representative to discuss possible resolution; and, failing such resolution, a prompt hearing before an impartial decision maker on the charges.
- 10) Institute encourages Academic Performance Indicators (API). API is quantitative approach to measure the quality of teaching staff, i.e., their proficiency level. The API was introduced as an attempt to link teacher's selection, annual increment and their promotions according to their academic performance and also as measures for maintenance of standards in the higher education.

5.10 TRAINING LEARNING NEEDS ANALYSIS (TNA)

A training/learning needs analysis (TNA) is a review of learning and development needs for staff, members of management and students in our organization. It considers the skills, knowledge and behaviors that your people need, and how to develop them effectively. Organizational TNA should ideally be undertaken at 3 levels:

- ❖ Organizational level
- ❖ Team/departmental level
- ❖ Individual level

These three levels are inter-linked, and using this structure will help ensure a balanced analysis that takes into account the big picture as well as the specific needs of individuals.

Methods that can be used to identify learning needs include:

- ❖ Analysis of existing strategies and plan to identify what skills are needed for delivery
- ❖ Questionnaires – paper based or online
- ❖ One-to-one interviews
- ❖ Focus groups - facilitated small group discussions with a representative sample of people the outcome of your TNA should be a robust learning and development plan, based on research and linked to organizational, team and individual objectives.

Policy for Training/Learning Needs Analysis (TNA)

Ensure that the identification of training needs is integrated across the organization

Training needs discovered in one department are likely to exist in others. It is pointless for individual HOD to throw their own limited resources at each problem as it arises, duplicating efforts and dissipating energy. You may not be the person responsible for coordinating the system, but you have an important role to play in collecting the best information you can on the training needs of the people who work for you and passing it up the line. At the outset, liaison with HOD to aggregate training needs information, so that a range of appropriate training and development activities can be planned.

1. Anticipate future needs

Training needs often appear at the organizational or activity level. For example, the arrival of a new office or workshop equipment may well have training implications for everyone using it. Alternatively, an organization that decides to enhance its level of customer service as part of a corporate strategy knows that a programme of training and development is essential for its

success.

2 Develop Monitoring Techniques

Some training needs can go unnoticed because they creep up on the organization gradually. Active monitoring systems are essential to spot these and can make a valuable contribution to the process of collecting information on performance gaps and training needs. Variance analysis is one approach to monitoring. This sounds technical but is a simple tool used by managers to monitor budgets. It translates neatly to the identification of training needs. When a budget is agreed, expected monthly expenditure is detailed. Any major variance from the forecast-upwards or downwards - triggers an investigation into why it happened and what the implications will be. In TNA, the budget numbers are replaced by performance standards and indicators which are as specific as possible. It could be, for instance, that even in a 'soft' issue like customer satisfaction, a standard can be set that says 95% of customers feel they received excellent service (the 5% allows for the small number who will always find fault and those who always rate an experience as less than 100%, on principle). Carrying out customer satisfaction surveys allows you to measure any deviation. Asking questions at appraisal interviews can act as a form of survey, as the same issues are being addressed throughout the organization. Identifying training needs is one purpose of appraisal. In addition to training needs that emerge as a result of an appraisal interview, a worthwhile approach to investigating one-off problems is to interview staff and customers. Regularly ask a random sample of people for their views on the same set of questions relating to general performance - for instance customer satisfaction levels.

3 Investigate unexpected problems with care

Monitoring will indicate where gaps and problems exist. However, it is possible to make the wrong assumption when faced with a particular set of circumstances. For instance, unusually rapid staff turnover in a small section may lead to a conclusion that unsocial hours worked there are the issue. However, staff exit interviews may indicate that turnover is a result of cramped working conditions and poor ventilation – issues that training cannot resolve, even though the monitoring process has helped identify the problem.

On the other hand, it could be that:

- The behavior of the section head is the root cause
- Errors at the recruitment stage mean that unsuitable people are being taken on.

In either of these cases there is a training need - in the first case with the section head and in the second with those doing the recruiting. This could include you.

4 Identify the level of need

It could be that a training need is limited to a single individual or activity but it is more likely to be relevant for a number of people, a whole department or across the organization. For example, if the organization traditionally treats customers as a nuisance, it needs to change its overall approach. In this case, giving one two people training would address the training need at the wrong level; organization development is needed rather than individual training sessions.

5 Consider what type of training will be most appropriate

Consider whether the training needs can be met by using internal expertise or whether external assistance will be necessary. Will informal training be suitable or are formal training courses required? Take into account the number of people to be trained and the resources available.

6 Take appropriate action

If the training needs are within your own span of control, probably at individual or maybe at activity level, you can plan action to meet the needs. If the needs are broader, you will need to make recommendations and proposals to those responsible for planning and implementing training interventions in your organization. This may involve drawing up a report specifying the training needs you have identified, your recommendations for meeting them and the expected benefits of the training.

5.11 GENDER EQUALITY POLICY

Policy

The Institute is committed to promote gender equity and avoiding all forms of discrimination between individuals based on race, gender, age, class or religion in all of its activities within and outside the institute.

- A.** To promote the equal participation of girls, boys, women and men in all the activities of the institute as decision-makers in shaping the sustainable development of institute and society.
- B.** The promotion of gender equality as an integral part shall incorporate to all institutional policies.
- C.** Gender equality promotion programme shall be conducted for all staff irrespective of gender and category.
- D.** Any complaint of discrimination based on gender, age, race, ethnicity, class or religious affiliation would be reviewed and addressed by set procedure under women Grievance Cell and all legal associated cells as per UGC & Government of Maharashtra norms.

5.12 LIBRARY COMMITTEE

Institute library is enriched with a good number of textbooks, reference books, handbooks, communication skills books, soft skills books and print journals. Institute library is a member of the National Digital Library (NDL) to access different manuscripts and Special reports. The library is equipped with rare books collection made available from Rare Book Society of India (RBSI). The library has a membership of British library, DELNET to access different knowledge resources. Apart from the standard books, the library has taken initiatives to enrich with e-resources like- e-books, e-journals related to the subject, to benefit students and faculty for their knowledge enhancement, research and exploring new things. Our institution is managing the day to day library transactions with Integrated Library Management System (ILMS). The library is automated using “BIYANI” library software. Implemented barcode technology in the library for books and borrowers card.

Student representation on the library committee is another avenue for the students to put up their demands about learning material which may include availability of material in time and quantity. Also, this representation helps the students to express the problems faced by them (if any) and utilization of library resources.

Following are the details of ILMS:

- ❖ Name of ILMS software - Biyani
- ❖ Nature of automation (fully or partially) -Fully
- ❖ Version – Basic 1.0.1
- ❖ Year of Automation – 2013

Library Policy

- ❖ BookPurchase Policies:
- ❖ Purchase the books as per AICTE rules as per needs of faculty&staff.
- ❖ Purchase the books before the beginning of AcademicYear.
- ❖ Purchase the books according to updatedsyllabus.

A) Books Weeding Policies:

- Subject teachers and library committee will decide unused, out of syllabus books, after every academicyear.

1. Book Issue returns policies for topper and categorystudent:
 - a. Five books for one semester-Eligible Topperstudent.

PROCESS HANDBOOK

- b. Book bank facility for category student.
 - c. Three books for seven days-all students
 - d. Six books per subject for teaching staff
 - e. Two books per month for non-teaching staff
2. Various activities to be arranged for inspiring utilization
 - a. Library day on 12th August every year.
 - b. Library week from 12th to 18th August every year.
 - c. Reader Club activity.
 - d. Reader of the Week.
 - e. Best Reader award.
 - f. Book Exhibition
3. Library Timing is made flexible based on the exam schedule:
 - a. Regular Timing-8.30.am to 8.00pm.
 - b. During Exam (on all days) -8.30am to 12.00pm.
4. Policies for library advisory committee:
 - a. The Constitution of Library advisory committee will include chairman, librarian, one faculty representative from each department and student representative.
5. Library orientation given by library committee members at the start of each academic year to all the classes of respective department.
6. Available facilities and latest arrivals display at prominent locations in all departments, library and college website.
7. Celebrate library day on 12th August & library week from 12th August to 18th August every year
8. Organize open book test for improving utilization of library.
9. Organize book exhibition on 12th Nov to 18th Nov to celebrate library week. Design appropriate assignments by faculties which motivate the students to use library resources.
10. Faculties recommend best resources to students.
11. Best user of the week display on every Friday in central library.
12. Best user award given on library day.
13. Each department include library slot in their Timetable.

PROCESS HANDBOOK

14. Usage report of faculties forwarded to concern HODs on last week of month all project guides must give literature survey assignments to students based on library resources. Organize book exhibition of new arrivals at each department.

5.13 ALUMNI ASSOCIATION COMMITTEE

The following policies and guidelines have been developed in order to protect the Association's reputation. The guidelines and policies apply to all communications made via website, emails, and social mediachannels.

1. Communicate regarding issues that reasonably relate AGCE Alumni Association and Institute.
2. AGCE welcomes and encourages alumnus with extra heights in any field like Technology, Management, Education, Arts & Culture, Social, sports & Public Services. Nomination by Alumnus should reach to Chairman before deadline mentioned on website. This can be communicated via mail.e.agce.alumni@gmail.com
3. AGCE publish annual newsletter to appreciate the achievement and efforts of alumnus.
4. AGCE will work together with Entrepreneurship Cell for promoting and encouraging our students to choose Entrepreneurship as a careerpath.
5. Alumni Association is launching Mentorship Programme for F.E students as per their requirement to establish rapport with them and have future carrierguidance.
6. AGCE in association with Training and placement cell and Industry interaction Cell try to solve industrial problems, get the projects to students and training facilities during vacation through such aninteraction.
7. Asan alumni member of AGCE,it is ethical responsibility of all member to assist and cooperate Institute by any of waypossible.
8. Whenever and whomever possible please Try to use expert knowledge, designation and position to aware current students for their enhancement as well asplacements.
9. Provide activities, services, and programs to its alumni, including organizing on- and off-campus events such as reunions and homecoming activities, travel opportunities, networking, and printed and electroniccommunications
10. AGCE organize at least one meeting on Institute level and on department and on department level to interact with current students andfaculties.
11. AGCE will provide necessary guidance and support to alumnus ifrequired.

5.14 SPORTS COMMITTEE

The Management of the AGCE, Satara will concertedly pursue the twin objectives of "Broad-basing" of Sports and "Achieving Excellence in Sports at the University, Zonal, Intercity, Inter-district, State and National levels". Sports activities, in which the college has potential strength and competitive advantage, need to be vigorously promoted. Towards this end, Sports would be integrated more effectively with the Education Curriculum. Activities relating to Sports are essential components of human resource development, helping to promote good health, comradeship and a spirit of friendly competition, which, in turn, has positive impact on the overall development of personality of the youth. Excellence in sports enhances the sense of achievement, national pride and patriotism. Sports also provide beneficial recreation, improve productivity and foster social harmony and discipline.

Policies

Aims & Objectives of the Sports Committee:

- a. To promote and broad-base sports in the college.
- b. To implement schemes/ programmes for achieving excellence in sports in different disciplines at college level in order to establish college as a major sporting institute.
- c. To maintain and utilize the facilities, equipment provided on behalf of the college.
- d. To act as an interface between Board of Sports & Physical Education DBATU University.
- e. To establish, run, manage and administer the sports facilities to produce high caliber sports players.
- f. To plan, construct, acquire, develop, manage, maintain and utilize sports infrastructure and facilities in the college.
- g. Other incidental issues concerning promotion, development and excellence in sports.

Sports Promotional Schemes:

Apart from the above, the following sports promotional schemes are to be implemented by the Sports Committee for spotting and nurturing talented students by providing them requisite facilities in terms of sports infrastructure, sports equipment, competition exposure and scientific coaching etc.

1. Talent Scouting at micro level & Nurturing talent towards excellence
2. Training & Exposure

PROCESS HANDBOOK

3. Support Training with Scientific & Sports Equipment and scientific personnel
4. Monitor and enhance Performance with a scientific evaluation system
5. Training and preparation of teams
6. Sports Infrastructure Development & Maintenance
7. Be responsible for all round development of sports, including selection of athletes for their participation from college in sport events as well as their conduct and performance in such events; with prior approval of the college and comply with the conditions, if any, mentioned therein in rules and regulations of the event.
8. Provide for a free, fair, expeditious and transparent in house mechanism for redressal of grievances for the students related to sports.
9. Be responsible for the conduct of Annual Sports Event.
10. Endeavor to secure availability of playing fields, sports equipment and other amenities to students
11. Perform its duties and discharge its functions in accordance with this policy.
12. Submission of annual report to college administration.
13. Make efforts to promote and develop the sport throughout the college
14. Support personnel, and other entities associated with that sport.
15. Select and nominate a team which shall represent college in various athletic competitions/events/tournaments for the sport

5.15 EXAMINATION CELL POLICY

a) General Guidelines

1. Centralized Examination committee is formed at College level. The Examination Committee shall ensure proper organization of examinations of the university and college.
2. The Committee will after strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.
3. The Committee will meet at least three times in each academic term.
4. The Committee shall prepare the financial estimates for the budgets of the university Exam and shall submit the same to the corporate office for approval.

b) Conduct of Internal Examination

1. Internal Examination of college (CA1, CA2, MIDSem Examination) should be conducted.
2. Team of Sr. supervisor along with supporting staff members are appointed for smooth conduct of these Exams.

c) Conduct of External Examination

1. End semester Exam of University, Departmental Practical/ oral examination should be conducted as External Examination.
2. For conduction of End semester Examination University appointed External Sr. Supervisor and team college sr. supervisor with supporting staff members shall work under guidance of COE. Practical / Oral Examination pair of Internal/ External Examiner shall make the evaluation of students.
3. It is be obligatory on every teacher and on the non-teaching employee of the College to render necessary assistance and service in respect of examinations of the university. If any teacher or non-teaching employee fails to comply with the order of the university or college, in this respect, it is treated as misconduct and the employee shall be liable for disciplinary action.

d) Appointment of Internal Examiner

- While appointing examiners for assessment of answer papers and pract/oral exam, examiner should have at least three years of experience and should have taught the subject at least once.

e) Invigilators Guidelines /Instructions

- a. Supervisors shall be in attendance at the place of the examination at least thirty minutes before the setting of the first paper and fifteen minutes before the setting of each subsequent paper.
- b. In distributing question papers, junior supervisors shall begin to hand over the papers from the last candidate in the respective blocks.
- c. When a paper is divided into two sections, two answer-books, one for each section shall be supplied to the candidates and only one when it is not so divided.
- d. Additional answer-books shall be given only when the book previously given for the whole paper or section is written in. Any required number of additional answer
- e. Books may be given according to the needs of the candidate.
- f. Supervisors shall take particular care to collect all answer-books whether used or Unused, and shall see that no candidate is allowed to retain with him any blank answer-book after the warning bell is rung.
- g. While the examination is going on, junior supervisors shall carefully look after the block of candidates of which they are assigned.
- h. Supervisors shall use the utmost vigilance to prevent copying or communication by candidates with one another or with any other person.

5.16 RESEARCH AND DEVELOPMENT CELL POLICY

Improving high-quality scientific research is a necessary requirement for creating successful applications. The objective of Research & development (R&D) initiatives undertaken by AGCE is to build research careers, internationalization of human potential, support to strengthen the knowledge foundation and promote the creation of new applications, as well as societal impact of education, research and innovation. All education, research and innovation of this Institute should aim to be of a high standard. The goal of creating technological and social innovations has emerged alongside R&D-based activities. A research development cell has been established that will prepare and implement the documents for development of research and development activities within the Institute.

Objectives:

- a. Emphasize R & D for the societal goods
- b. Promote & encourage students & faculty member
- c. Facilitate collaboration with diverse universities and industry partners.
- d. Support Entrepreneurship Efforts.

Outcomes:

- a. Publications (Conference, Journal, Book)
- b. Internships / Sponsored Projects
- c. Patents, Encourage Start-ups
- d. Host reputed workshops & Conferences.

Policy for use of Journal in Seminar & Project Selection

1. Use UGC approved journal for seminar & Project Selection, the URL is given below URL:
<http://www.ugc.ac.in/journalistjournalist.aspx>
2. Publish journal paper in Journal listed in UGC approved journal list.

Policy for financial assistance provided to faculty for Research Work

1. Institute will provide 50% of registration fee to the faculty for attending reputed international/ national level conference/ Symposium/ Workshop.
2. Institute will provide OD for reputed National Level seminar/ Workshop/ Symposium. Maximum two days are claimed. OD will be granted on pre sanctioned basis.
3. If any faculty individually working on any funded research project then the entire fund will be given to that faculty. 100 % amount will be given to PI, Co -PI and members.
4. If any faculty who is undergone working on any research project with using any Institute

PROCESS HANDBOOK

facility/ Lab/ Infrastructure of college then in this case funding amount will be share as follows: 80 % to PI &Co-PI, 20% to Institute for development of research infrastructure.

5. In the case of Patent, full financial and technical support will be provided to the proposal leading to National Patents.

Note: Financial assistance for said purpose will be considered in case to case basis according to experience of faculty and his/ her contribution in institute researchwork.

5.17 PLAGIARISM POLICY

AGCE is committed to have healthy academic atmosphere in the institute which will increase the reputation of the institute as well as staff. Research in AGCE shall be carried out by keeping the values of ethics and honesty at the top priority in mind.

Plagiarism

It involves intentional or non-intentional presentation of another person's work as one's own work without acknowledgement. It also involves copying phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from internet).

1. It is the prime responsibility of the student, guide and head of the department to keep the work free of Plagiarism.
2. The detection of the Plagiarism shall be made by an expert committee which is aware of definition of Plagiarism.
3. The institute shall provide the necessary and sufficient software to ensure originality of the research work before submitting it for the award of degree.
4. All PG students are required to submit a signed certificate on plagiarism check of her/his work, in the prescribed format with the recommendation of the R & D committee, at the time of the submission of thesis.
5. Initially it is decided to implement Plagiarism check to all PG thesis submitted for the award of the degree, all the papers to be published by UG/PG students and faculty members with affiliation of AGCE.
6. If Plagiarism is detected in thesis or paper by R&D committee, two experts from other department will perform manual and software check and submit the report. The R & D committee shall take necessary action based on their report.
7. The disciplinary action will depend on the severity of Plagiarism and it may include written warning, postponement of thesis submission or resubmission of paper for publication after removal of Plagiarism.
8. Own published work with proper citation is excluded from Plagiarism.
 - a. The maximum acceptance level for Plagiarism is decided as 25 % except for results and conclusion. It should not exceed 10 % for results and conclusions.
9. AGCE will take necessary steps to create awareness about dangers of Plagiarism among students and academic community.

Mechanism to Detect Plagiarism

1. AGCE shall provide plagiarism checker software(s) to detect the similar textual content already published in various information sources.
2. This facility shall be made available at the central library of the institute and the institute library staff will provide plagiarism check service to all students and faculty members. The library staff will be assisted by one staff from each department depending on the requirement.
3. The CD (or similar device) containing the soft copy of the thesis/paper has to be in PDF or Word file (or as directed from time to time).
4. Thesis covering all the chapters, from introduction to bibliography/references shall be in a single file, excluding preliminary pages like declaration, acknowledgement etc., and succeeding pages like glossary, index, etc.
5. Duration of three days is allowed for scanning the text of the thesis or paper and the issue of the report showing the percentage of similar content.
6. The report received from the library will be certified in prescribed format by R&D committee.
7. If the percentage of similar content is beyond the permitted limit or any plagiarized content is detected, the students or faculty members have to take appropriate measures under the supervision of their guides so as to ensure originality of research output.

5.18 ENTREPRENEURSHIP DEVELOPMENT CELL POLICY

Vision: Creating, fostering and promoting the spirit of entrepreneurship among students.

Mission: To extend required support to aspiring entrepreneurs.

Objectives:

1. Provide required training for entrepreneurship development.
2. Provide required information for establishing venture.
3. Assist in identifying mentors and establishing network.

Activities:

- a) Organize training sessions frequently.
- b) Organize seminars and workshop.
- c) Organize business model competitions.
- d) Organize stake holders meet.
- e) Organize visits to KVIC (Khadi and Village Industries Commission), DIC (District Industries Center), STPI (Software Technology Parks in India), MCCIA (Maratha Chambers of Commerce Industries and Agriculture), Venture centers, TBI (Technology Business Incubators), etc.
- f) Develop facilities like library for E-Cell.
- g) Provide access to all institutional resources.
- h) Establish office /work space for E-Cell.
- i) Prepare semester wise activity plan.
- j) Ensure data up dating on institute website.
- k) Maintain MOM.

5.19 TRAINING AND PLACEMENT COMMITTEE

Training and Placement Department is established as an integral part of College with an active role in career services for students. The Department is headed by Training & Placement Officer, supported by staff coordinators and student co-coordinators from each department. The vital role of T&P Cell is to groom & shape the students and make them industry ready so that they can face the future challenges in the real world. Our Institute “AGCE” believes that every student who joins the institution deserves to get an earning opportunity. Our belief consolidates in our efforts to ensure that our students get proper training as well as the job. The Department works on Aptitude test preparation, personality development, counseling, and industry institute interactions, self-employment creation. The models of Academic excellence promoted within the institutes have enabled the confidence in Students and Parents that if a child is admitted to the institute and performs well to get a first class, his/her chances of getting a job opportunity is almost a guarantee. We have specialized expert faculty to train the students exclusively for campus placement. The institute has a Language Laboratory to take care students EnglishCommunication.



Our Recruiters

5.20 INFRASTRUCTURAL & MAINTENANCE POLICY

Infrastructural Policy

Infrastructure must be as per the norms and guidelines given by AICTE for Technical Institutions. A copy of “Norms and Requirements” is attached herewith.

Maintenance Policy

1. Maintenance of all the equipment must be carried out as per the guidelines given by IQAC.
2. All equipment must undergo preventive maintenance as per requirement and the records of the same must be maintained.
3. All the equipment must be tested for performance on daily/weekly/monthly as per requirement for accurate working of the equipment. Plans for performance testing must be maintained.
4. A history card must be maintained for each equipment so as to know the frequency of faults in the equipment.
5. In case of failure of any equipment, a report of the failure must be submitted to the HoD stating cause and problem of the fault with signatures of witnesses. The same copy must be submitted to Maintenance in-charge of the respective department.
6. Maintenance requirement must be sent to Principal with the quotations for maintenance through the department. (This may include maintenance from external technician or parts required for maintenance)
7. The maintenance requirement must be approved from the corporate office on emergent basis.
8. Monthly status of maintenance must be kept and uploaded on MOODLE in first week of every month.
9. After maintenance of the faulty equipment its history card must be filled.

5.21 UG/PG ADMISSION

Institute strictly follows the guidelines provided by the AICTE & DTE for admission in UG and PG as well.

5.22 CULTURAL COMMITTEE

Vision: To develop a holistic and humanitarian attitude as members of the world community in this era of globalization and modernization by learning aspects of Indian as well as western cultures.

Mission: To assist the students to develop communication skills, organizational skills, tolerance to criticism, positive attitudes, leadership, capacity for mingling and getting-on with peers of different mentalities, etc.

Objectives

1. To bring limelight to the hidden talent of the students.
2. To go beyond their academic quest and explore their creative and artistic sensibilities

Role and Responsibility

- a) The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- b) To form a college level students technical and cultural committee.
- c) To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- d) To prepare budget for all cultural events and take necessary steps for its approval.
- e) The Convener of the committee shall conduct a meeting of the committee to discuss and delegate task
- f) The committee shall display on the Notice Board/Website information about festivals to be celebrated
- g) To encourage the students to actively participate in technical festivals conducted by other colleges.

Policies of Extra Curricular Activities

1. Plans and implementation of every activity should be with the proper permission of Principal, Chairman, Dean and cultural Secretary.
2. The teacher coordinator should work in a safe environment and have a clear knowledge of his/her role and responsibilities. Faculty/student coordinators are fully responsible for success/failure of activities.
3. Teacher coordinator should give the justice for precipitated students from each department in proportion with departmental intake, whenever is demanding.

PROCESS HANDBOOK

4. Teacher coordinator from every activity should tentative follow the involvement of the students according to following conditions,
 - First year student involvement = 10 to 15% out of overall student involvement
 - Second year student involvement = 20% out of overall student involvement
 - Third year student involvement = 30% out of overall student involvement
 - Final year student involvement = 10 to 15% out of overall student involvement
1. Damage policies of particulars: Students will be completely responsible if he/she will be mishandling/misusing of any particular, otherwise management will supposed to do maintenance of particular
2. Safety: Regular safety checks should be carried out in relation to premises, training facilities and equipment. The first priority is the safety of the participant and the enjoyment of the activity, proper levels of supervision should take places at all times by faculty and student coordinator.
3. Student members of any activity should give concession in attendance up to 25% only depending the availability proof.
4. The Student should operate to the college code of behavior which emphasizes good behavior, respect for others, and respect for rules, responsibilities and a sense of fairplay.
5. Student participating in any activities are entitled to:
 - Be safe
 - Be treated with care, sensitivity and respect.
 - Have fun and enjoy the activity.

5.23 INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

The Institute has a dedicated System Administration cell to take care of hardware and internet connectivity, software installation, creating new software and their maintenance. System Administrator with his team is taking care of all the Planning, Designing, Product Evaluation, and Implementation work, along with the renovation of the old network infrastructure. Recently the Internet connectivity bandwidth is upgraded from 60 Mbps to 100 Mbps speed. Institute has internet security mechanism with cyber am firewall software. Institute has dedicated servers for Learning Management System (LMS) like MOODLE.

5.24 A COMPREHENSIVE TRAINING POLICY FOR TECHNICAL TEACHERS

Ref: A COMPREHENSIVE TRAINING POLICY FOR TECHNICAL TEACHERS BY AICTE MANUAL ATTACHED. (Annexure-I)

5.25 AICTE INTERNSHIP POLICY

Ref: AICTE INTERNSHIP POLICY MANUAL ATTACHED. (Annexure-II)