

Dr. D.Y. Patil Pratishthan's

College of Engineering

Kalamba Ring Road, Salokhe nagar Kolhapur 416007



DYPCOESN

Quality Manual

(2021)

Version - 1

Date : 24th June 2021



Board of Management

Sr. No.	Name of Member	Position
1	Dr. Sanjay. D. Patil	President
2	Shri. Satej D. Patil	Chairman
3	Shri. Raturaj S. Patil	Trustee
4	Sou. Pratima Satej Patil	Trustee
5	Shri. Tejas S. Patil	Trustee



Executive Committee



Dr. V. P. Kallimani
Principal & Chairman Member



Dr. A. M. Mane
Campus Coordinator



Mr. Suyog Patil
Administrative Officer



Mr. Gourav Chougule
IQAC Head & Editor



Mr. Bharat Powar
Editor



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Dean Academics &
HOD (Civil)



Dr. Shivleela Arlimatti
Dean Research &
HOD (CSE)



Mr. Gaurav Desai
Dean Student Affairs



Mr. Sagar Porlekar
Dean Administration



Mr. Rahul Patil
Dean Examination



Mr. Sanjeev Deshpande
HOD (Electrical)



Mr. Rohan Shirsat
HOD (Mechanical)



Mr. Jagannath Ware
HOD (General Science)



Mr. Pritam Desai
Training & Placement
Officer



INTRODUCTION

The Quality Manual of the D.Y. Patil College of Engineering Salokhe Nagar, Kolhapur is the structure and design of the Institute Quality Management System (QMS), the interconnectedness of the processes that constitute the system, and the operational arrangements which support the quality assurance activities and academic standards at the Institute.

Quality manual is for the Academic Quality Improvement Programme of the Higher Learning activities. This Manual articulates commitment to quality and continuous improvement. It gives an outline of the key processes with references to policies and procedures that comprise institute quality manual, and provides a holistic and integrative view of the quality management of the institute's activities. The activities and practices that are described apply to the entire institute community.



Vision & Mission

Vision:

To strive and become centre of excellence in under graduate engineering education.

Mission:

- M1** – To nurture a culture of excellence in teaching & learning with active involvement of stakeholders.
- M2** – To provide quality technical education with focus on fundamentals and hence become a preferred educational institute in this region.
- M3** – To encourage students participation in academics, co curricular and extracurricular activities for their overall personality development and they emerge as innovators, leaders and entrepreneurs.
- M4** – To promote sustainable practices with ethical values



Green Campus

"The nature nurtures you, if you nurture the nature"

WHY?

To Reduce Global Warming And To Go For Sustainability.

"Because we have been spewing more than **40 Billion Tonnes of CO₂** annually into the atmosphere, and polluting it", which is causing a **Global Warming**.



Pancha Maha Bhootas

Pancha Maha Bhootas are the main reasons for a life on earth. Keeping them clean and hygiene is our fundamental responsibility. Due to man made mistakes, and non-eco friendly inventions, and practices, we are endangering the "PANCHA MAHA BHOOTA". This has an impact on the nature and living beings. Its high time to wake up and protect the god gift forever.

Global-warming

Due to the man made mistakes of pollutions with Pancha Bhootas, our earth is changing towards a warmer world. The climate change is resulting because of the continuous emission of greenhouse gases due to the industrialization, transport, energy, lifestyle etc. The effect of Global warming is the Climate change is resulting into an untimely rains, floods, and effect of change of seasons etc. The UN has listed one of the main agendas, "the sustainable goals". A research, practices and educations are necessary amongst the public in order to reduce the greenhouse gases (40 Billion+ tons CO₂ is emitted annually-NASA), which causes the global warming. *It is a high time for GREEN, Sustainable and Smart education, ideations, research and innovations in professions, Pedagogy (School to universities), services and practices, and homes.*

The Pancha maha bhootas and possible Engineering research and applications are:

- ✓ Earth or Prithvi: Healthy farming
- ✓ Water or Jal : Clean water
- ✓ Fire or Agni: Energy
- ✓ Air or Vayu : Clean Air
- ✓ Ether or Akasha : Clear Akash (Pollution free)

In our Institute Green campus, we have been researching, and practicing Green concepts, via education, curriculum, and technical project by students in green technologies. We have open labs utilized in practical studies, and utility in the campus. We implemented, paper less practices, Rain water harvesting (RWH), Waste (Nala) water management (WWM), Sensor controlled lighting system, 3R (Reduce, Reuse, Recycle) waste wood as signboards, afforestation. Hybrid energy (Wind and Solar) station, Compost generation, micro hydro, is some of the projects are in pipeline. To bring the awareness about the importance of "Go green", we have introduced, awareness programs to the public, international seminar on "Climate Change", breathing earth competition,



invited many International scientists and experts, who are working in Green Areas. We have formed a GREEN CLUB, and our students are actively involved in the above activities. We are moving towards a zero carbon and sustainable Green campus.



Dr. V.P. Kallimani

Principal



BEST PRACTICES

INTERNATIONAL

- International Guest talk series (IGS)
- International Seminars
- International Webinars

ACADEMICS

- Hybrid teaching (Online and Offline)
- Virtual Labs
- Teaching Innovations (Active learning, Mind maps)
- Academic training and workshops

STUDENTS

- Student development programs (SDP)
- ARMY 100 (Student capability building) program.
- SUMMIT (Final year Project competition)
- INVENTO (inventions from all competition)
- Leadership programs
- Cultural activities
- Training, workshops, Placements
- Green Club

RESEARCH

- Tejas Innovation Centre (TIC)
- KIC (Kolhapur Incubation centre)
- Incubation centre (Data Science, IOT, Green technology)
- Machine learning
- Knowledge management
- Languages
- Green Buildings
- Water



CAMPUS

- Swachh Bharat Abhiyan
- Green campus (with green technologies, RWH, 3R, Renewable energy)
- Afforestation

SOCIAL

- Village adaptation (cleaning, training..)
- Training to rural students
- Modern Techniques of farming

DYP SALOKHENAGAR - GREEN (TECHNOLOGY) campus (Pancha Mahabhootas concepts)

SENSOR controlled LED lighting



RWH Rain water Harvesting (Rooftop)



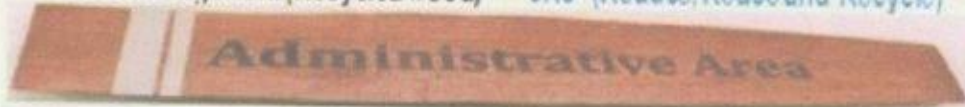
Waste Water Harvesting (WWH)



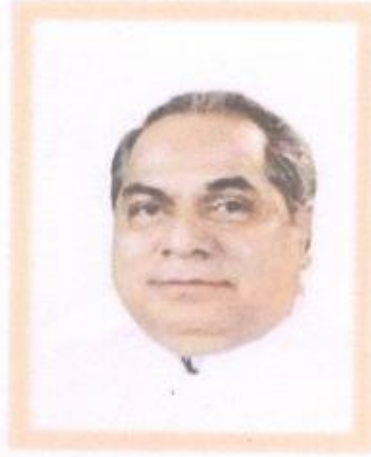
GARDEN n Ground using WWH



Waste Management (Recycled wood) "3Rs" (Reduce, Reuse and Recycle)



Founder's message



Padmshree Dr. D. Y. Patil
(Founder President)

I am very proud to share that our college under Dr. D. Y. Patil Pratishthan's is becoming one of the most eminent Higher Educational Institution today in the city and is renowned for standards of its Faculties, students. It is constantly pushing the frontiers of knowledge and ensures the futuristic approach that keeps pace with the changing trends of the professional world. It is a matter of pride and privilege for me to see all of you doing well as Teachers and students. Let me remind you that, academic success has always been cherished tenfold when coupled with achievements in the various other nonacademic arenas. I wish and hope that all of you continue with same zest and contribute nobly as future pillars of the nation.

I wish the students studying at D. Y. Patil College of Engineering all the very best in their future endeavors and grand success to the faculties in their efforts to impart excellent education. God Bless.



President's Message

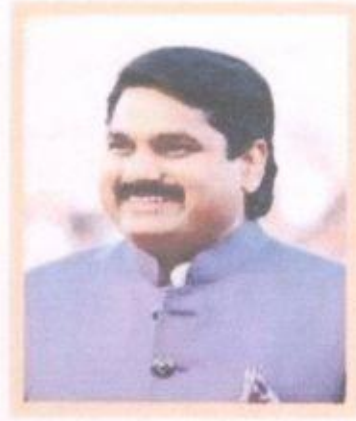


Dr. Sanjay D. Patil
(President)

The D. Y. Patil Pratishthan's College of Engineering foray into higher education is becoming a case study for academic success and astute decision making. Today it stands as a benchmark for others who aspire to emulate. Each of our campuses is a landmark in itself, having a culture of commitment, transparency, and teamwork. The College is committed to providing students with abundant and diverse opportunities to explore and express themselves not only in education but also in sports, arts, and culture. I believe nurturing the potential of the student, giving them exposure to the latest developments enables them to become competent and quality conscious engineers. The world-class infrastructure and environment in the college reflect the meticulous care taken in maintaining high academicians and most ultra-modern laboratories.



Chairman's Message



Shri. Satej D. Patil

Vice President and Chairman

(MLC & Minister of State for Home (Urban), Housing, Transport, Information Technology, Parliamentary Affairs & Ex. Servicemen Welfare, Govt. of Maharashtra & Guardian Minister of Kolhapur)

21st Century learning is not just about learning knowledge but how to construct it and apply it to life. I am glad to see my Engineering College students construct and apply all they learning the co and extra-curricular activities they participate in. I believe that my Students and Faculty are like the missiles, and can skyrocket their aspirations, materialize them and become global citizens. It is always a matter of pride to extend support to an enthusiastic team of students and faculty members who are focused to collaborate for the betterment of this college.

Wishing you all a grand success in all your future assignments. Great Going.



Trustee's Message



Shri. Raturaj S. Patil

MLA Kolhapur South & Trustee

I take this opportunity in welcoming you to an exciting, new educational experience on one of the city's growing educational campuses. I invite you to visit our Salokhe nagar campus and experience for yourself the energy and excitement of a college focused on student success. We are looking forward to bringing excellence at every stage of a student's career and are continuously evolving a full-fledged Institution providing one of the best opportunities for students seeking high-quality education.



Campus Coordinator Message



Dr. A. M. Mane
Campus Co-ordinator,
DYP Salokhenagar

Dr. D. Y. Patil Pratishthan's College of Engineering, Salokhenagar, Kolhapur was established in the year 2014 under the visionary leadership of Padmashree Dr. D. Y. Patil with a vision to promote excellent technical education & it is further nurtured by Hon. Dr. Sanjay D. Patil, President of Dr. D. Y. Patil Pratishthan and Vice President Satej alias Bunty D. Patil (Minister Of State home). We are committed to providing quality technical education, research and development work and patent-filling to various needs of Industries which include business, Service Sector, and the society. The college has various engineering branches which provide excellent quality education and realistic Engineering knowledge.



Principal Message



Dr. Vishweshwar Kallimani

Principal, DYPCOE Salokhenagar

Our aim is to prepare our young Engineers with Quality Education, Critical thinking,

innovative and Problem solving Dr. D. Y. Patil Pratishthan's College of Engineering, Salokhenagar, Kolhapur was established in the year 2014 under the visionary leadership of Padmashree Dr. D. Y. Patil with a vision to promote excellent technical education & it is further nurtured by Hon. Dr. Sanjay D. Patil, President of Dr. D. Y. Patil Pratishthan, and Vice President Satej alias Bunty D. Patil, Minister of State Minister of State for Home (Urban), Housing, Transport, Information Technology, Government of Maharashtra.

We are committed to providing quality technical education, research and development work and patent filling to various needs of Industries which include business, Service Sector, and the society. The college has various UG Engineering Programmes, B. Tech in CSc, Data Science, Electrical, Civil, Mechanical Engineering, and provides an excellent quality education and realistic Engineering knowledge.

Our emphasis is on Sustainability and Green Technology. We have implemented RWH, Renewable energy, Energy saving concepts, waste management. Our students will have an opportunity of designing green technologies, and further continue higher studies or get excellent jobs or become Entrepreneurs. Under ARMY 100, students will have a rigorous training in Technical and non-technical multi disciplines and be ready for the nation and industry as a responsible Engineer.



Our International exposure and connections are excellent, we have an International and National advisory board. We have organized many International Guest talks from eminent Professors, Experts and Scientists from Japan, Malaysia, Germany, Hong kong on smart cities, UN goals, IOTs, Data Science, Energy etc. Our industrial linkages provide a good exposure to our students via internship programs and also employability possibilities in the industries.

KIC (Kolhapur Incubation Center) has been operational in our campus since two years; students can become members and start their start-ups. All facilities will be given in the incubations center.

Our students develop their concepts and expertise by practicing innovative Engineering in learning, and practicing. They will be transformed into caring and responsible Engineers of the tomorrow.

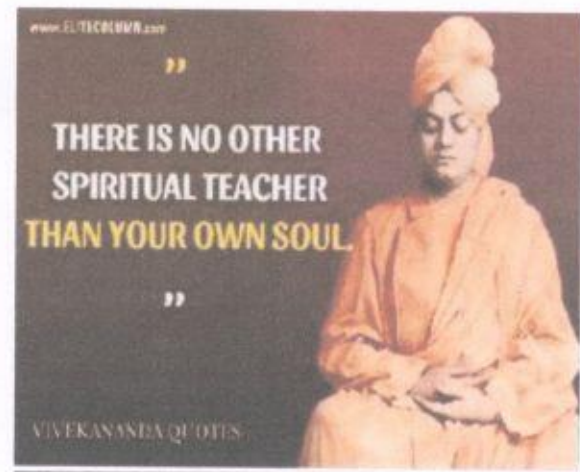
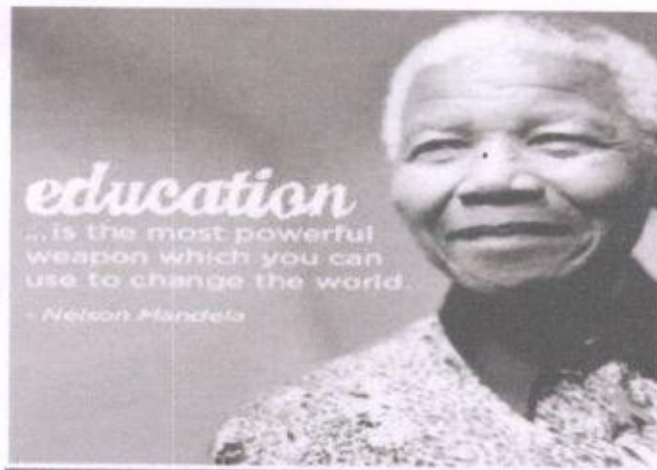
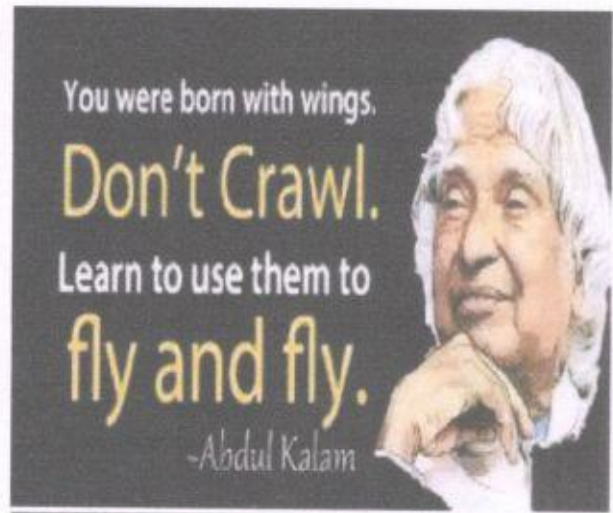
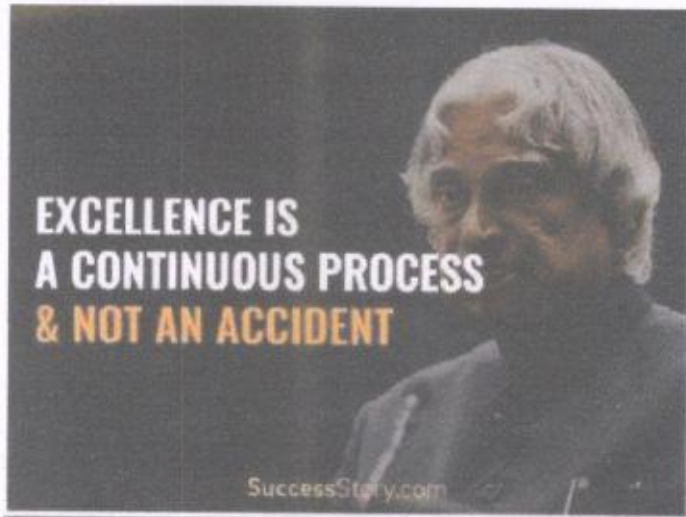
“Education is the most powerful weapon which you can use to change the world” – Nelson Mandela.

“Teachers open the door, but you must enter by yourself” – Chinese Proverb

Date : 24th June 2021



Famous Quotes



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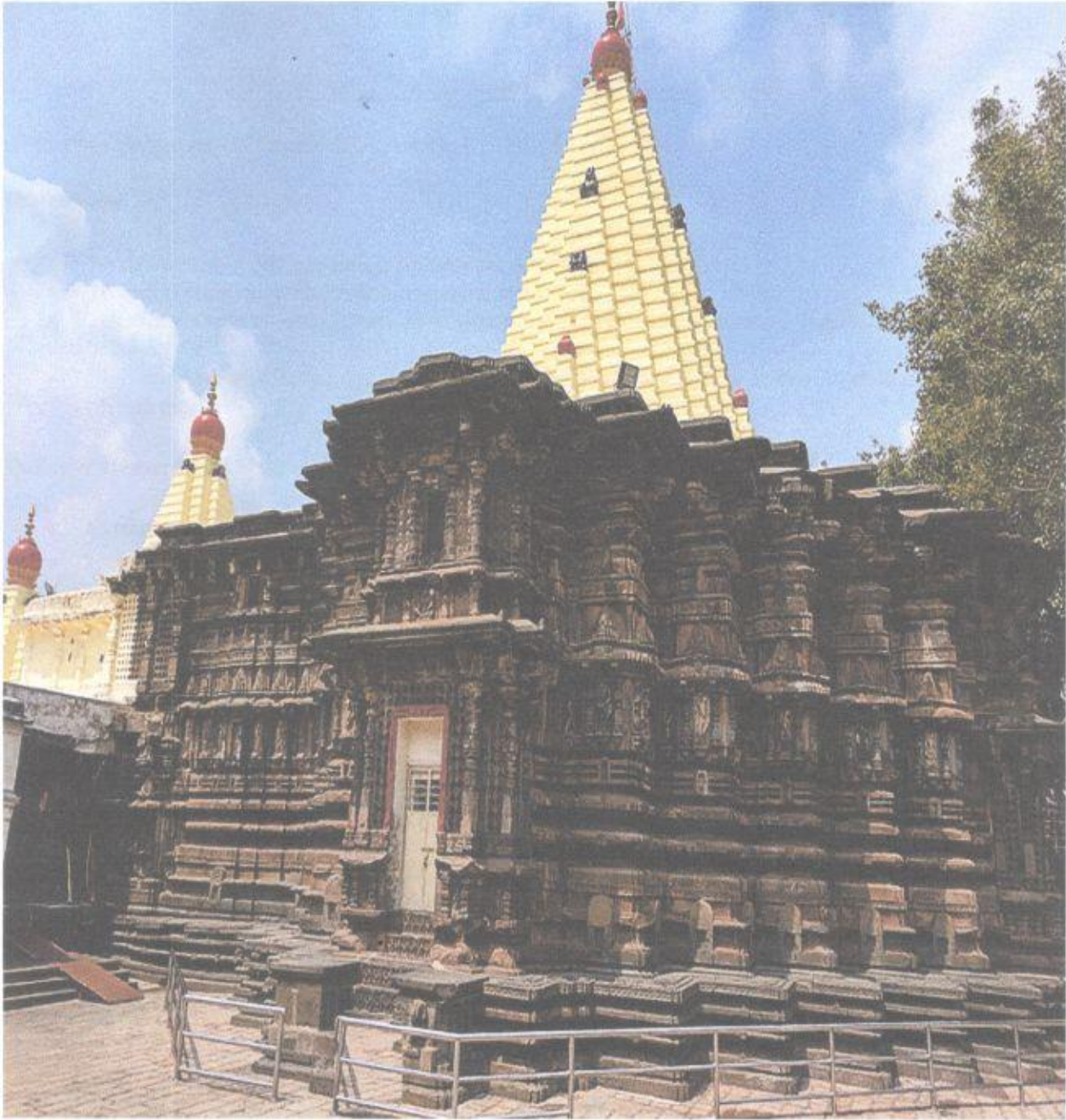
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SECTION A NON-ACADEMIC POLICIES





Mahalaxmi Temple, Kolhapur



Policy No: A-1**Policy Name: Admission of student**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD..

Objectives:

- To device a smooth admission process for students.
- To enroll students with all required data on time.
- To ensure students and parents have ease of convenience in admission process and query solving in time.
- To ensure systematic storage of all student data, documents in the system in online as well as offline mode.

Policy Statement and Guidelines:

- Systematic admission process in the Institute.
- Ensuring smooth admission process of every student.
- Timely updation of daily admitted students online as well as offline.
- Collection of Original documents of students and properly storing them for Office records.
- Keeping track record of every student admitted in the Institute for all the years.

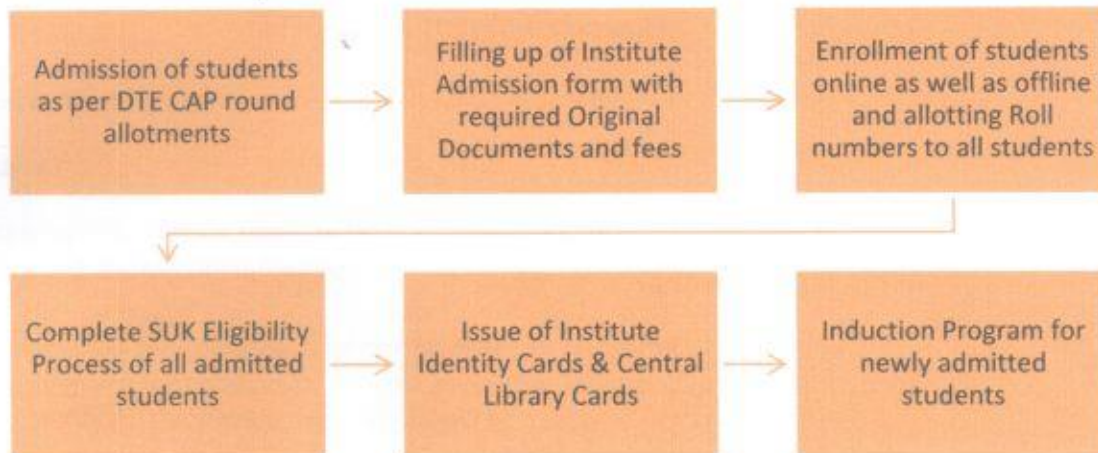
Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Prof. Gaurav Desai	In charge and Dean Academics
Mr. SuyogPatil	Administrative Officer
Prof. Sagar Porlekar	Dean- Administration
All Head of Departments	



Standard Operating Procedure:

- *Student Dean will prepare the flowchart for admission process.*
- *Creating separate sections in Office for smooth admission process.*
- *Daily updation of all the admissions done and reporting it online as well as offline.*
- *Resolving student queries on time by addressing it by respective section Head.*
- *Conduction of induction program as per AICTE rules for newly admitted students.*
- *Issue of Identity cards with accurate details of students on it.*



Policy No: A-2**Policy Name: Recruitments**

Reference: Washington Accord/AICTE/UGC/Govt of India, MEITY, MHRD..

Objectives:

Any organization wants its future to be in good and safe hands. Hence, hiring the right resource is a very important task for any organization.

- Preparing the Recruitment policy for different categories of employees
- Analyzing the recruitment policies, processes, and procedures of the organization
- Identifying the areas, where there could be a scope of improvement
- Streamlining the hiring process with suitable recommendations
- Choosing the best suitable process of recruitment for effective hiring of resources

Policy Statement and Guidelines:

Recruitment Procedure: Teachers: (Assistant Professor /Associate Professor /Professor/ Principal)

➤ Manpower Planning:

Manpower planning is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institute. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Head of the Department. He will put up the requirement for his / her respective department to the Management during the semester. The Management then determines if the vacancy is to be filled through in-house staff or a new employee has to be selected. As far as possible the Management will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. Definite guidelines are to be followed for calling the qualified candidate. Head of the Department calculate the Human resource requirement:

Consolidation of subject wise teaching load Calculation & Student – Teacher Ratio (as per NBA guideline)

➤ Succession Plan:

A process, involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant. In this process Assistant Professor may be promoted as Associate. Professor, Associate Professor may be promoted as a professor. The succession can be:

a. Absolute Succession: The identified candidate full fills all conditions required for appointment; hence, no special conditions are involved in the appointment.

b. Conditional Succession: The identified candidate full fills minimum conditions but the appointment against the special conditions must be fulfilled during agreed time period. Special conditions may comprises of Acquiring higher qualification, certifications etc.

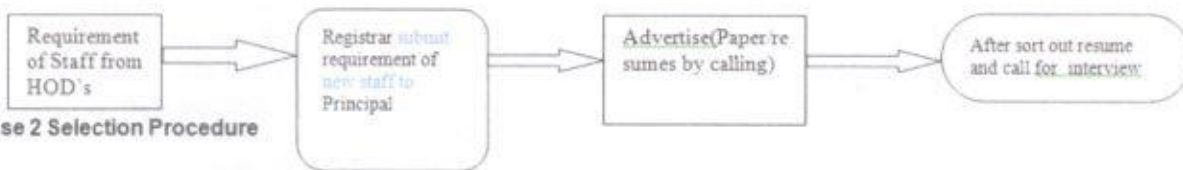


ROLES AND RESPONSIBILITIES

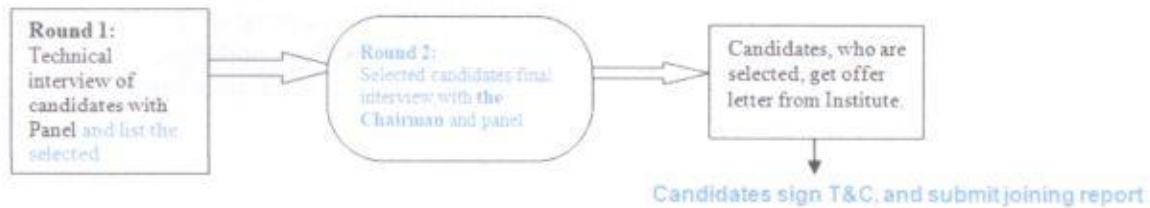
ROLE	RESPONSIBILITY
Prof. V. P. Kallimani	In-charge
Mr. Suyog Patil	Execute the process
Prof. Sagar Porlekar	Execute the process
HR	Execute the process

Standard Operating Procedure:

Phase 1 Recruitment



Phase 2 Selection Procedure



Policy No: A-3**Policy Name: Resignation & closing****Objectives:**

- To create a smooth and professional process for faculty to process for resignation.
- To enable the Institute to prepare for alternative staff
- Not to disturb the semester and students.

Policy Statement and Guidelines:**Termination of Employment**

Termination of employment - whether voluntary or involuntary – marks the end of the employment relationship between the Institute and the employee. A voluntary termination occurs when an employee leaves a job on his or her own initiative, as with a resignation or retirement. An involuntary termination is one initiated by the Institute, and includes a layoff or discharge. Certain employees who terminate voluntarily or who are laid off and are later reemployed by the Institute may be eligible for reinstatement. An employee who decides to resign from a position at the Institute should give ample notice of his or her intention to leave, to allow supervisors and managers in the department, laboratory, or center sufficient time to assess their needs in replacing the individual, and to allow time for processing of final salary and other payments upon termination. At least 4 weeks' notice of by Staff members should be given to the department. Resignation will be accepted only after the semester, and after completing the academic process (Syllabus completion, submission of Course files, ad other requisite docs).

Reason:

To carry out the smooth closing process without affecting the Institute.

Guidelines

- During the semester period no resignations will be accepted
- One month notice of resignation must be given (submit to the HOD)
- HODs will discuss with the Principal and arrange for alternatives.
- Staff has to complete the task given and submit necessary documents to HOD
- Staff has to get NOC from the concerned depts in a format letter, duly signed by the respective Heads.
- Staff has to complete the syllabus, Labs, assessments, and submit the course file, lab report results of the subjects handled so far from previous semesters till the present semester to the HOD.

Once the above points are met, then only relieve and experience letters and final salary shall be paid

Resources

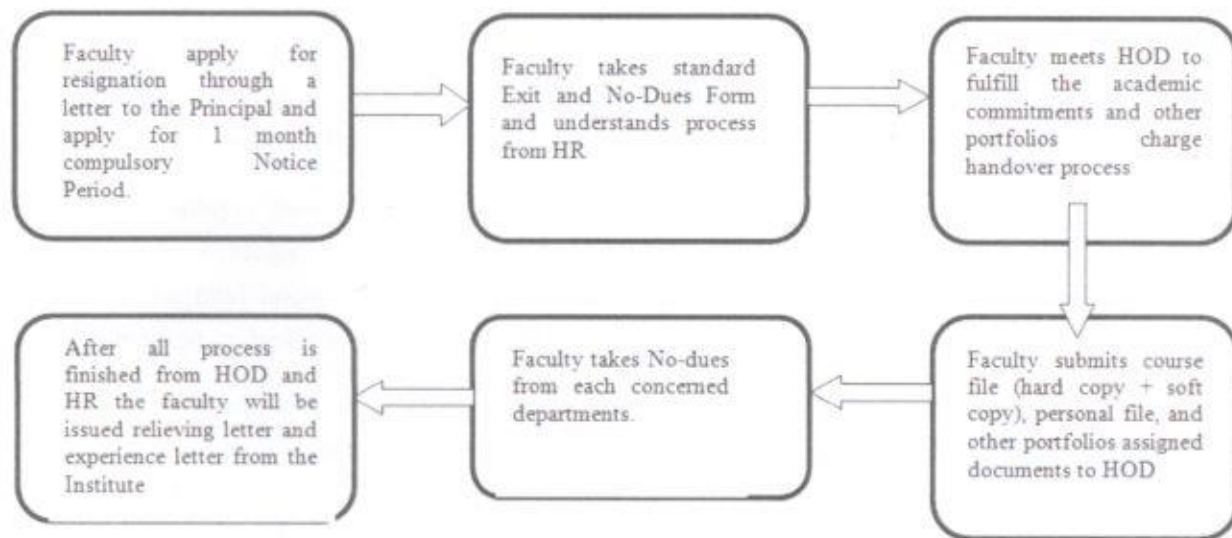
- SUK Academic Calendar, SUK Exam Rules & Regulations



ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr. V. P. Kallimani	Principal
Mr. Suyog Patil	AO
Mr. Sharad Mangure	Accounts
HODs	Admin

Standard Operating Procedure:



- Defaulters will not receive: the last salary drawn, Relieving and experience letter.
- Faculty should apply in written format to the Principal to apply for resignation and issue of 1 month notice period.
- Faculty should understand the exit process from HR and take required No-dues form.
- Faculty should fulfill all concern commitments allocated to him before applying for resignation.
- HOD to verify the resignation process applied by the Faculty.
- The institute should not suffer any academic, financial or other losses or issues due to sudden faculty resignation.
- Institute will issue the Relieving letter and Experience letter to the resigning faculty after the concerned as fulfilled the exit process.
- Defaulters will not receive: the last salary drawn, Relieving and experience letter.



Policy No: A-4**Policy Name: Leave Matters****Objectives:**

This operating procedure applies to all employees of the organization in the Regular Service (regardless of probationary or other status), as well as all Executive, and Part-Time employees.

Policy Statement and Guidelines:

- All leave must be documented by using the Leave Request form. Before requesting paid leave, employees must confirm that the leave to be requested is available by checking the leave balances on their most current pay voucher or through the employee self-service system.
- To assist with scheduling and operational requirements, all foreseeable leave must be requested at least two weeks prior to the requested leave date. If the leave is unforeseeable, the leave form should be completed and submitted to the supervisor as soon as the employee returns.
- The employee must complete the Leave Request form indicating the type of leave to be taken (e.g. compensatory off, casual leave, Medical Leave, leave without pay), the dates of the leave and the total hours to be taken from the designated leave category. The completed form is submitted to the immediate higher authority for approval.
- The Establishment department independently verifies whether the employee has the leave available before approving a request for paid leave. Once confirmed, the supervisor returns a copy of the approved Leave Request form to the employee, keeps copy for his or her records. If the leave is not approved, the establishment department returns a copy of the form to the employee stating the reason the leave was not approved.

Leaves for:

- SUK approved faculty : as per the SUK guidelines
- Adhoc faculty: 11 casual leave per year, Medical leave: 6 days per year, with medical cert
- Non-Teaching: 12 CLs per year, Medical leave: 6 days per year with medical cert

Note:

- More than 3 days leave shall not be taken when the semester is ON.
- Only in extenuating circumstances, extra leave (max 5 days) may be considered (case by case)
- Apply 3 days before the leave period
- Comp off must be availed within 2 months of the duty leave worked
- In charge for the work to be adjusted by the leave takers, during leave period.

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE

Prof. V. P. Kallimani

Mr. SuyogPatil

Mr. Pradnya Magar

HOD

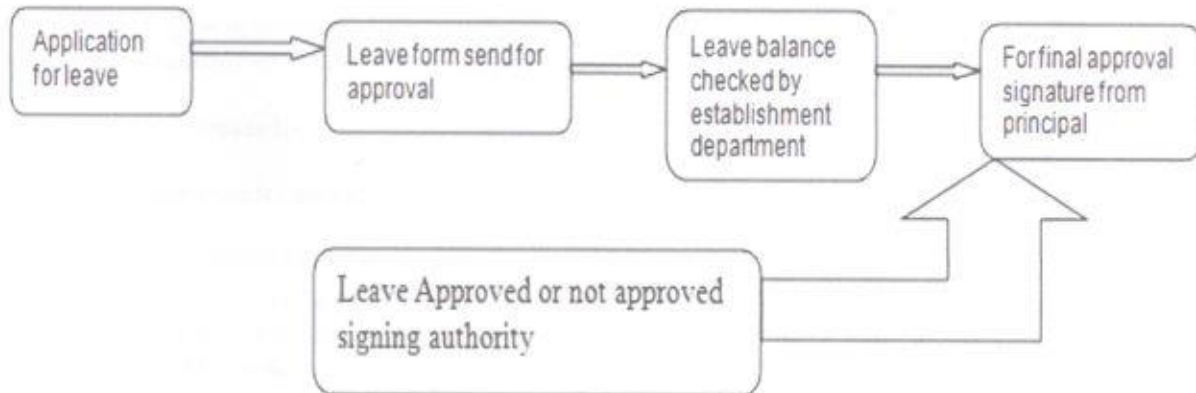
RESPONSIBILITY

Principal

Administrative Officer

HR

Standard Operating Procedure



Policy No: A-5**Policy Name: Office Staff Works**

Objectives: This operating procedure applies to office staff of the organization in the Regular Service.

Policy Statement and Guidelines:

Administrative officer is the over-all in charge of administrative functions, His & team specific duties and responsibilities are as follows:

1. Accountant Officer:-

As an accountant you will be responsible for preparing accounts, budgeting and managing financial information. You could also be advising and helping clients, whether that's individuals or international companies, on financial situations.

Accountant's core responsibilities are typically to prepare and examine financial records, assuring information is up to date and accurate. However, you could specialize in particular areas such as forensic accounting or taxation or focus on more specific areas of a Educational campus financial department.

Duties of an accountant:-

Typical accountant duties and responsibilities include:

- Preparing accounts and tax returns.
- Monitoring spending and budgets.
- Auditing and analyzing financial performance.
- Financial forecasting and risk analysis.
- Advising on how to reduce costs and increase profits.
- Compiling and presenting financial and budget reports.
- Ensure that financial statements and records comply with laws and regulations.
- Keeping account books and systems up to date.
- Any other task, which may be assigned by the Campus Coordinator/ Principal/AO from time-to-time

2. Affiliation Section:-

- Coordination with AO for Directorate of Technical Education / SUK and AICTE / Higher Education (Ministry) documents.
- Drafting letters to University / AICTE / Govt. / SUK /NAAC /DTE and report to AO
- Coordinating with SUK University & AICTE Affiliation work and report to AO
- Coordination with SC/ST/BC/EBC / Minority /welfare department for Scholarship
- Admission of Students (Convener quota/Management quota)
- Online uploading for student data for scholarship
- Maintaining all original certificates of teaching Faculty & Non Teaching.
- Maintenance of all type of Passwords
- Daily Checking of all circulars and report to AO

- Principal Cabin files maintenance.
- Preparing Staff Appointment and Relieving order.
- Staff details according to AICTE / SUK.
- Assisting Admin office whenever requires assistance.
- Be responsible for the safe custody of all the files in the department/section and maintain strict confidentiality on all matters related to the office work of any nature.
- Any other task, which may be assigned by the Campus Coordinator/ Principal/AO from time-to-time

3. Student Section:-

- Coordinates with Dean-Admin., to receive the details of the Fresh Batch of students.
- Coordinates with respective HoD and ensures details of students for all Examinations.
- Arranges to issue appointment letters as examiners for the conduct of practical, theory (under autonomous) and project work viva-voce.
- Receives the filled in Examination Application forms from the students.
- Arranges to circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards.
- Arranges to prepare the list of candidates and the courses for which they are appearing for.
- Arranges for the issue of Hall tickets.
- Receives the Internal marks (finalized) and the attendance of each section of students from respective Head of the Department and arranges to forward the same to SUK.
- Coordinate the examinations with Chief Superintendent (EXAM) and publication of results within one month after the completion of examinations.
- Arranges to inform examiners for the spot valuation of answer scripts in SUK.
- Arranges to receive the Mark Statements and the Consolidated Mark Statements of students from SUK.
- Arranges for the conduct of advanced supplementary Examinations for outgoing students after the publication of final year results.
- Arranges to forward the applications of students for the recounting and revaluation of answer scripts as the case may be.
- Informs the Chief Superintendent with regard to the malpractice cases, if any, and forwards the same to the SUK to take decisions.
- Arranges to get the Provisional Certificates and Degree Certificates of the graduated students from the University.
- Collect result analysis and provides the same to each HoD, Dean, Academics, Registrar, Principal,CC , All examination concerned records to be kept in safe custody and be made available as and when required.
- Complete the students Eligibility work up to date.
- Any other task, which may be assigned by the Principal from time-to-time.

4. Cashier Section:-

- Writing and maintaining accounts, cash books / ledgers
- Preparation of monthly accounts including writing of cash books, journals
- Verifying bills prepared



- Preparation and consolidation of budgets pertaining to all departments/sections/centers
- Cash collection
- Supervision of challan writing and remittance to bank
- Supervision of postal accounts, if any
- Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/Principal for scrutiny
- Verification of cheques and bills
- Writing daily collection register for college accounts.
- Writing demand draft register, and other forms of money value register.
- Preparation of audit reports and replies
- Responsible of keeping the following in safe custody a. Bill books / receipt books b. Files pertaining to accounts/purchases c. Registers d. Cash books e. Ledgers f. Vouchers g. Cheque books / pass books h. Bank challans i. Fixed deposit certificates j. Other important office documents
- Preparation of salary reports
- Preparation of acquaintance register and obtaining signatures of all employees
- Attending to the subject of income tax, and performing TDS at source for all payment transactions
- Writing Caution deposit register, if any
- Any other accounts related function assigned from time to time
- Any other task, which may be assigned by the Principal from time-to-time.

5. Maintenance Section:-

- Cleanliness and Housekeeping of the institution (Inside & Outside Buildings)
- Delegation of work and supervision of Attenders & Sweepers Coordination with Department for arrangement of Conference / Seminars / Meeting/Functions etc. including coordination with Transport Dept(School).
- Arrangement of Stores / Stationery, Inventory, Annual Stock Verification and Waste Management
- All the outside work related to purchase & other administrative works.
- Campus Maintenance
- Liaison with Purchase / Stores.
- Supply of Stationery items to all Depts. according to Indent Maintenance of all Stationery items and Office materials and Students record notebooks.
- Any other task, which may be assigned by the Campus Coordinator/ Principal/AO from time-to-time

Resources

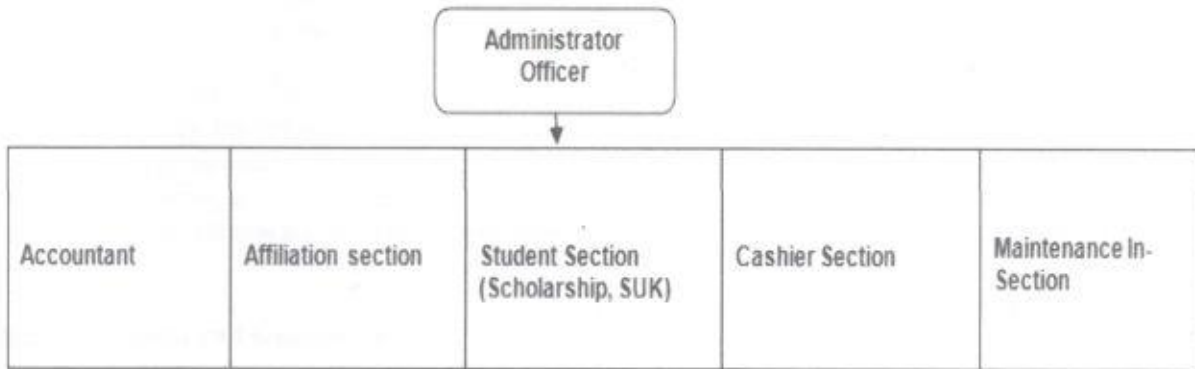
- SUK Academic Calendar, SUK Exam Rules & Regulations



ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Prof. V. P. Kallimani	Approve
Mr. SuyogPatil	Monitor the process

Standard Operating Procedure:



Policy No: A-6**Policy Name: Library**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD..

- <https://www.aicte-india.org/sites/default/files/Aicte%20Internship%20Policy-%202002.04.2019.pdf>

Objectives:

- To establish and maintain an effective relationship with the students, faculty, researchers and staff of the Institute to ensure an informed and integrated approach to the creation and delivery of information services.
- To select, collect, create, organize, preserve, manage and provide access to information sources in print, non-print and digital forms, regardless of physical location, to support scholarly pursuit, learning, teaching and research in the Institute.
- To facilitate and promote access to the fast growing and expanding collection of digital sources of primary and secondary information.
- To manage the information resources effectively and actively promote the optimum usage.
- To serve as Learning Resource Centre for knowledge management development in the area of Engineering, Science & Technology and related areas.
- To collaborate with other libraries, networks and consortia to optimize the access to knowledge base.

Policy Statement and Guidelines:

- **Home Lending:**-The counter for issue/return is kept open between 9.00 a.m. to 5.00 p.m.. Students, teachers, research scholars can borrow books from this counter.
- **Current Awareness Service:**-To facilitate easy & quick access to its collection a current awareness service is provided by library on regular basis. This service is in the form of contents of current periodical through e-mail & also informed about new books added to library.
- **Reference /Referral Service:**- Library staff gives personal guidance & attention towards students & teachers for searching the information & finding their quires.
- **Current Content Service:**-A Table of Contents of new arrival Journals are send to all faculties by mail regularly.
- **Wi-Fi Facility:**-Free Wi-Fi network is available through the Library. Students have to registered their Laptop & after that they can use Wi-Fi connectivity for study purpose.
- **Digital Library:**-In Digital Section of library has high speed for Internet browsing , so our users can access all e contents like e-Journals, e-books ,video lectures(NPTEL Video lectures) easily
- **Question Papers:**-Old question papers & syllabus copies are available in the form of softcopy & hardcopy

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE

Dr V.P.Kallimani

Mrs Leena Jadhav (Librarian)

Mr. Tanaji Yadav

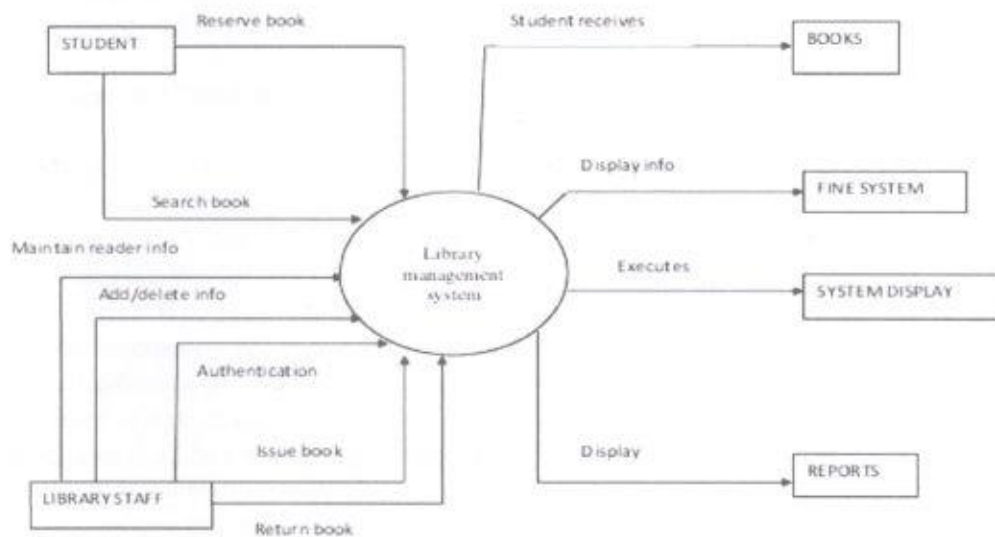
RESPONSIBILITY

In charge

To monitor process

To issue books

Standard Operating Procedure



1. Library facility is to be used for academic purpose only.
2. To avail this each desiring Students (On Call Roll) should enroll as a member & get Library Borrowers Card.
3. Journals and Reference Books are not issued to Students on Borrower Card.
4. The Policy to be followed for Issue of Books will be on "First Come First Serve Basis"
5. Library Borrower Card is **Non –Transferable**.
6. **Only two books** will be issued for a week against borrower card and for one book use reading section against Identity card. If any book is not returned before due date, an overdue charge of **Rs. 05/- per book, per day** will be charged.
7. If any book is lost or damaged by the Member, then he/she should replace the book or should pay the cost of replacement in addition to an overdue charge till date
8. Reference books, special books and Unbound Periodicals will not be issued; user can read those in Library only.



Policy No: A-7**Policy Name: Anti-Ragging****Reference:** Washington Accord/UGC/Govt of India, MEITY, MHRD..**Objectives**

- To aware the students of dehumanizing effect of ragging inherent in its perversity.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To promptly and stringently deal with the incidents of ragging brought to our notice.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished

Policy Statement and Guidelines:

- Constitution of Anti-Ragging Committee and Anti Ragging Squad;
- Setting up of Anti-Ragging Cell
- Installing CCTV cameras at vital points;
- Anti-Ragging Workshops;
- Updating all Web sites with Nodal Officers complete details, alarm bells etc.;
- Regular interaction and counselling with the students;
- Identification of trouble-triggers;
- Mention of Anti-Ragging warning in the Institution's prospectus and information Booklets
- Brochures shall be ensured; and Surprise inspection of hostels, student accommodation, canteens, rest cum recreational
- Rooms, toilets, bus-stands and any other measures which would augur well in preventing/ quelling ragging and any uncalled for behaviour/ incident shall be undertaken.

Resources

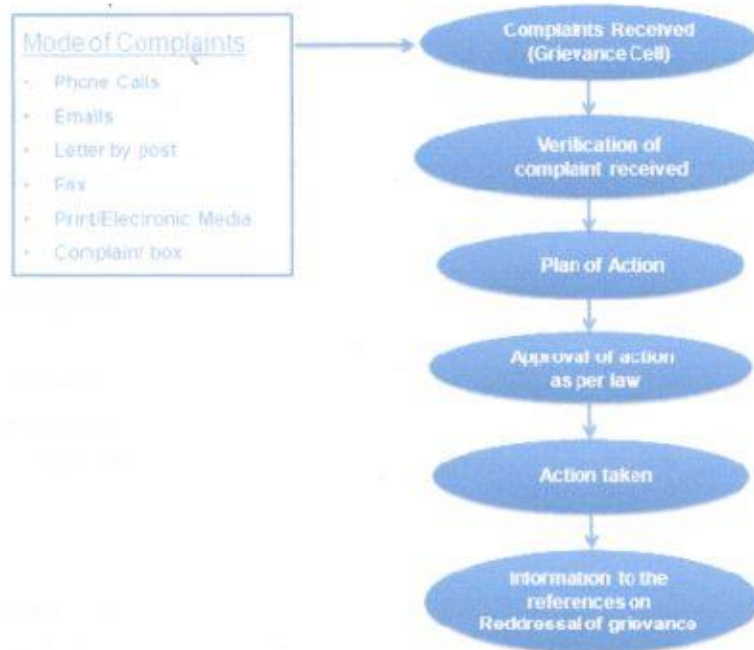
- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr. V. P. Kallimani	In charge
Gourav Desai	To monitor the Process n sign the docs.
HODs	To monitor the Process,(forward the claims if any to the Principal)
Student Representative	To report any Ragging issues



Standard Operating Procedure



As per the order of Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students on

- Any act of Indiscipline, Teasing or Handling with Rudeness.
- Any act that Prevents, Disrupts the Regular Academic Activity.
- Any activity which is likely to cause Annoyance, hardship, Psychological Harm or creates Fear or Apprehension.
- Any Act of Financial Extortion or Forceful Expenditure.
- Any Act of Physical Abuse causing Assault, Harm or danger to Health.
- Any Act of abuse by spoken words, emails, SMS or public insult etc.
- Any Act of injury or infringement of the fundamental right to the human dignity.
- Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
- Any unlawful assembly or conspiracy to ragging.

Punishment to those found guilty

- Any student or group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments
- Debarring from appearing in any sessional test / University Examination
- Suspension from attending classes and academic privileges
- Withdrawing scholarships and other benefits
- Suspension from the college
- Cancellation of the admission



Policy No: A-8**Policy Name: Grievances**

Reference: Washington Accord/AICTE/UGC/Govt of India, MEITY, MHRD..

<https://www.aicte-india.org/sites/default/files/Approval%20Process%20Handbook%20-%20Revised.pdf>

Objectives:

- To formulate the policy to investigate and review complaints or grievances of students and faculties.
- To create awareness of availability of members for students and faculties to report grievances.
- To investigate the cause of grievances.
- To ensure effectual solution depending upon the gravity of the grievances.

Policy Statement and Guidelines:

The Grievance Redressal Committee (GRC) has to be formed in order to ensure transparency by technical institutions imparting technical education in admissions, preventing unfair practices, complaints of alleged discrimination by students of Scheduled Caste, Scheduled Tribe, OBC, Women, Minority or Disabled Categories, scholarship issues and sexual harassment and to provide a mechanism to innocent students and stakeholders for redressal of their grievances.

Guidelines:-

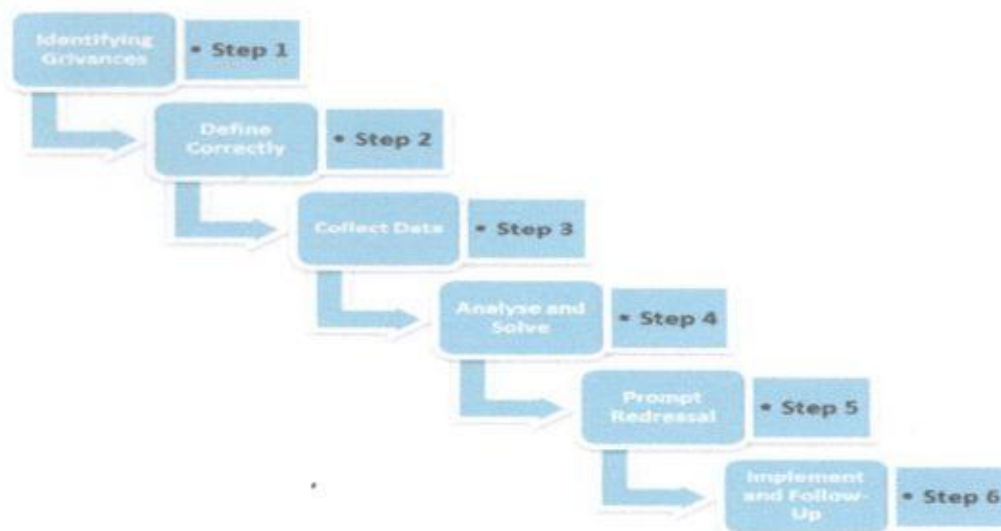
1. Formation of Grievance Redressal Cells (GRC) to handle grievances.
2. GRC has to prepare the Grievance Form to be filled for the any grievance.
3. Redress students', staff and faculty grievances separately
4. Redress girl students', lady staff and faculty grievances separately.
5. A separate cell for ladies.
6. Suitable timings for students', staff and faculty.
7. Redress grievances promptly.
8. To let employees present their issues without prejudging or commenting
9. Use positive, friendly ways to resolve the crisis than harsh steps, which disturb the system.
10. Reassure them that the authorities will be acting impartially and will try to resolve the matter as friendly as possible.
11. Ensure effective, sensitive and confidential communication between all involved
12. Ensure that there is proper investigation of the facts and figures related the problem

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr V.P.Kallimani	In charge
Gaurav Chougule	To monitor the Process n sign the docs.
HODs	To monitor the Process,(forward the claims if any to the Principal)
Student Representative	To report any Ragging issues

Standard Operating Procedure:

- Accepting the Grievance:- Complainer should fill the grievance form and submit same to the GRC.
- Identifying the Problem: The grievance expressed by the complainer maybe at times simply emotionally, over-toned, imaginary or vague. The GRC, therefore, needs to identify or diagnose the problem stated by the complainer.
- Collecting the Facts: Once the problem is identified as a real problem, the GRC should, then, collect all the relevant facts and proofs relating to the grievance. The facts so collected need to be separated from the opinions and feelings to avoid distortions of the facts. It is useful to maintain the facts for future uses as and when these are required.
- Analyzing the cause of the Grievance:- Having collected all the facts and figures relating to the grievance, the next step involved in the grievance procedure is to establish and analyze the cause that led to grievance. The analysis of the cause will involve studying various aspects of the grievance such as the employees past history, frequency of the occurrence, management practices, union practices, etc.. Identification of the cause of the grievance helps the management take corrective measures to settle the grievance and also to prevent its recurrence.

- Taking Decision: Finally, a decision is taken which is best suited to the given situation in the organization. Such a decision should serve as a precedent both within the department and the organization.
- Implementing the Decision: The decision, whatsoever taken, must be immediately communicated to the Complainer and also implemented by the GRC. The decision, thus, implemented should also be reviewed to know whether the grievance has been satisfactorily resolved or not. In case, it is not resolved, the GRC once again needs to go back to the whole procedure step by step to find out an appropriate decision or solution to resolve the grievance.



Policy No: A-9**Policy Name: Purchases****Reference:**

https://doe.gov.in/sites/default/files/Manual%20for%20Procurement%20of%20Goods%202017_0_0.pdf

<https://www.wbho.co.za/downloads/governance/WBHO-32-Procurement-Policy.pdf>

https://www.rit.edu/sustainablecampus/sites/rit.edu.sustainablecampus/files/Procurement_Services_Manual.pdf

Objectives: The objectives of this Purchase policy are to ensure that:

- The correct goods or services are purchased in terms of quality and specification.
- Preferential Procurement goals are achieved.
- Best value for money is achieved.
- The process is in line with internal control systems to avoid the risk of fraud.
- The process is both ethical and efficient.
- The code of conduct is followed.

Policy Statement and Guidelines:

In every procurement, public or private, the basic aim is to achieve just the right balance between costs and requirements concerning the following five parameters called the Five R's of procurement. The entire process of procurement (from the time the need for an item, facility or services is identified till the need is satisfied) is designed to achieve such a right balance. The word 'right' is used in the sense of 'optimal balance'.

i) Right Quality

Procurement aims to buy just the right quality that will suit the needs – no more and no less– with clear specification of the Procuring Entity's requirements, proper understanding of functional value and cost, understanding of the bidder's quality system and quality awareness. The concept of the right balance of quality can be further refined to the concept of utility/value. For the Right Quality, Technical Specification is the most vital ingredient. In public procurement, it is essential to give due consideration to Value for Money while benchmarking the specification.

ii) Right Quantity

There are extra costs and systemic overheads involved with both procuring a requirement too frequently in small quantities or with buying large quantities for prolonged uses. Hence, the right quantity should be procured (in appropriate size of contract) which balances extra costs associated with larger and smaller quantities.

iii) Right Price

It is not correct to aim at the cheapest materials/facilities/services available. The price should be just right for the quality, quantity and other factors involved (or should not be abnormally low for facilities/works/services which could lead to a situation of non-performance or failure of contract). The concept of price can be refined further to take into account not only the initial price paid for the requirement but also other costs such as maintenance costs, operational costs and disposal costs.

iv) Right Time and Place

If the material (or facility or services) is needed by an organisation in three months' time, it will be costly to procure it too late or too early. Similarly, if the vendor delivers the materials/facilities/services in another city, extra time and money would be involved in logistics. An unrealistic time schedule for completion of a facility may lead to delays, claims and disputes.

v) Right Source

Similarly, the source of delivery of Goods, Works and Services of the requirement must have just right financial capacity and technical capability for our needs (demonstrated through satisfactory past performance of contracts of same or similar nature). Buying a few packets of printer paper directly from a large manufacturer may not be the right strategy. On the other hand, if our requirements are very large, buying such requirements through dealers or middlemen may also not be right.

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE

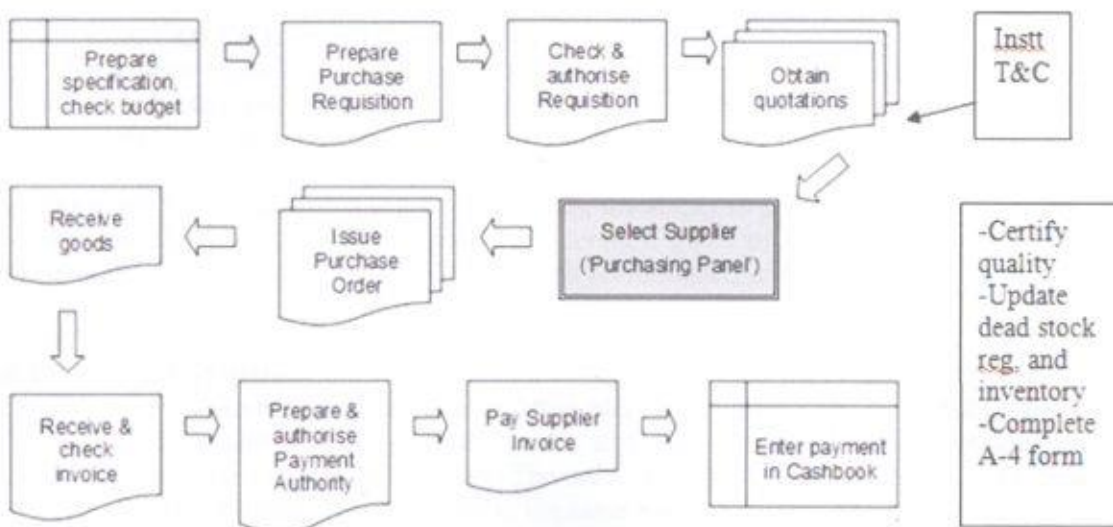
Dr V.P.Kallimani
Mr. J.V. Ware
HODs

Dean Admin, A.O.

RESPONSIBILITY

In charge
To coordinate the Process n sign the docs.
To monitor the Process,(forward the claims if any to the Principal)
To monitor the Process n sign the docs.

Standard Operating Procedure:



Purchasing STEPS

In charge staff raise the request of purchase after discussing with HOD (fill the Procurement form A3) from the Principal, Purchase committee, Management to be obtained for the amount > Rs 5000

P.O an order to be raised and inform the Account section. Send P.O on request from Vendors

Place order and make payments as per the negotiations made with vendors. T&C applies

Service and Warranty applies

Procure and complete the implementation, test, verify and validate

Prepare completion report (form A4) with images and keep copy in Dept, Acc, KMC.

PROCURE-TO-PAY

All purchases of goods and services must be done in an open and competitive environment to ensure that the prices that the institute pays are fair and reasonable. Below is an outline of the appropriate steps to take each time a purchase is made.

1. DETERMINE NEEDS:-

The first step in the purchasing process is to determine the need. The specifications, performance standards and/or scope of work should be outlined. These items should be general in nature to allow for sufficient competition in meeting them; they should neither reference nor be written specific to a particular brand, model or company.

2. IDENTIFY POTENTIAL SOURCES:-

The institute requires and encourages competition among suppliers in providing goods and services to the institute. Competition provides the greatest opportunity for the institute to procure goods and services at the best value. Accordingly, those involved in supplier selection have the responsibility to search broadly and completely for viable suppliers.

3. COLLECT QUOTES AND SELECT BEST VALUE

It is generally good practice to price transactions and collect quotes from a variety of sources before selecting one. The lowest price may not always be the best value; Units should consider the total cost of ownership, which includes the purchase price, transportation, handling, inspection, quality, rework, maintenance, disposal and other associated costs. Units should purchase from responsible sources possessing the ability to perform successfully under the terms and conditions of the institute with consideration given to such matters as supplier integrity, compliance with public policy, record of past performance, and financial and technical resources

4. PLACE THE ORDER

The Purchase Order is the mechanism that places the order with the supplier and provides a method for payment of the invoice; goods and services should not be obtained prior to the supplier receiving the Purchase Order. The order quantities, pricing and payment schedule on the Purchase Order should be established in the same way as the supplier will invoice.



5. RECEIVE THE GOODS OR SERVICE

Institute has a number of responsibilities related to receiving goods and services. The institute's system of internal controls requires that the proper separation of duties in completing these tasks. Upon receipt, the receiver should immediately inspect the shipment to be sure that it is correct, complete and not damaged. If there are any order-related problems, including discrepancies in pricing or amount, incorrect or missing items, etc. the supplier should be contacted immediately. If the goods are damaged, save all materials and the shipper should be contacted to come and inspect the items.

If either of these situations arise or if there are delivery or supplier performance issues, contact Accounts Payable before the payment terms expire to request a hold on payment. Once an invoice is paid, Procurement Services' ability to provide assistance in resolving disputes is diminished.

6. INVOICING AND PAYMENT

Accounts Payable is responsible for processing the payment of goods and services to suppliers in compliance with institute policies and standard processes, external regulations and legal requirements. It is standard process for suppliers to send invoices directly to Accounts Payable. If an institute receives an invoice, it should be scanned immediately and a copy of that invoice should be submitted to Accounts Payable.

When an institute approves a payment, it is attesting that it received the good or service, where applicable; that the payment amount is correct; that the payment should be made; and that the payment is business appropriate.

7. MAINTAIN RECORDS

Institute must maintain records for all transactions as described in SPG Section 604.1, Departmental Record Retention for Business and Financial Records.



Policy No: A-10**Policy Name: Statutory Processes**

Reference: Washington Accord/ AICTE /UGC/Govt of India, MEITY, MHRD/SUK..

Objectives:

- The objectives of this Statutory Processes policy are:-
- Prevention and prohibition of Ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education.
- In order to ensure transparency by Technical institutions imparting technical education, in admissions and with Paramount Objective of preventing unfair practices and to provide a mechanism to innocent students for redressal of their grievances. Best value for money is achieved.
- Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions.
- Monitoring & Documenting Purchase related activities
- To provide training and placements to college students. To enhance the library facilities on timely basis and upgrading the library as per the updated regulations.
- To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College

Policy Statement and Guidelines:

The guidelines provided for various Statutory Committees as per AICTE norms are as follows:-

Anti-Ragging Committee:-

Every Institution University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Antiragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender. Committee based on the complaint, and evidence, take legal action.

Grievance Redressal Committee:-

In order to ensure transparency by Technical institutions imparting technical education, in admissions and with Paramount Objective of preventing unfair practices and to provide a mechanism to innocent students for redressal of their grievances

Internal Compliance Committee (ICC):-

Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions.



Purchase Committee:-

Monitoring & Documenting Purchase related activities.

Training & Placement Committee:-

The Placement Cell's primary objective is to provide training and placements to college students. Various activities has to take place throughout the academic year in the college. Students has to be motivated to take the initiative to develop their attitude, soft skills and are given the opportunity to develop technical skills alongside analytical capabilities. The Training and Placement Cell aims to expose students to the nature of the corporate world therefore providing insight to their future professional careers.

Internal Quality Assurance Committee (IQAC):-

Maintaining the momentum of quality consciousness is crucial in Colleges. Internal Quality Assurance Cell, in fact, is conceived as a mechanism to build and ensure a quality culture at the institutional level. Every College should have an internal quality assurance system, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders. The internal quality assurance mechanism of the institution may be called "Internal Quality Assurance Cell (IQAC)". The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges.

Library Advisory Committee:-

- To frame general rules for the management of the Library
- To advise the Librarian regarding general library development
- To prepare the annual budget estimates
- To arrange for the stock taking of the library

Mentoring / Counselling Committee:-

Young adults nowadays are faced with a number of issues related to academics and otherwise during their student life. They are in need of an outlet to express their emotional upheavals. This is where a student counselor comes into picture. We have a regular counselor. The most common issues faced by students are related to time management, stress management, peer pressure, procrastination, body language, communication skills etc. One-to-one counseling sessions with the student counselor helps our students to sort out these issues and unburden themselves of their problems.

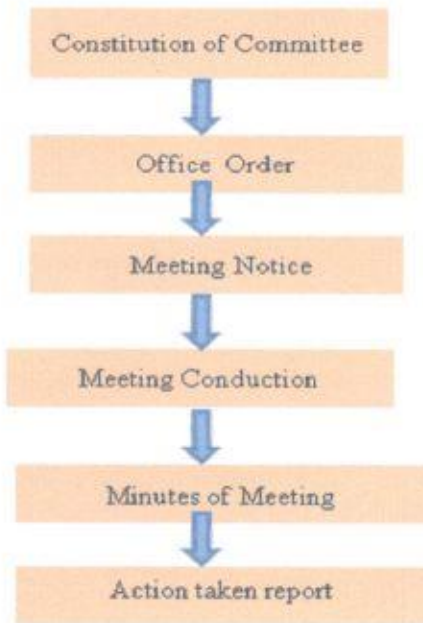
Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations



ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr V.P.Kallimani Committee Coordinator	In charge To coordinate the Process n sign the docs.
Dean Admin, A.O.	To monitor the Process n sign the docs.

Standard Operating Procedure:

Constitution of Committee:- As per the Shivaji University Kolhapur circular, each institute has to form and implement the different Statutory Committees. The coordinator of committee has to form the committee as per the guidelines provided by the Shivaji University.

Office Order:- Coordinator of Committee should prepare the official order of all committee members.

Meeting Notice:-

Every Committee should take two meetings for each semester. Before the meeting, the meeting notice should be circulated to all committee members one week prior to meeting. Agenda should be mentioned in the meeting notice.

Meeting Conduction:- Meeting should be conducted as per agenda mentioned, scheduled time and date in notice. Meeting Attendance should be recorded by taking signature of present members for meeting. Also meeting photos should be taken for the record.

Minutes of Meeting:-

Minutes of Meeting should be prepared based on the points discussed in meeting. It should be checked and verified by the chairperson of the committee.

Action taken report:-

The solutions decided in the meeting for various points should be recorded as an action taken report. It should be checked and verified by the chairperson of the committee.



SECTION B ACADEMIC POLICIES





Rankala Lake, Kolhapur



Policy No: B-1**Policy Name: Academic**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD., AICTE Guidelines, Shivaji University Guidelines, Shivaji University Academic Calendar

Objectives:

- To become an Institute with an academic excellence.
- To ensure effective academic implementation and delivery.
- To follow the academic rules and regulations, laid down by the Institute.
- To strengthen the teaching-learning process.

Policy Statement and Guidelines:

- The academic calendar for the Institute to be prepared in line with SUK calendar before the start of the Academic year, then similarly the academic calendar of the various departments to be prepared.
- To prepare the PO, PEOs, CO, PO for all the courses.
- All faculties to maintain a standard Course file for their respective subjects as per norms.
- The Academic Dean and Principal should take the student feedbacks periodically as per scheduled and take remedial action wherever necessary.
- The evaluation system for students should be transparent and help to develop quality merit students.
- All academic activities must refer and map the above points.

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES**ROLE**

Dr V.P.Kallimani

Prof. Gaurav Desai

Prof. Rahul Patil

Prof. Sagar Porlekar

RESPONSIBILITY

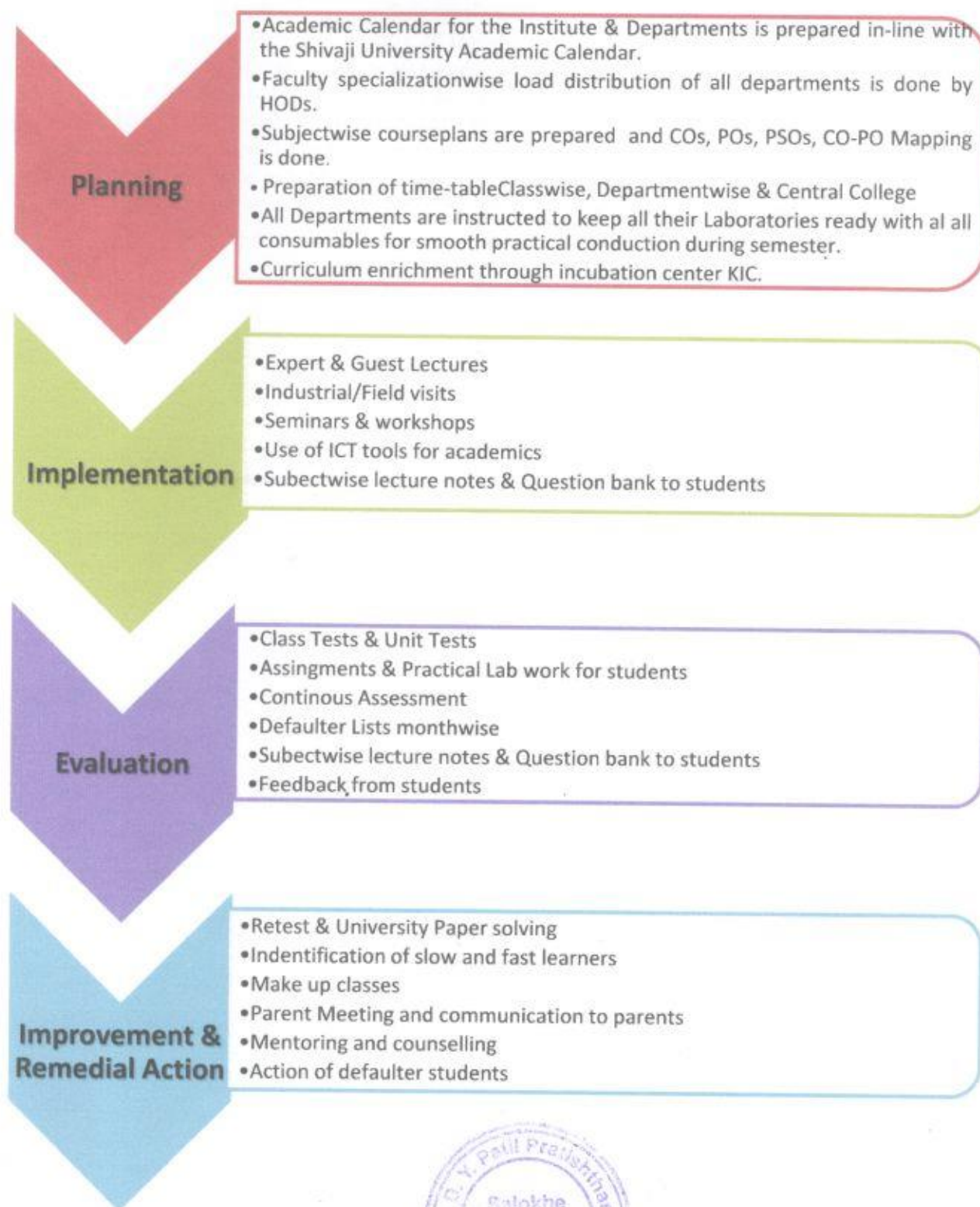
In charge

Dean Academics

Controller of Examinations

Dean- Administration

Standard Operating Procedure:



- Academic Dean will prepare the Academic Calendar for the Academic Year
- HODs to prepare Departmental Academic Calendar in line with Institute Academic Calendar
- Load allocation to faculty as per their specialization
- Display of Class-wise Timetable for all Departments
- Course Files to be maintained by all Faculty as per standards laid
- Student feedback to be taken twice in each semester by Academic Dean and Principal
- Ensuring 100% syllabus coverage for all Departments
- Monthly Defaulter List and syllabus coverage reports to be displayed
- Student Evaluation to be done by Topic wise class tests and Units Tests twice in a semester
- Industry visit for students as per syllabus to be planned at the start of the semester
- Faculty-wise allocated Mentoring of students to be done periodically as planned



Policy No: B-2**Policy Name: Online Teaching**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD.. AICTE Guidelines, Shivaji University Guidelines, Shivaji University Academic Calendar

Objectives:

- To provide remote-access to lectures in various disciplines of Engineering.
- To motivate students for conceptual learning by arousing their curiosity.
- To provide a complete around the digital platform where the students can avail the various tools for learning, including additional web-resources, video-lectures and self-evaluation.
- To strengthen the teaching-learning process.

Policy Statement and Guidelines:

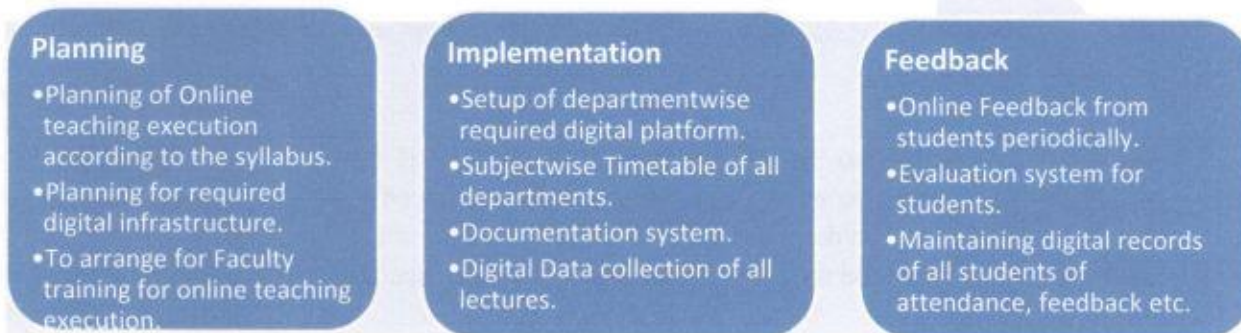
- The Online teaching schedule for the Institute to be prepared in line with SUK calendar before the start of the Academic year, then similarly the same of the various departments to be prepared.
- To prepare a standard Digital Teaching structure as per standards.
- To plan for infrastructure required to execute the online teaching.
- To develop a platform to access the Digital learning through any remote location.
- Use platforms MS Team, X-recorder, Google talk, Moodle, Zoom.
- Conduct online teaching contents, and Virtual labs contents in a standard format an place in a Knowledge base, Y- drive.,
- Adhere to the assessment policy, 3 units for test1, other 3 units for test 2, complete the coverage of syllabus.
- Analyse the results every semester and note the variance

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr V.P.Kallimani	In charge
Prof. Gaurav Desai	Dean Academics & Student Affairs.
All HODs	Incharge
Prof. Sagar Porlekar	Dean- Administration

Standard Operating Procedure:

- Academic Dean will prepare the Lecture plan structure and regulations for the Academic Year of the Institute.
- HODs to prepare Departmental plan in line with the Institute plan.
- Load allocation to faculty as per their specialization.
- Display of Class-wise Timetable for all Departments.
- Online teaching records to be maintained by all Faculty as per standards laid.
- Student feedback to be taken twice in each semester by Academic Dean and Principal.
- Ensuring 100% syllabus coverage for all Departments.
- Monthly Defaulter List and syllabus coverage reports to be displayed.
- Student Evaluation to be done twice in semester and as per the rules of University.



Policy No: B-3**Policy Name: CHB Teaching**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD/ AICTE/SUK.

<https://www.aicte-india.org/sites/default/files/Approval%20Process%20Handbook%20-%20Revised.pdf>

Objectives:

The key objective of these guidelines is to develop a useful and viable collaboration between the Educational Institutions and Industry. The guidelines seek to enhance quality of Education and skills by the involvement of academicians, scholars, practitioners, policymakers in teaching, training, research, and related services on a regular basis and to attract distinguished individuals who have excelled in their field of specialization

- To develop a CHB teaching process (start-end)
- To do requirement analysis
- To appoint CHB staff
- Time allocation to complete syllabus
- Remunerations

Policy Statement and Guidelines:**QUALIFICATIONS AND EXPERIENCE:**

- An Adjunct Faculty/ Resource person shall be a Faculty retired from Technical Institution or a person of eminence, with or without a Post Graduate or Ph.D. qualifications having 10 to 15 years of experience from Industry/ Organization. There shall be no upper age limit for Adjunct Faculty/ Resource Person as long as he/ she add value to the Education and academic activities of the Institution. He/ She shall satisfy the following norms:
- Teaching and research Organizations of State/ Central government Institutions/ Universities • Central and State Public Sector Undertakings (PSUs) • Reputed Industries • Civil servants (IAS/ IPS/ Officials from Central and Provincial Services) and Professionals and Officials from professional Councils • NRIs and PIOs working with reputed overseas academic, research and industrial Organizations or having a demonstrated interest in Indian issues.

Deliverables

- To deliver proper handouts, encourage students to write notes, make student centric learning. Submit course file (NAAC based)

TA/ DA AND HONORARIUM:

- The Adjunct Faculty shall work at the host Institution for a minimum of 02 days per visit.
- Out station faculty get TA/ DA, Honorarium, and other facilities provided to Adjunct Faculty
- Actual bills to be submitted for claim

Honorarium

- An honorarium of Rs 400, only (Rupees four hundred only) per hour for theory lecture, And for the practical. Rs 200 (Rupees two hundred only) per hour will be paid.
- The performance of every Adjunct Faculty shall be monitored at the end of the assignment based on the "Performance Report" submitted to the host Institution for continuation/ renewal of tenure.

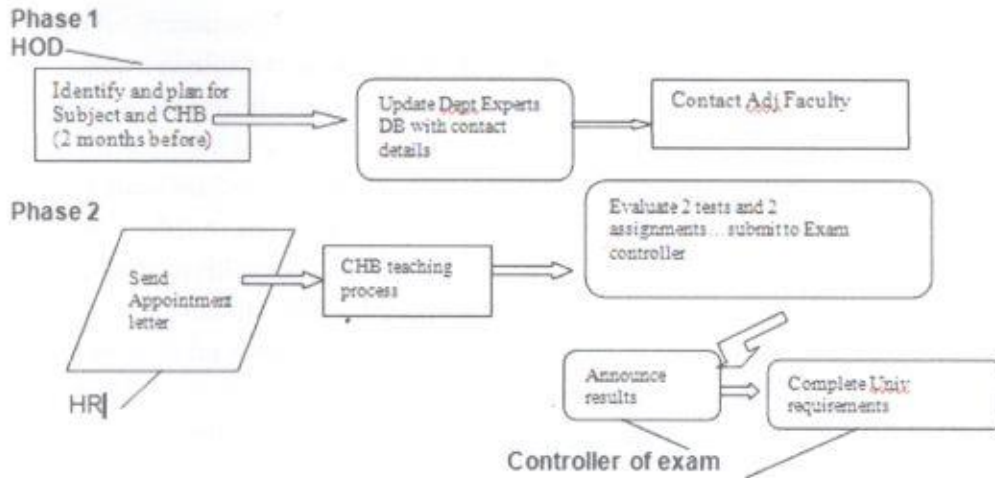
Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr V.P.Kallimani	In charge
Gaurav Desai	To monitor the Process n sign the docs.
HODs	To monitor the Process,(classes, attendance, hours of teaching, Student Feedback) and forward the claims by 15 th of every month to the Principal
Sharad Mangure	Accounts to verify and disperse the amount to the adj faculty.

Standard Operating Procedure:



- HODs analyse and propose to have no of Adj faculties for the subjects (10% of the total staff (11))
- 50% payment will be made at the mid semester, and remaining 50% will be made after the complete process and submission of the relevant documents.



Policy No: B-4**Policy Name: Virtual Labs**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD. AICTE Guideline, Shivaji University Guidelines, Shivaji University Academic Calendar

Objectives:

- To provide remote-access to Labs in various disciplines of Engineering.
- To motivate students to conduct and understand the experiments by arousing their curiosity.
- To provide a complete around the Virtual Labs where the students can avail the various tools for learning, including additional web-resources, video-lectures and self-evaluation.
- To strengthen the teaching-learning process.

Policy Statement and Guidelines:

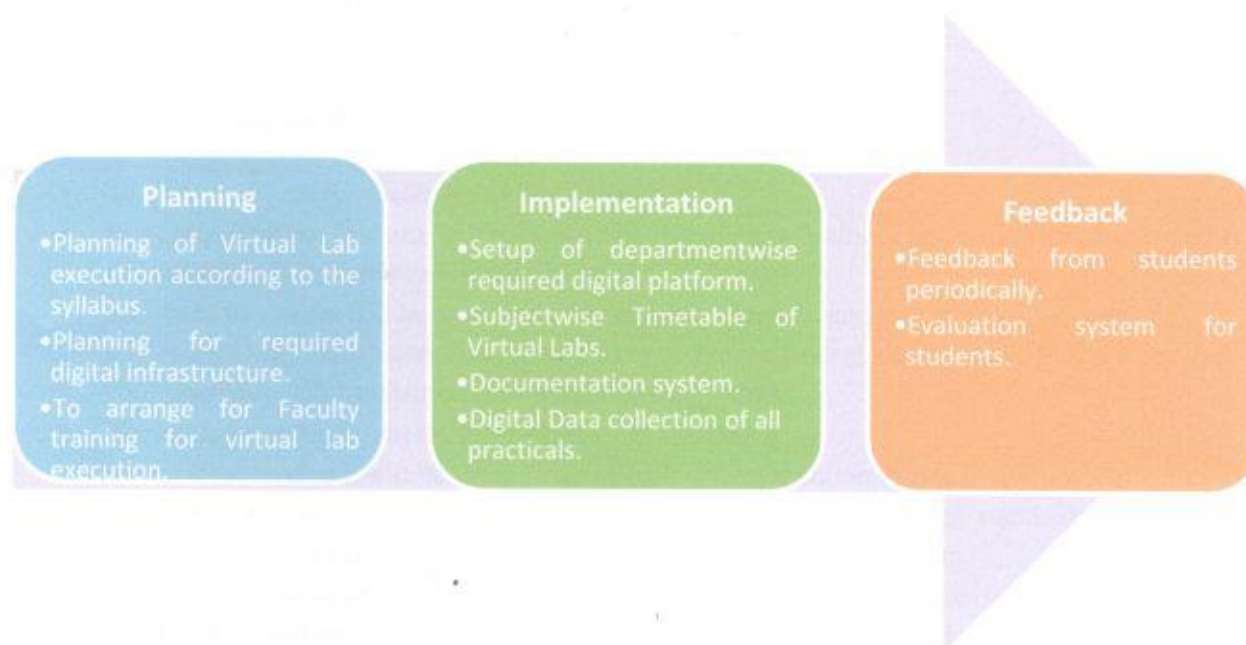
- The virtual lab schedule for the Institute to be prepared in line with SUK calendar before the start of the Academic year, then similarly the same of the various departments to be prepared.
- To prepare a standard Virtual Lab structure as per standards.
- To plan for infrastructure required to execute the virtual lab concept.
- To develop a platform to access the Virtual Labs through any remote location.
- Min 10 experiments of each subjects to be prepared as per the SUK guidelines
- Subject wise, place in a Knowledge base in Y drive along with theory contents.
- This is a standard format used for all expts, and all branches.
- You may modify to suit the subject needs.
- Lab in charge to fill-up and circulate to all students
- Organize labs virtually (use videos...)
- Use excel sheet for simulation, input variables, process diagram, output results
- Student to submit the lab report (max 2 pages) soft copy to the in-charge
- Students to re-perform the experiments offline, once the Institute opens and follow the Lab norms.
- Based on the instructions, they may have to re-write the lab report in detail.
- Three lab reports and course file shall be retained as a record for NAAC, NBA etc

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr V.P.Kallimani	In charge
Prof. Gaurav Desai	Dean Academics & Student Affairs.
Prof. Sumant Lokhande	Incharge
Prof. Sagar Porlekar	Dean- Administration

Standard Operating Procedure:

- Academic Dean will prepare the Virtual Lab structure and regulations for the Academic Year of the Institute.
- HODs to prepare Departmental plan in line with the Institute plan.
- Practical Load allocation to faculty as per their specialization.
- Display of Class-wise Timetable for all Departments.
- Virtual Lab records to be maintained by all Faculties as per standards lay.
- Student feedback to be taken twice in each semester by Academic Dean and Principal.
- Ensuring 100% practical syllabus coverage for all Departments.
- Monthly Defaulter List and syllabus coverage reports to be displayed.
- Student Evaluation to be done as per the rules of University in a semester.

Policy No: B-5**Policy Name: Student Feedback**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD, AICTE Guideline, Shivaji University Guidelines, Shivaji University Academic Calendar

Objectives:

- This policy applies to collecting and evaluating student feedback and opinions about individual unit, the course they are enrolled in, quality of teaching, resources and support available at the Institute.
- All students will be provided with the opportunity to provide feedback in full confidence of anonymity.
- Device an online feedback system for smooth processing of feedback.

Policy Statement and Guidelines:

- To ensure smooth feedback process in the Institute
- It is policy that the Institute will survey students to collect feedback on courses and units, quality of teaching; and experience with the Institute.
- Feedback processes will be anonymous, systematic, rigorous and respectful of the rights of students and staff and incorporate strategies to maximize student participation. Full privacy and confidentiality will be ensured at all stages of the process.
- The student feedback will be taken twice in each semester.
- The student feedback will be taken twice in each semester online/offline
- Questions carry on quality academics, teacher's confidence, interest kept, standards followed, convincing, subject knowledge, assessment, motivations, innovations etc.
- Actions to be taken on feedback conducted and doing corrective measures on it.
- The Institute will provide a range of opportunities for students to provide feedback and evaluate feedback from students at different stages of students' learning journey in line with the Quality Management Framework.

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES**ROLE**

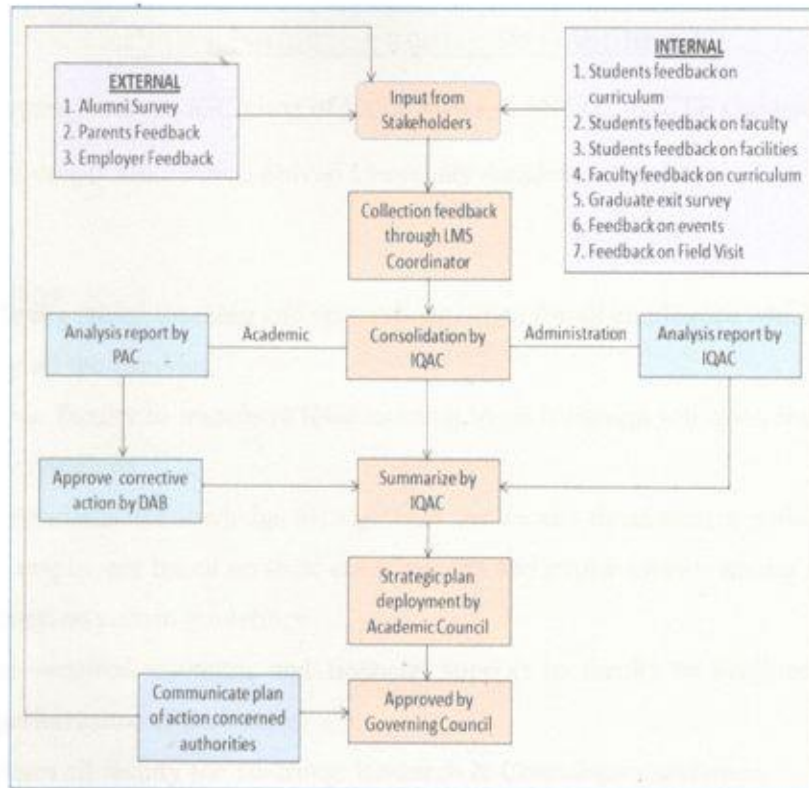
Dr V. P. Kallimani
Prof. Gourav Desai
All HODs

RESPONSIBILITY

Principal
In charge
To monitor the process



Standard Operating Procedure:



- Academic Dean to prepare Feedback policy for each academic year.
- Student Feedback will be used:
 - To improve the quality of courses and units through the development of annual improvement plans;
 - To support the scholarship of teaching;
 - To inform the professional development needs of academic staff;
 - To enhance course content.
 - To improve the provision of learning resources, facilities, equipment and services through the development of annual improvement plans; and to compare and benchmark the Institute's performance against the sector or other providers.
- Feedbacks will be analyzed and a report of subject-wise as well as faculty-wise each semester will be prepared and corrective measures will be taken on it by discussion with Principal.
- Faculties having best feedback will be given a appreciation letter and those having poor feedback will be issued a improvement letter.

Policy No: B-6**Policy Name: Faculty Development**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD, AICTE Guideline, Shivaji University Guidelines, Shivaji University Academic Calendar

Objectives:

- To promote organized teaching and research activities for all employees which results in periodic updating by all the faculties.
- To encourage faculty to transform their learning in their current job roles and also prepare them for future promotions.
- To set the standards of knowledge management and faculty development within the institute.
- To reward employees based on their contributions and evoke loyalty among the members of the institute based on certain guidelines.
- To provide required resources and financial support to faculty to heightened motivation and effective performance of their roles.
- To encourages all faculty for Teaching, Research & Consultancy activities.
- To creating favorable work climate for overall improvement of faculty.

Policy Statement and Guidelines:

- Dean academics, dean research and dean admin need to develop an institution-wide framework for teaching and research related activities that reflect the overall development of faculty.
- Faculty members need to make the plan to improve their teaching & research related skills.
- Faculty knowledge up gradation, workshops and achievements will be considered one of the criteria for faculty recruitment and promotion.
- Overall management of faculty development activities may be coordinated by Dean –A, Dean-R Dean Admin under direct supervision of Principal.

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

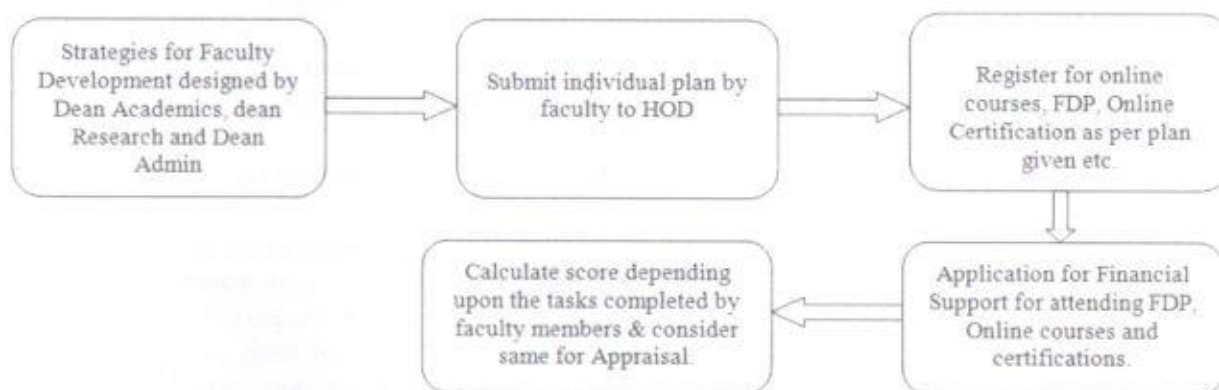
ROLE

Dr V.P.Kallimani
 Dean Academic , Dean Research, Dean Admin
 Dean Academic , Dean Research, Dean Admins
 Sharad Mangure

RESPONSIBILITY

In charge
 Prepare Faculty Development strategies
 Organize FDP
 Accounts

Standard Operating Procedure:



- Yearly plan will be designed by Dean Academics, Dean Research and Dean Admin with all the details.
- Faculties need to submit individual plan to HOD.
- Faculty members need to register and complete FDP/online course/ certification on new technologies as per given plan .
- Submit application to principal for fund if required through HOD and respective dean
- The overall score will be calculated depends on faculty improvement in knowledge up gradation and overall self development.
- The score will be considered for the faculty appraisal and promotion.



Policy No: B-7

Policy Name: IQAC

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD, AICTE Guideline, Shivaji University Guidelines, Shivaji University Academic Calendar

Objectives:

- The Academic Monitoring System is an integral part of the Institute.
- It is used to improve performance and develop beyond the curriculum contents to facilitate students.
- To help teaching faculty to know their performance.
- To help HoDs and Principal's to monitor academic activities.

Policy Statement and Guidelines:

- Academic coordinator should monitor the academic performance of students of each department.
- HOD of each department should appoint departmental academic coordinator who will monitor the academic of department.
- Monitoring must be done in every week, regarding syllabus completion in theory & practical, visit will be arranged for each subject.
- Departmental coordinator should report to the HOD regarding academic performance of students as well as faculty.
- HOD should give the report to academic coordinator in every 15 days.
- Academic coordinator will report to the principal.
- If anyone lacking in academic like syllabus completion or academics as per the academic calendar of the institute, immediate necessary action should be taken in that faculty.
- Plan of action should be given by the coordinator to the department to complete that within one week.

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE

Dr V.P.Kallimani

Gaurav Chougule

HODs

RESPONSIBILITY

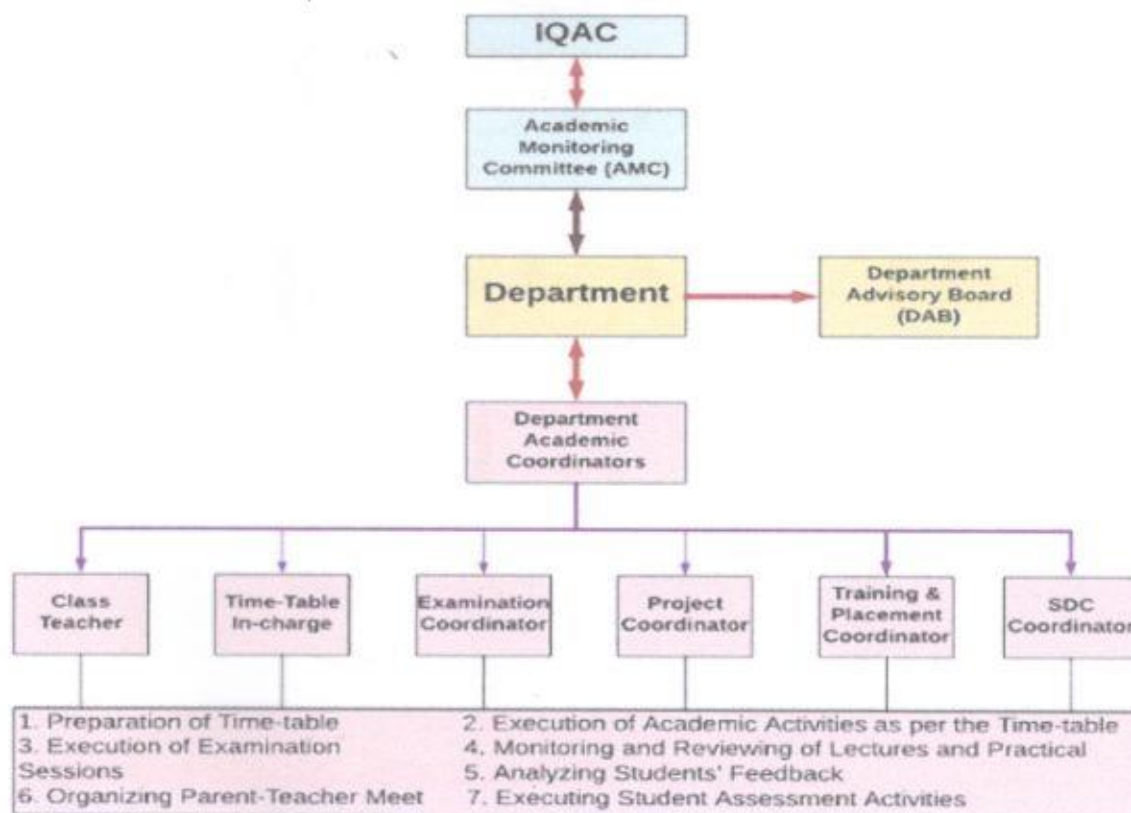
In charge

To monitor the Process n sign the docs.

To monitor the Process,(forward the claims if any to the Principal)



Standard Operating Procedure:



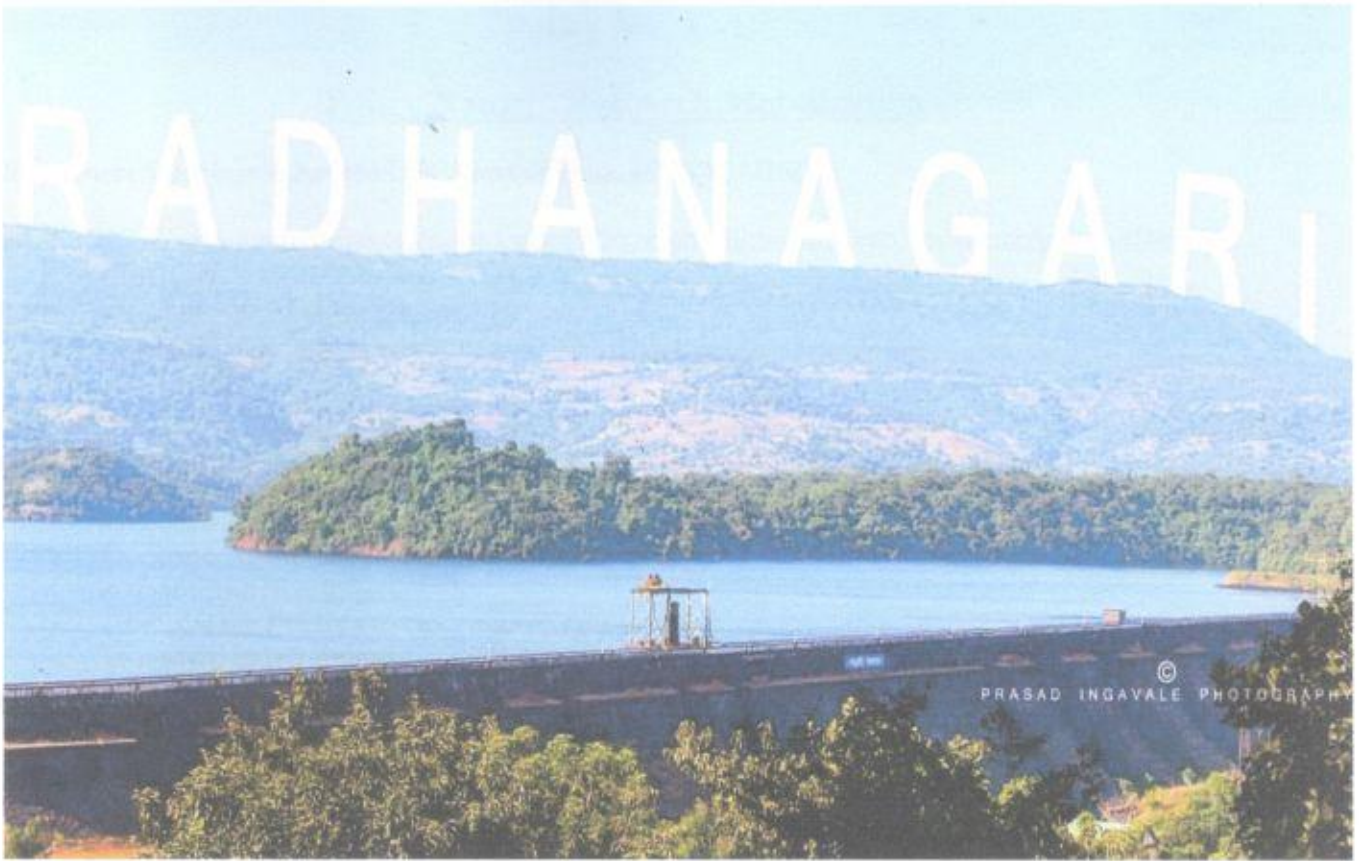
- Academic coordinator should monitor the academic performance of students of each department.
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- Monitoring must be done in every week, regarding syllabus completion in theory & practical, visit will be arranged for each subject.
- Departmental coordinator should report to the HOD regarding academic performance of students as well as faculty.
- HOD should give the report to academic coordinator in every 15 days.
- Academic coordinator will report to the principal.
- If anyone lacking in academic like syllabus completion or academics as per the academic calendar of the institute, immediate necessary action should be taken in that faculty.
- Plan of action should be given by the coordinator to the department to complete that within one week.

SECTION C

RESEARCH

POLICIES





Radhanagari Dam, Kolhapur



Policy No: C-1**Policy Name: Research Mobilization**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD..

- <https://www.ieagreements.org/assets/Uploads/Documents/History/25YearsWashingtonAccord-A5booklet-FINAL.pdf>
- <https://www.meity.gov.in/projects>
- <https://www.meity.gov.in/content/it-based-innovations-sustainability-water-resources>

Objectives:

- To create an enabling environment within in order to foster a research culture as well as provide a required support through research framework and guidelines.
- To ensure high level of efficient and effective support system to facilitate faculty and researchers in their research activities.
- To encourage faculties to carry out research projects.
- To nurture an environment of undertaking socially useful research with potential for commercialization.
- Establish R& D cell, Research Centres within with potential for Excellence.
- Develop interdisciplinary collaborations and partnerships nationally and globally.
- To obtain research funds internal and external.

Policy Statement and Guidelines:

- Faculty members of are expected to undertake research Projects offered by MHRD, UGC, AICTE & various universities & international organizations
- Faculty members to establish their departmental resources for research.
- The focus should be on student's involvement in research project wherever required
- Deans, HoDs, faculty members, students are expected to use our research centers effectively

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

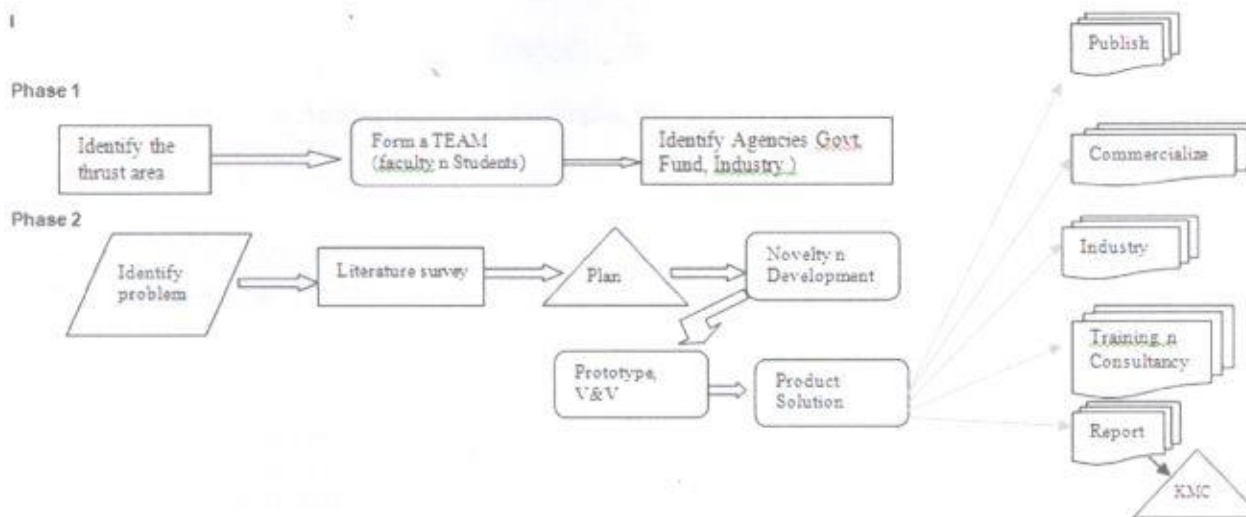
ROLES AND RESPONSIBILITIES**ROLE**

Dr V.P.Kallimani
Jagannath Ware
Gourav Desai
Sharad Mangure

RESPONSIBILITY

In charge
Research activities
Conferences
Accounts

Standard Operating Procedure:



- Principal investigator (PI) will come with idea
- Identify the Phase 1 (see fig), and form a team of same interests and title the team.
- Team can consist staff, students, experts, other organizations from India and Abroad
- Identify the problem in thrust area and start working on the problem with team.
- Students may be considering (FYP) for smaller problem segment.
- All funding management, accounts to be settled and maintained by the PI
- Monthly once meeting may be conducted with task and monitoring
- After the phase two, products/service may be used for Commercialization, industry etc as shown.
- If patenting to be done, 50-50% shared between PI and Institute
- Papers to be published in high impact factor Journals, and conferences.
- Institute provides seed funds, which can be used for materials, and conference expenses.



Policy No: C-2**Policy Name: Research Funds**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD.

- <https://www.ieagreements.org/assets/Uploads/Documents/History/25YearsWashingtonAccord-A5booklet-FINA>
- [L.pdfhttps://www.meity.gov.in/projects](https://www.meity.gov.in/projects)
- <https://www.meity.gov.in/content/it-based-innovations-sustainability-water-resources>

Objectives:

- To apply and get sanctioned funds by Government, NGO, MHRD, UGC, AICTE.
- To ensure high level of efficient and effective support system to facilitate faculty and researchers in their research activities.
- To encourage faculties to carry out research projects.
- To keep separate funds for research at institute level.
- Establish R& D cell, Research Centres within with potential for Excellence.
- Develop interdisciplinary collaborations and partnerships nationally and globally.

Policy Statement and Guidelines:

- Faculty members of are expected to get sanctioned funded research Projects offered by MHRD, UGC, AICTE & various universities, NGO's.
- Faculty members should establish their departmental-industrial relations to fetch the funds for research.
- Every department should try to apply for the schemes offered under Skill Development Program
- All Faculty members are required to utilize institutional fund for research effectively.
- Quarterly account to be tallied and report with progress summary to submit to the Principal
- After completion of funds, the detailed report of the project and the account details to submit.
- If joint project with other organizations, the lead organization maintain the reporting and accounts, and finance matters.

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES**ROLE**

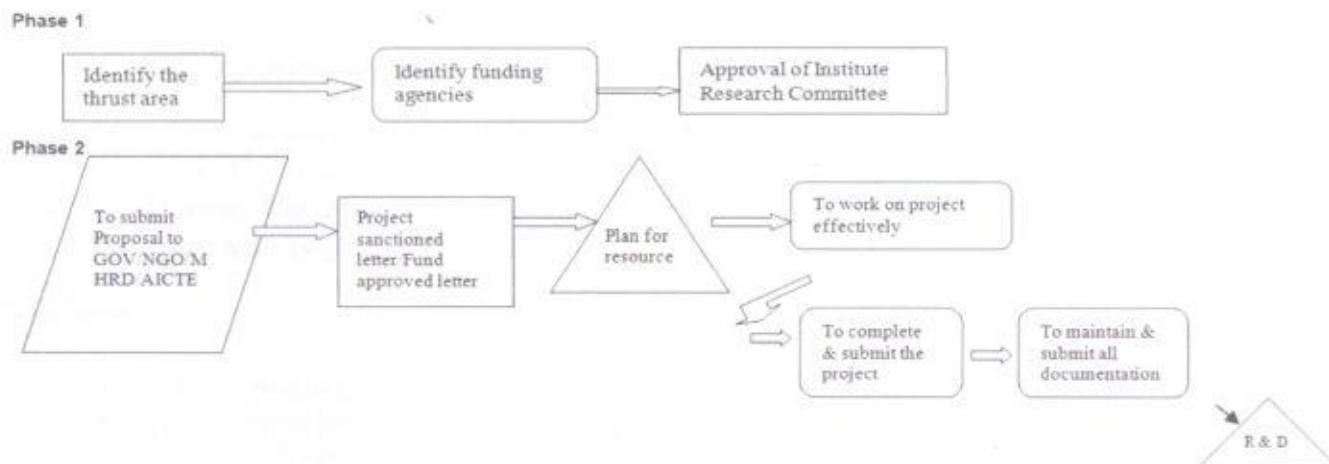
Dr V.P.Kallimani
Dr. Shivleela Arlimati
Jagannath Ware
Gourav Desai
Sharad Mangure

RESPONSIBILITY

In charge
Dean Research
Research activities
Conferences
Accounts



Standard Operating Procedure:



- Faculty & Head of the Department will come with an idea/thrust area.
- Principal Investigator/Faculty will identify relevant funding agencies.
- Faculty & Head of the Department will take prior approval of Research Dean, R & D Cell.
- Principal investigator will prepare & submit the proposal to MHRD, AICTE; Gov/NGO's to get funds.
- Principal Investigator will take continuous follow up regarding funds for research project & its sanction letter.
- Plan for the resources like human, technical instruments, laboratory etc to carry out the research.
- All funding management, accounts to be settled and maintained by the PI
- Students may be considering (FYP) for smaller problem segment.
- PI & supporting team will work effectively on project by considering deadline.
- Timely review/evaluation of progress will be taken by R & D cell.
- Project will be submitted by PI on or before deadline.
- Documents related to expenditure details, progress reports, results, conclusions are to be maintained.
- Documents, proofs, Process report is to be submitted to KMC/R & D cell.



Policy No: C-3**Policy Name: Research**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD..

- <https://www.ieagreements.org/assets/Uploads/Documents/History/25YearsWashingtonAccord-A5booklet-FINAL.pdf>
- <https://www.meity.gov.in/projects>
- <https://www.meity.gov.in/content/it-based-innovations-sustainability-water-resources>

Objectives:

- To create an enabling environment within in order to foster a research culture as well as provide a required support through research framework and guidelines.
- To ensure high level of efficient and effective support system to facilitate faculty and researchers in their research activities.
- Ensure publications in quality journals, indexed in Scopus/Web of Science and/or with impact factor.
- To nurture an environment of undertaking socially useful research with potential for commercialization.
- Establish Research Centers within with potential for Excellence.
- Develop interdisciplinary collaborations and partnerships nationally and globally.

Policy Statement and Guidelines:

- Faculty members of are expected to undertake research, leading to quality publications, presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, socially useful outcome and other similar research activity.
- Research output will be considered one of the criteria for faculty recruitment and promotion along with other academic responsibilities
- Faculty promotion may significantly depend on research undertaken. The quality of research output, especially research publications, may be assessed on the established yardsticks such as Impact Factor (IF) and which will be revised from time-to-time as appropriate.
- Overall management of research activities may be coordinated by Dean –R , under direct supervision of Principal. Research advisory body and administrative committee shall be responsible for overall functioning of res, PI, Professors.
- Research project, finance, reports to be managed by the PI
- Quarterly report and accounts details (if funded) to submit to the Principal
- If presenting paper in a conference, in INDIA, 50% registration will be paid by the Institute.

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations



ROLES AND RESPONSIBILITIES

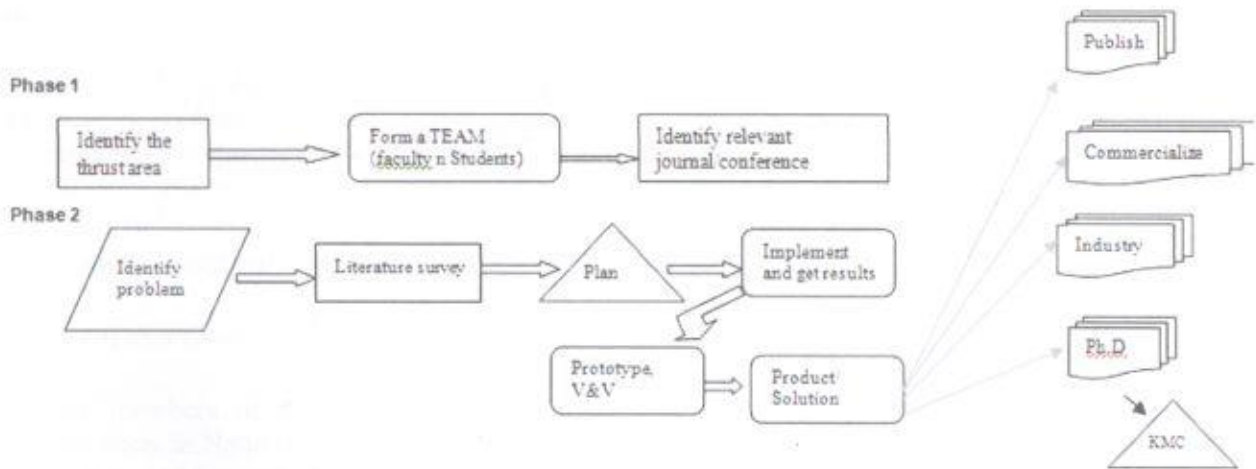
ROLE

Dr V.P.Kallimani
 Jagannath Ware
 Gourav Desai
 Sharad Mangure

RESPONSIBILITY

In charge
 Research activities
 Conferences
 Accounts

Standard Operating Procedure:



- Principal investigator (PI) will come with idea
- Identify the Phase 1 (see fig), and form a team of same interests and title the team.
- Team can consist staff, students, experts, other organizations from India and Abroad
- Identify the problem in thrust area and start working on the problem with team.
- Students may be considering (FYP) for smaller problem segment.
- All funding management, accounts to be settled and maintained by the PI
- Monthly once meeting may be conducted with task and monitoring
- After the phase two, products/service may be used for Commercialization, industry etc as shown.
- If patenting to be done, 50-50% shared between PI and Institute
- Papers to be published in high impact factor Journals, and conferences.
- Institute provides seed funds, which can be used for materials, and conference expenses.



Policy No: C-4**Policy Name: Staff Ph.D.**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD.

- <https://www.ieagreements.org/assets/Uploads/Documents/History/25YearsWashingtonAccord-A5booklet-FINA>
- [L.pdfhttps://www.meity.gov.in/projects](https://www.meity.gov.in/projects)
- <https://www.meity.gov.in/content/it-based-innovations-sustainability-water-resources>

Objectives:

- To promote the quality research by the faculty members and creating credible research
- To promote academic and research integrity as well as publication ethics.
- To promote high quality publications in reputed journals that would help in Achieving higher global ranks and overall improvement of the quality of research and education.
- To create and maintain a “CARE Reference List of Quality Journals” and/or high quality publications in reputed journals.

Policy Statement and Guidelines:

- Faculty members of are expected to undertake research, leading to quality publications, presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, socially useful outcome and other similar research activity.
- Research output will be considered one of the criteria for faculty recruitment and promotion along with other academic responsibilities
- Faculty promotion may significantly depend on research undertaken. The quality of research output, especially research publications, may be assessed on the established yardsticks such as Impact Factor (IF) and which will be revised from time-to-time as appropriate.
- Overall management of research activities may be coordinated by Dean –R , under direct supervision of Principal. Research advisory body and administrative committee shall be responsible for overall functioning of res, PI, Professors.
- Apply Research knowledge in teaching, Projects, incubation centres and campus.

Guidelines

- Identify your passion and interesting area.
- Identify supervisor and quality University
- Do meaningful, and focus on real time problems and solving, and helpful for the nature, nation and society
- Start applying for Ph.D admissions/Entrance
- You may opt Fulltime or part time Ph.D.
- Prepare well for entrance /interview
- After admissions target your goal and finish your research on time (max 5 years)
- Publish in Top journals/UGC recommended journals
- Meet experts, thoroughly read basics of your area.
- Problem definition is crucial



- Follow- Hypothesis-Literature survey- Data analysis-Gaps-Ph.D worth Novelty- Plan System – Theoretical framework-Define methods-Expt-Results-Discussion- Conclusion- Bibliography- Appendix
- Research is your work, write in thesis what you do.
- References, theory, Images may be added in Appendix
- Wait for Supervisor’s green signal for thesis submit ion
- Submit Thesis to university
- Appear for PhD exam.

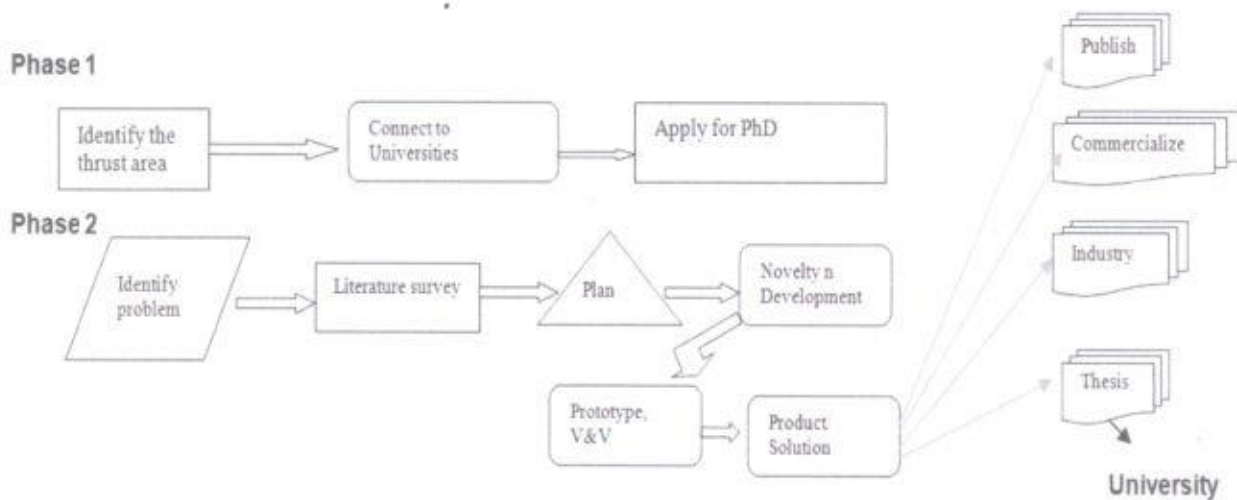
Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr V.P.Kallimani	Principal
Dr Shivleela Arlimatti	Dean research
Dr Rashmi Jadhav	Research activities
Jagannath Ware	Research activities

Standard Operating Procedure:



Principal investigator (PI) will come with idea

- Identify the Phase 1 (see fig), and form a team of same interests and title the team.
- Team can consist staff, students, experts, other organizations from India and Abroad
- Identify the problem in thrust area and start working on the problem with team.
- Students may be considering (FYP) for smaller problem segment.
- All funding management, accounts to be settled and maintained by the PI
- Monthly once meeting may be conducted with task and monitoring
- After the phase two, products/service may be used for Commercialization, industry etc as shown.
- If patenting to be done, 50-50% shared between PI and Institute
- Papers to be published in high impact factor Journals, and conferences.
- Institute provides seed funds, which can be used for materials, and conference expenses.



Policy No: C-5**Policy Name: Publishing (conference, journals.)**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD.

- <https://www.ieagreements.org/assets/Uploads/Documents/History/25YearsWashingtonAccord-A5booklet-FINA>
- [L.pdfhttps://www.meity.gov.in/projects](https://www.meity.gov.in/projects)
- <https://www.meity.gov.in/content/it-based-innovations-sustainability-water-resources>

Objectives:

- To encourage faculties to publish in national/international conference/journal papers.
- To build national/international network for knowledge sharing.
- To encourage faculties to carry out research projects.
- To motivate students to conduct projects in cutting edge technologies.
- To inspire faculties to apply for patents/Ph.D.
- To establish R& D cell, Research Centres within with potential for Excellence.

Policy Statement and Guidelines:

- Faculty members of are expected to identify research problems, leading to quality publications, presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, socially useful outcome and other similar research activity.
- Journal publication will be considered one of the criteria for faculty recruitment and promotion along with other academic responsibilities
- Faculty promotion may significantly depend on research publications. The quality of journal ranking, may be assessed on the established yardsticks such as Impact Factor (IF), H index, and which will be revised from time-to-time as appropriate.
- Overall publication activities may be coordinated by Dean –R , under direct supervision of Principal. Research advisory body and administrative committee shall be responsible for overall students. Functioning publication records.

Guidelines:

- Identify your passion and interesting area.
- Collect latest research papers from renewed journals.
- Write a survey/review paper as your first paper.
- Identify real time problems and methodology/ algorithm to solve identified problems.
- Implement and get relevant results.
- Check out for top/UGC recommended journals and submit in time.

Resources

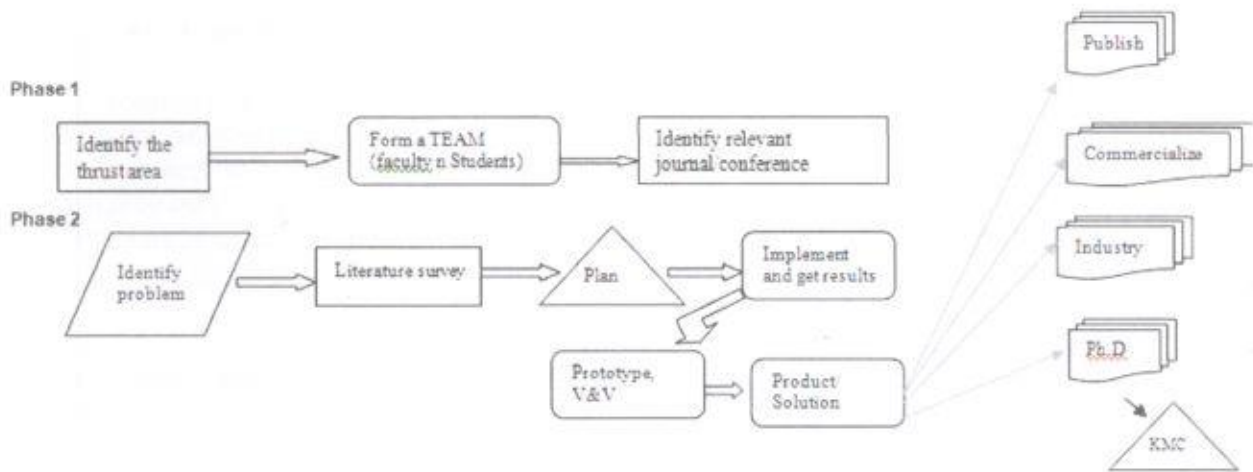
- SUK Academic Calendar, SUK Exam Rules & Regulations



ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr V.P.Kallimani	Principal
Dr Shivleela Arlimatti	Dean research
Dr Rashmi Jadhav	Research activities
Jagannath Ware	Research activities

Standard Operating Procedure:



- Principal investigator (PI) will come with idea
- Identify the Phase 1 (see fig), and form a team of same interests and title the team.
- Team can consist staff, students, experts, other organizations from India and Abroad
- Identify the problem in thrust area and start working on the problem with team.
- Students may be considering (FYP) for smaller problem segment.
- All funding management, accounts to be settled and maintained by the PI
- Monthly once meeting may be conducted with task and monitoring
- After the phase two, products/service may be used for Commercialization, industry etc as shown.
- If patenting to be done, 50-50% shared between PI and Institute
- Papers to be published in high impact factor Journals, and conferences.
- Institute provides seed funds, which can be used for materials, and conference expenses.

Policy No: C-6**Policy Name: External Collaboration**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD..

Objectives:

- To apply for collaborations with national universities/industry/international universities knowledge sharing.
- To ensure high level of efficient and effective support system to facilitate faculty and researchers in their research activities.
- To encourage faculties/students to carry out real time research projects.
- To develop interdisciplinary collaborations and partnerships nationally and globally.
- To get funds from national/international universities/industries by collaboration.
- To get knowledge for enhancing the innovative ideas and to increase creativity.

Policy Statement and Guidelines:

- Faculty members are expected to get involved in national or international universities or industries for collaboration.
- Faculty members should establish their departmental-industrial relations to fetch the funds for research projects by collaborating with them.
- All Faculty members are required to utilize knowledge by addressing mutual expectations.

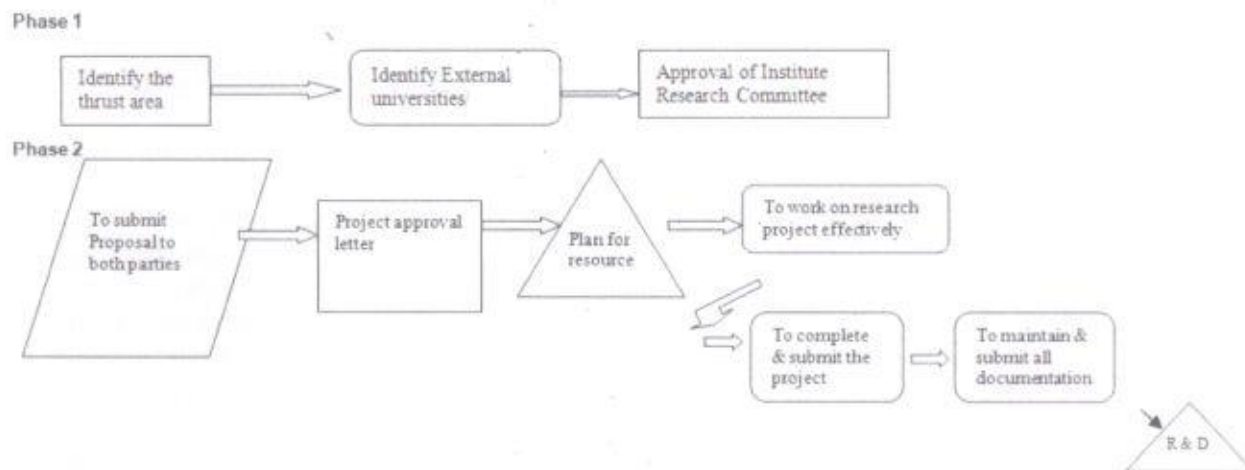
Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr Shivaleela Arlimatti	In charge
Dr. V P Kallimani	Principal
Jagannath Ware	Research activities
Gourav Desai	Conferences
Sharad Mangure	Accounts

Standard Operating Procedure:



- Faculty & Head of the Department will come with an idea/thrust area.
- Principal Investigator/Faculty will identify relevant funding agencies.
- Faculty & Head of the Department will take prior approval of Research Dean, R & D Cell.
- Principal investigator will prepare & submit the proposal to MHRD, AICTE; Gov/NGO's to get funds.
- Principal Investigator will take continuous follow up regarding funds for research project & its sanction letter.
- Plan for the resources like human, technical instruments, laboratory etc to carry out the research.
- All funding management, accounts to be settled and maintained by the PI
- Students may be considering (FYP) for smaller problem segment.
- PI & supporting team will work effectively on project by considering deadline.
- Timely review/evaluation of progress will be taken by R & D cell.
- Project will be submitted by PI on or before deadline.
- Documents related to expenditure details, progress reports, results, conclusions are to be maintained.
- Documents, proofs, Process report is to be submitted to KMC/R & D cell.



Policy No: C-7**Policy Name: Research Training**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD..

Objectives:

- To apply for collaborations with national universities/industry/international universities knowledge sharing.
- To ensure high level of efficient and effective support system to facilitate faculty and researchers in their research activities.
- To encourage faculties/students to carry out real time research projects.
- To develop interdisciplinary collaborations and partnerships nationally and globally.
- To get funds from national/international universities/industries by collaboration.
- To get knowledge for enhancing the innovative ideas and to increase creativity.

Policy Statement and Guidelines:

- Faculty members are expected to get involved in national or international universities or industries for collaboration.
- Faculty members should establish their departmental-industrial relations to fetch the funds for research projects by collaborating with them.
- All Faculty members are required to utilize knowledge by addressing mutual expectations.

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr V.P.Kallimani	In charge
Gaurav Chougule	To monitor the Process n sign the docs.
HODs	To monitor the Process,(forward the claims if any to the Principal)
Student Representative	To report any Ragging issues

SECTION D

DEPARTMENT





Maharaja's Palace Kolhapur



Policy No: D-1**Policy Name: Curriculum**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD. AICTE Guideline, Shivaji University Guidelines, Shivaji University Academic Calendar

Objectives:

- To become an Institute with an academic excellence.
- To ensure effective curriculum implementation and delivery.
- To follow the academic rules and regulations laid down by the Institute.
- To strengthen the teaching-learning process.

Policy Statement and Guidelines:

- The academic calendar for the Institute to be prepared in line with SUK calendar before the start of the Academic year, then similarly the academic calendar of the various departments to be prepared.
- To prepare the PO, PEOs, CO, PO for all the courses.
- All faculties to maintain a standard Course file for their respective subjects as per norms.
- The Academic Dean and Principal should take the student feedbacks periodically as per scheduled and take remedial action wherever necessary.
- The evaluation system for students should be transparent and help to develop quality merit
- Enrich the teaching with classroom teaching, learning, industry visits, research, multimedia, latest technology etc.

TEACHING (Student centric learning)**Teaching management**

- Provide syllabus, lecture plan, assessment, Vision, mission, PLO,CO's etc in the beginning of the semester.
- Use MOODLE,MOOC, X-Recorder, PPT, MSWord, Animations, You tube for teaching
- Innovate teaching methods (Active learning, flip classroom..etc)
- During the class, make sure students note your points in their notebook of the subject

Active learning:

- Student must read the topic of next day's teaching, a day before.



Bookend method:

- 60 min class
- 10 min- theory,
- 5 min- pair the students and give some task, this makes them active and repeat the cycle.

Practical:

- Read theory of the concerned practical before the conduction of the lab expt.

Classroom management

- Be punctual (5 min before the class starts)
- Prepare well before the class
- Write clearly on the board

On the top centre OF THE BLACKBOARD:

- Clearly write the UNIT no, title, of the board.
- Make 3-4 segments on the board with dotted lines vertically, and write on each section neatly.
- Erase only after completion of writing of the 4th section. This gives a clear view in broader spectrum to the students and link and understand.
- Relinquish the class, 5 min before the class ending time, and wipe the board before leaving.

Assessment:

- Test 1: Cover 3 units, Test 2: Cover remaining 3 units. (for 100% coverage)
- Before the final exams: one week reading week to be given.

Resources

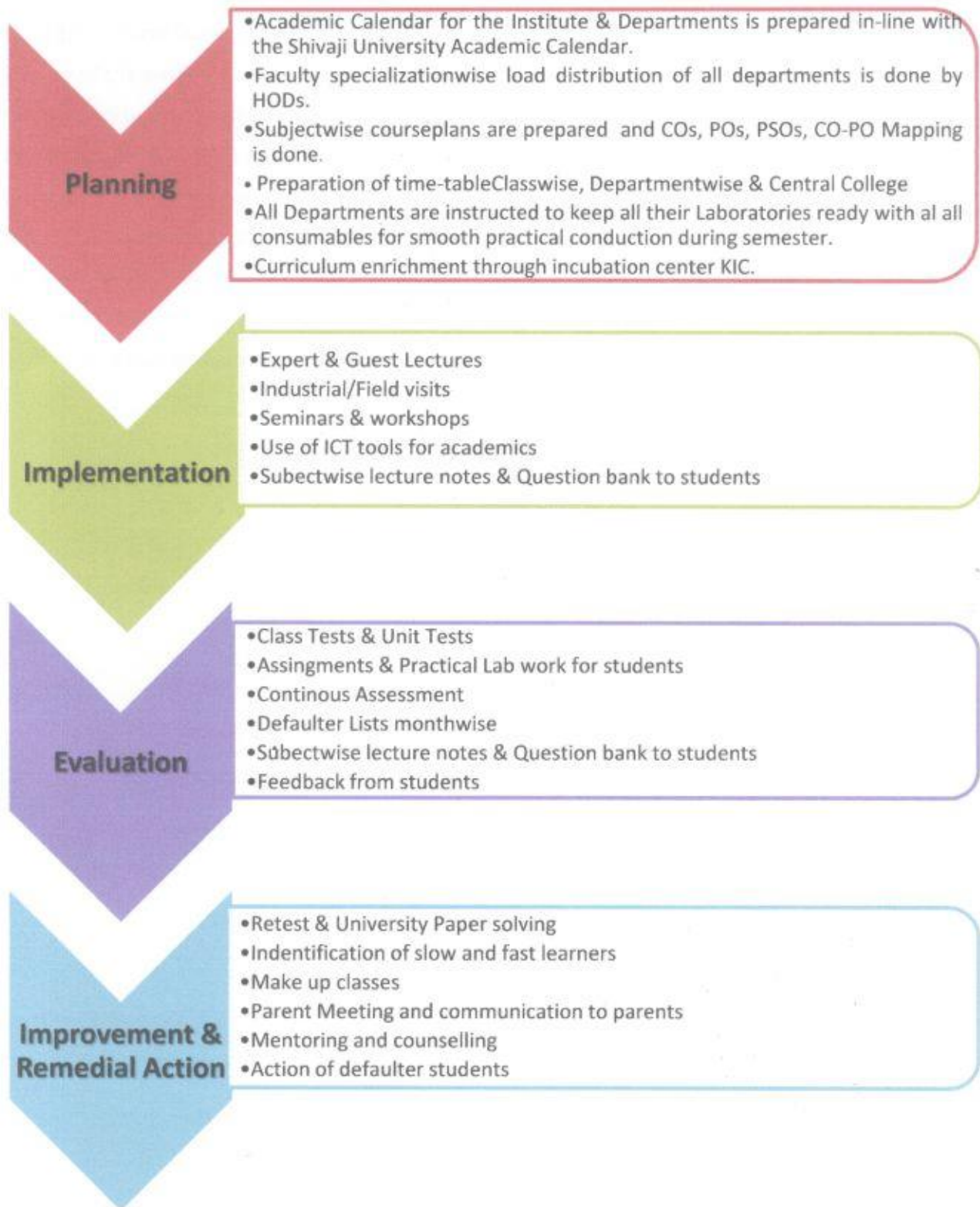
- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr V.P.Kallimani	In charge
Prof. Gaurav Desai	In charge and Dean Academics
Prof. Rahul Patil	Controller of Examinations
Prof. Sagar Porlekar	Dean- Administration



Standard Operating Procedure:



- Academic Dean will prepare the Academic Calendar for the Academic Year
- HODs to prepare Departmental Academic Calendar in line with Institute Academic Calendar
- Load allocation to faculty as per their specialization
- Display of Class-wise Timetable for all Departments
- Course Files to be maintained by all Faculty as per standards laid
- Student feedback to be taken twice in each semester by Academic Dean and Principal
- Ensuring 100% syllabus coverage for all Departments
- Monthly Defaulter List and syllabus coverage reports to be displayed
- Student Evaluation to be done by Topic wise class tests and Units Tests twice in a semester
- Industry visit for students as per syllabus to be planned at the start of the semester
- Faculty-wise allocated Mentoring of students to be done periodically as planned



Policy No: D-2**Policy Name: Staff Evaluation**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD/AICTE/SUK..

Objectives:

- In addition to regular performance feedback, the Staff requires supervisors to conduct formal performance evaluations at least annually. The purpose of this policy is to establish guidelines and a process for staff performance evaluations in accordance with University, state and contractual rules and regulations.
- Staffs receive annual performance evaluations by the end of the year.

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

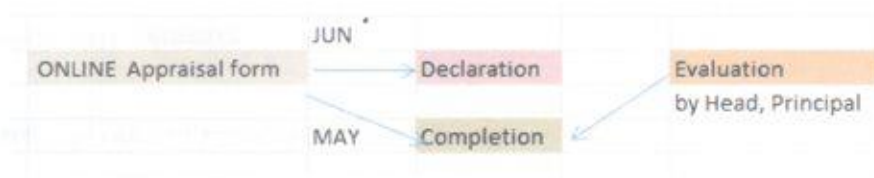
ROLES AND RESPONSIBILITIES**ROLE**

Dr V.P.Kallimani
Gaurav Chougule
HODs

Student Representative

RESPONSIBILITY

In charge
To monitor the Process n sign the docs.
To monitor the Process,(forward the claims if any to the Principal)
To report any Ragging issues

Standard Operating Procedure:

Process: (Record, monitoring, retaining by HOD)

- Beginning academic year (JUN) - Announce about contributions in the format (DYPSN Appraisal 21 form) online, and declare your plan.
- End of the academic year (May)- Declare the tasks you have completed in the same form, online.
- Appraisal analysis will be done, by The Principal, Dean and HOD and marking will be evaluated.
- Based on the contributions in (Academic (40), Admin (25), Research (10), Accomplishments (25).
- Provide supporting documents (copy/email/images...). Adhoc works may be noted on Task form recorded. HOD will mark the performance and mark grade (A- >80/B>50/C<50) after end of the Academic year and submit to the Principal.

Policy No: D-3

Policy Name: Student Achievement

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD /AICTE/SUK....

Objectives:

- This policy applies for all students of institute. It includes awards won for specific activities or subjects, Inclusion in student-related publications, Perfect attendance awards etc.

Policy Statement and Guidelines: To Increase Student Achievement we can align instructions to learning standards, Include formative assessment, provide consistent feedback, use the feedback loop concept, Self-assess regularly. We adopt 4 steps,

1. Focused: students stay on track—be competitive
2. Nurtured: students feel somebody wants and helps them to succeed.
3. Engaged: students actively participate in class and extracurricular activities.
4. Connected: students feel like they are part of the college community.

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE

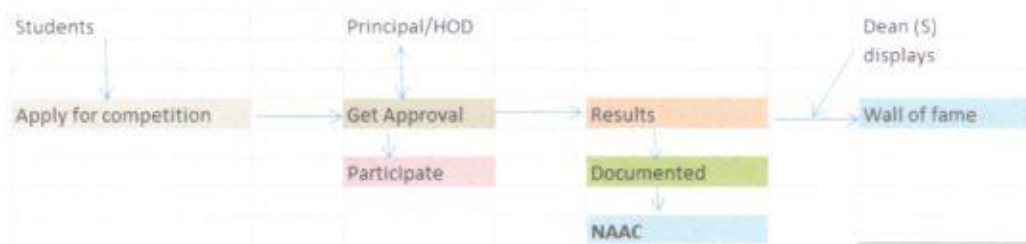
Dr V.P.Kallimani
Gaurav Chougule
HODs

Student Representative

RESPONSIBILITY

In charge
To monitor the Process n sign the docs.
To monitor the Process,(forward the claims if any to the Principal)
To report any Ragging issues

Standard Operating Procedure:



1. Focused: students stay on track
2. Nurtured: students feel somebody wants and helps them to succeed.
3. Engaged: students actively participate in class and extracurricular activities.
4. Connected: students feel like they are part of the college community



Policy No: D-4**Policy Name: IQAC**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD/ AICTE/SUK....

Objectives:

- To develop a system for consistent and catalytic action to improve the academic.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices..
- To the enhancement and integration among the various activities of the department and departmentalize many good practices.
- To provide a sound basis for decision making to improve Academics

Policy Statement and Guidelines:

- Students are expected to undergo for Internship offered by various companies
- Faculty members should establish their departmental resources for research.
- The focus should be on student's involvement in internship in companies.
- Deans, HoDs, faculty members, students are expected to look into the student's internship.
- Development and application of quality benchmarks/parameters for the various academic activities of the Department.
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback responses from students, parents and other stakeholders on quality related departmental processes
- To encourage research, innovations, industry interactions, and training n consultancy. CQI (continuous quality improvement) to be practiced
- Dissemination of information on the various quality parameters of higher education.
- Organization of inter and intra departmental workshops, seminars on quality related themes and promotion of quality circles

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr V.P.Kallimani	In charge
Gaurav Chougule	To monitor the Process n sign the docs.
HODs	To monitor the Process,(forward the claims if any to the Principal)

Standard Operating Procedure:

Annually

Check gaps- plan- execute-Monitor covering Academics, research, Students, Labs, Sports and other activities

- HOD will inform students and faculty regarding academic calendar in which exam dates should mentioned.
- According to the calendar, syllabus of test for each subject must be completed by faculty.
- Academic coordinator should take the follow up of syllabus completion and plan for coverage if anyone lagging in completion.
- Proper question bank should be provided to students by the faculty of each subject.
- Timetable will be displayed by the exam coordinator.
- According to the timetable, smooth exam should be conducted with help of all departments.
- Exam department should display the result of exam within one week after the exam.
- All faculties should analysis the result of their respective subject & convey the failed students name to the exam department.
- Exam department should prepare the timetable for retest for failed student.
- Academic dean as well as student dean should monitor the performance of the students in exam.
- HOD should prepare the plan for quality improvement of academics after the result analysis.



SECTION E

STUDENTS





Panchganga River, Kolhapur



Policy No: E-1**Policy Name: Student Development**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD..

Objectives:

- To help undergraduate fresh students understand the challenges and opportunities present in the Institute and develop a smooth transition to campus life.
- To counsel academically weak undergraduate first year students and to play an important role in helping troubled students cope with academic, extra-academic and personal problems.
- To provide positive role models to first year undergraduate students in the institute.
- To proactively try to identify problems of the general student populace and to bring them to the notice of the concerned authorities.
- Ensuring regularity and punctuality of students through counselling sessions.

Policy Statement and Guidelines:

- Staff is appointed as mentor for a batch of 20 students.
- They counsel their student twice a month for their absenteeism or any problem in their course of study.

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES**ROLE**

Dr V.P.Kallimani

Gaurav Chougule

HODs

RESPONSIBILITY

In charge

To monitor the Process n sign the docs.

To monitor the Process,(forward the claims if any to the Principal)



Standard Operating Procedure:

- At the commencement of academic year HOD will instruct class teacher to select mentors and create their mentor list and circulate them for same.
- Within first week mentor will call a meeting of students (mentor group) and introduce them about mentoring system.
- After every 15 days a meeting will be called and students will be counseled for their academic progress or any problems during the course.
- If any student is lacking necessary action should be taken and class teacher and HOD should be informed if required.
- This process should be continued till the end of semester.



Policy No: E-2

Policy Name: Sports

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD., AICTE Internship Policy – Guidelines & Procedures, Shivaji University Guidelines, Shivaji University Academic Calendar

Objectives:

- To develop team-working ability among students through sports.
- To motivate them to participate in University Level, State Level and National level sports competitions.
- To arrange annually, bi-annually sports activities in the Institute.

Policy Statement and Guidelines:

- Promoting physical fitness of students through sports activities.
- Encouraging maximum student involvement in sports activities.
- To develop students with good sports background to participate at zonal, state and national level.
- To provide required sports infrastructure to the students by the Institute.

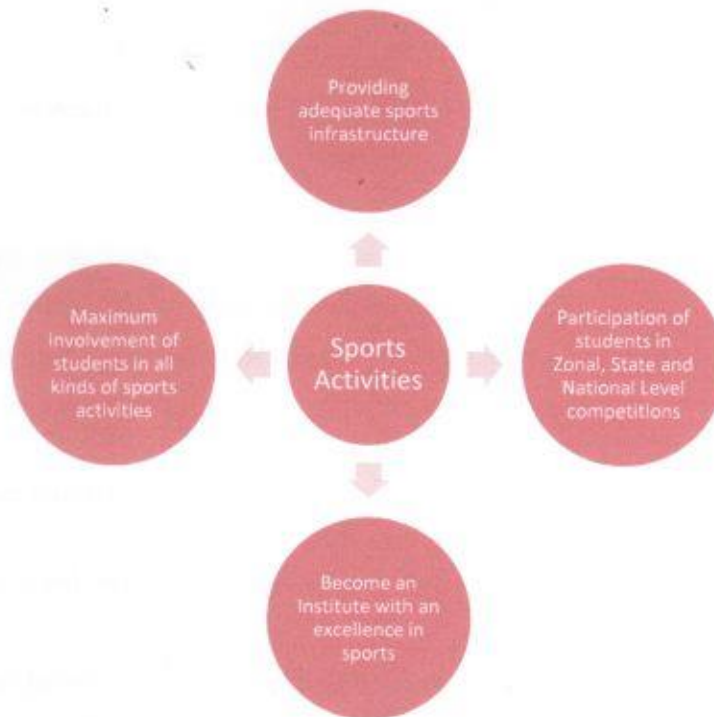
Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr V.P.Kallimani	In charge
Prof. Gaurav Desai	In charge
Prof. Yogesh Kamble	Physical Director
Prof. Sagar Porlekar	Dean- Administration



Standard Operating Procedure:

- Understanding and fulfilling the requirement of sports infrastructure.
- Preparing schedule of Annual Sports activities.
- Promoting maximum involvement of students in all sports activities.
- Finding students with good sports skills and background and encouraging & training them for participation in inter-zonal, State and National level tournaments.
- Encouraging maximum girls to participate in sports activities.
- Declaring Trophies, Awards, recognition, certificates for winning sports teams, individual sports players etc.



Policy No: E-3**Policy Name: Cultural Activities**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD..

Objectives:

- To ensure maximum student involvement in annual social gathering.
- To provide a platform for students to showcase their skills like drama, dance, singing etc.
- To achieve overall development of students in both academic and cultural activities.
- To felicitate best performances in the annual social gathering.

Policy Statement and Guidelines:

- To Preparing schedule for Annual social gathering and allocating the same in Academic Calendar.
- To ensure maximum student participation in the cultural activities.
- To Involvement of Institute cultural groups to participate in the SUK youth festival every year.
- To Awards, certificates for best performances in solo as well as group events.

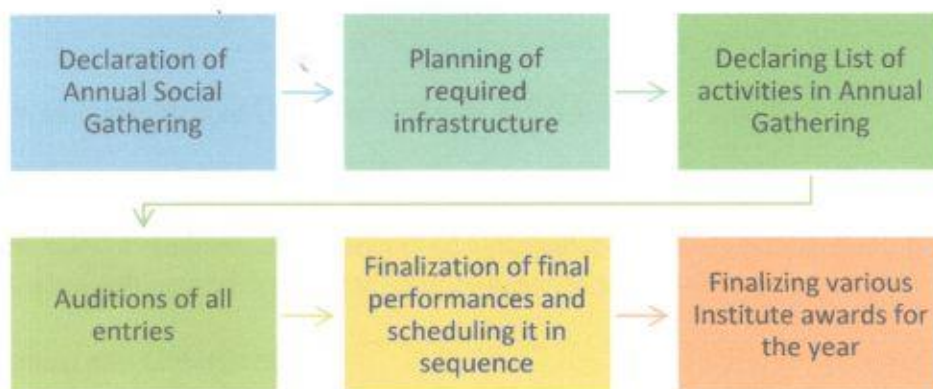
Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr V.P.Kallimani	In charge
Prof. Gaurav Desai	In charge
Prof. Prathamesh Oak	Cultural Head
Prof. Sagar Porlekar	Dean- Administration



Standard Operating Procedure:

- Understanding and fulfilling the requirement of gathering infrastructure.
- Preparing schedule of Annual gathering activities.
- Promoting maximum involvement of students in Annual gathering.
- Encouraging maximum girl students to participate in gathering.
- Ensuring that the annual gathering is executed as per standards and discipline policies of the Institute.



Policy No: E-4**Policy Name: Guest Talks****Reference:** Washington Accord/UGC/Govt of India, MEITY, MHRD/ AICTE/SUK....**Objectives:**

- Guest talk is a seminar/webinar/lecture on a particular technical topic for students/teaching staff/non-teaching staff intended to enhance knowledge and skill.

Policy Statement and Guidelines:

- Technical advancement is a continuous process and new development is changing day by day. So to be technology up to date, Guest talk are introduced for new and developed topics from respective topic expert for students/teaching staff/non-teaching staff intended to enhance knowledge and skill.

Resources

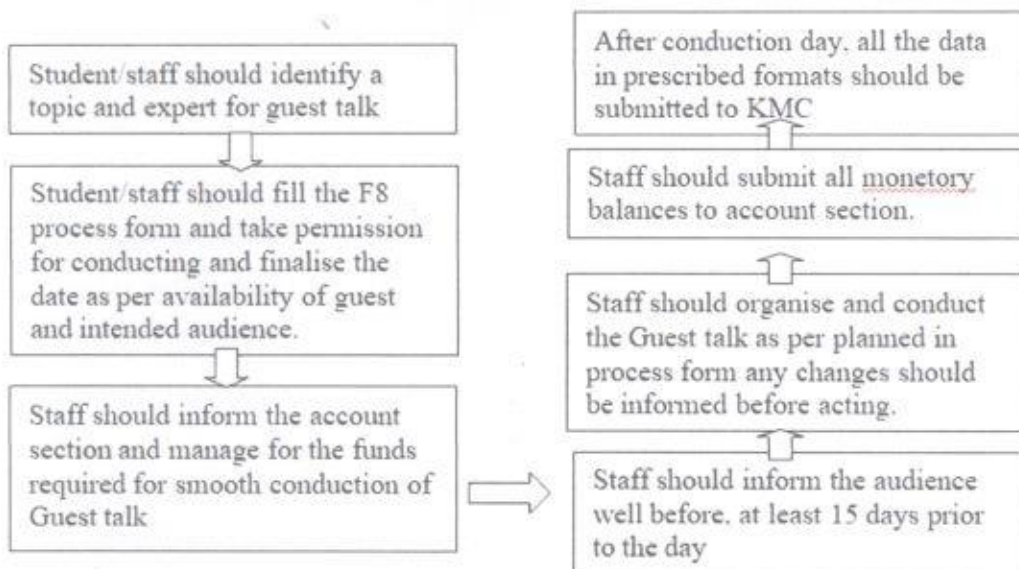
- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr V.P.Kallimani	In charge
Dr V.P.Kallimani	In charge
Gaurav Chougule	To monitor the Process n sign the docs.
HODs	To monitor the Process,(forward the claims if any to the Principal)



Standard Operating Procedure:



- Student/staff should identify a topic and expert for guest talk
- Student/staff should fill the F8 process form and take permission for conducting and finalise the date as per availability of guest and intended audience.
- Staff should inform the account section and manage for the funds required for smooth conduction of Guest talk
- Staff should inform the audience well before, at least 15 days prior to the day
- Staff to send the invitation letter to the guest, 30 days before the event.
- Staff should organise and conduct the Guest talk as per planned in process form any changes should be informed before acting.
- Staff should submit all monetary balances to account section.
- Remuneration to the speaker may range from Rs 1000- 5000, the Principal and committee to decide.
- After conduction day, send thanks letter to the guest.
- all the data in prescribed formats should be submitted to KMC
- All videos, (webinar or offline) and the materials to be saved in "Y drive".



Policy No: E-5**Policy Name: Workshops**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD..

Objectives:

- To encourage faculty and students for attending the technical and non technical workshops organized at institute and outside the institute.
- To train teaching and non teaching faculty members in their area of interest.
- Encourage faculty members to upgrade knowledge in their area of interest and also Course they teaching.
- To make awareness among faculty members and students about new technology in industries.
- To support students in their final year projects through industry workshops.
- To set the standards of knowledge management and faculty development within the institute.
- To transform their learning in their current job roles and also prepare them for future promotions.
- To provide required resources and financial support to faculty for attending and organizing workshops

Policy Statement and Guidelines:

- Every department needs to submit faculty wise plan to respective authority at the beginning of semester.
- Dean academics, dean research and dean admin need to include workshop plan in academic calendar.
- Faculty members will submit workshop proposal to principal through HOD/Dean Academic/Dean Research/Dean Admin to the Principal.
- Faculty must attend two workshops organized by eminent institutes (IIT, NIT etc.) per semester in their area of interest.
- Faculty knowledge up gradation, workshops and achievements will be considered one of the criteria for faculty recruitment and promotion.
- Overall management of workshop activities may be coordinated by HOD, Dean –A, Dean-R Dean Admin under direct supervision of Principal.

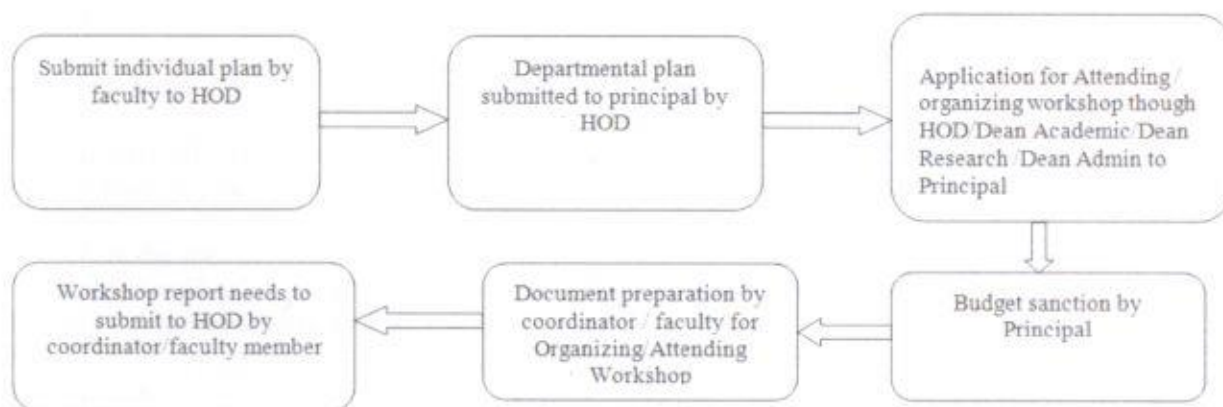
Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr V.P.Kallimani	In charge
HOD	Prepare Faculty workshop strategies
Dean Academic , Dean Research, Dean Admins	Overall Strategies
Sharad Mangure	Accounts

Standard Operating Procedure:



- Department wise semester plan will be submitted by HOD.
- Faculties need to submit individual plan to HOD.
- Coordinator needs to prepare all prerequisites for organizing workshop.
- Faculty members need to register and complete workshop as per given plan.
- Submit application to principal for fund if required through HOD and respective dean
- The overall score will be calculated depends on faculty improvement in knowledge up gradation and overall self development.
- The score will be considered for the faculty appraisal and promotion.



Policy No: E-6**Policy Name: Training and Placements**

Reference: Washington Accord/UGC/Govt of India, MEITY, MHRD/ AICTE/SUK...

Objectives:

- To expose technical students to industrial environment, hence creating competitive professionals for the industry
- Exposure to the current technological development in the industry
- Correlate theoretical concepts to practical applications
- Enable students learn to apply technical knowledge to solve industry problems
- Exposure of engineer's roles and responsibilities and professional ethics
- Gain experience in writing technical reports

Policy Statement and Guidelines:

- To establish MoU's with industries to facilitate student internships.
- To The internship policy for student to be prepared by Dean Students and TPO by discussion with Principal.
- To prepare the standard documentation formats for internship approval, training reports etc.
- To prepare a evaluation system to evaluate the knowledge gain by student in internship.
- To design a student feedback of Internship.
- Introduced the programme, ARMY 100, to train the students in managerial and technical Skills development.

ARMY 100**Objectives:**

- To select the top 10 topper students from each class from all branches
- (100-120 students in total)
- Train them in general and technical skills (Essential and latest Technology)
- To make students industry and societal ready.

Training modules (1day/2days crash courses)

Student's strength: 100

Experts

General and Technical:

- Staff from DYP, Experts, Industrialists

Students' Outcome

- Management Skills will be developed
- Increased confidence level

- Courage to face the outside world
- Improvement of knowledge
- Improved employability chances
- Learn the latest

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

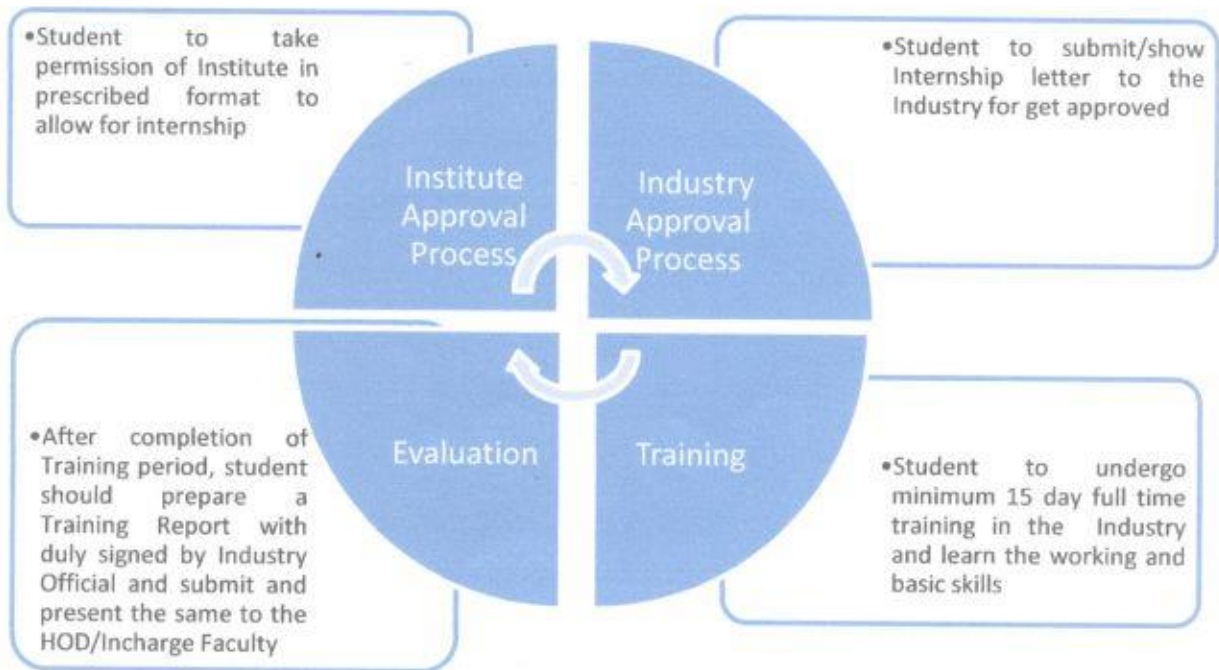
ROLE

Dr V.P.Kallimani
 Prof. Gaurav Desai
 Prof. Pritam Desai
 Prof. Sagar Porlekar

RESPONSIBILITY

In charge
 In charge
 Training Placement Officer
 Dean- Administration

Standard Operating Procedure:



- Student Dean and TPO to prepare Internship policy for each academic year.
- Establish MoU with industry for student internship.
- Create standard format for Internship Approval from Institute as well as Industry.
- Issue of Guidelines and arranging Pre-internship lecture for students.
- Preparing a system for surprise visit to students doing internships
- Follow up by concerned Departmental faculty with industry persons regarding student internship progress
- Submission of Training Report by students after completion of Internship.
- Evaluation of students by Institute as well as Industry persons.
- Collecting Student feedback of internship program.

In Crisp:

The policies are defined for the smoother operation, and all faculty and students adhere to the policies. If any additions, or errors edited, next version of "QUALITY MANUAL V2" shall be modified and introduced accordingly.

Please Contact:

Gourav Chougule (+91 7276339144)

IQAC, DYPSN




Campus Director
D.Y.Patil Educational Campus,
Salokhenagar, Kolhapur.

ADDITIONAL POLICIES (Revision I- 2022)

Editor: - Mr. Suyog V. Tate – Patil

Under Guidance:- Dr. Suresh D. Mane (Principal - DYPCOE)

Policy No: F-1**Policy Name: Financial support to attend conferences / workshops /Swayam/NPTEL courses and towards membership fee of professional bodies****Reference:** AICTE Handbook 2022-23 /UGC

- To encourage faculty and students for attending the technical and non technical conferences /workshops/SWAYAM Courses/NPTEL Courses organized at institute and outside the institute.
- To train teaching and non teaching faculty members in their area of interest.
- Encourage faculty members to upgrade knowledge in their area of interest and also Course they teaching.
- To make awareness among faculty members and students about new technology in industries.
- To support students in their final year projects through industry workshops.
- To set the standards of knowledge management and faculty development within the institute.
- To transform their learning in their current job roles and also prepare them for future promotions.
- To provide required resources and financial support to faculty for attending and organizing workshops

Policy Statement and Guidelines:

- Every department needs to submit faculty wise plan to respective authority at the beginning of semester.
- 100% Annual Membership fee reimbursement of any Indian professional body in respective domain of the faculty member will be provided.
- Dean academics, Dean Research need to include workshop plan in academic calendar.
- Faculty members will submit workshop proposal to principal through HOD/Dean Academic/Dean Research to the Principal and Campus Director.
- Faculty must attend two workshops organized by eminent institutes per semester in their area of interest.
- Faculty knowledge up gradation, workshops and achievements will be considered one of the criteria for faculty recruitment and promotion.
- Overall management of workshop activities Check and finalized decision by HOD, Dean –A, Dean-R under direct supervision of Principal and Campus Director.

Resources

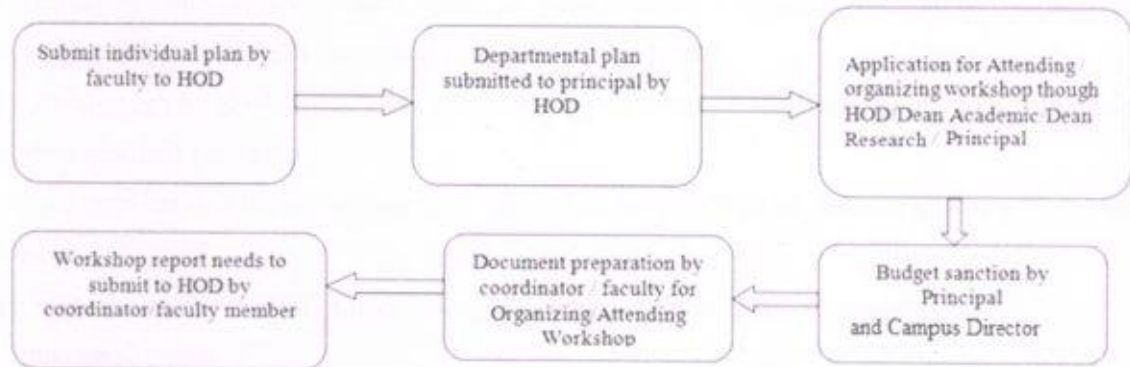
- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES**ROLE**

Dr Suresh D. Mane
HOD
Dean Academic , Dean Research
Sharad Mangore

RESPONSIBILITY

In charge
Prepare Faculty workshop strategies
Overall Strategies
Accounts

Standard Operating Procedure:

- Department wise semester plan will be submitted by HOD.
- Faculties need to submit individual plan to HOD.
- Coordinator needs to prepare all prerequisites for organizing workshop.
- Faculty members need to register and complete workshop as per given plan.
- Submit application to principal for fund if required through HOD and respective dean
- The overall score will be calculated depends on faculty improvement in knowledge up gradation and overall self development.
- The score will be considered for the faculty appraisal and promotion.

Policy No: F2**Policy Name: Seed money for papers published per teacher in the Journals UGC Care list/Book Publication**

Reference: AICTE Handbook 2022-23/UGC/

Objectives:

- To create an enabling environment within in order to foster a research culture as well as provide a required support through research framework and guidelines.
- To ensure high level of efficient and effective support system to facilitate faculty and researchers in their research activities.
- Ensure publications in quality journals, indexed in Scopus/Web of Science and/or with impact factor.
- To nurture an environment of undertaking socially useful research with potential for commercialization.
- Establish Research Centres within with potential for Excellence.
- Develop interdisciplinary collaborations and partnerships nationally and globally.

Policy Statement and Guidelines:

- Faculty members of are expected to undertake research, leading to quality publications (Books with ISBN Number and Paper in UGC Care listed journals etc.), presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, socially useful outcome and other similar research activity.
- Cash incentive of Rs.5000/- will be awarded for publishing technical books, English & Kannada literature books, with ISBN through reputed publishers at State/National level.
- The faculty satisfactorily completed their two-year probationary period are eligible for the said claim.
-
- Research output will be considered one of the criteria for faculty recruitment and promotion along with other academic responsibilities

- Faculty promotion may significantly depend on research undertaken. The quality of research output, especially research publications, may be assessed on the established yardsticks such as Impact Factor (IF) and which will be revised from time-to-time as appropriate.
- Overall management of research activities may be coordinated by Dean –R , under direct supervision of Principal. Research advisory body and administrative committee shall be responsible for overall functioning.
- Research project, finance, reports to be managed by the PI
- Quarterly report and accounts details (if funded) to submit to the Principal
- If presenting paper in a conference, in INDIA, 50% registration will be paid by the Institute.

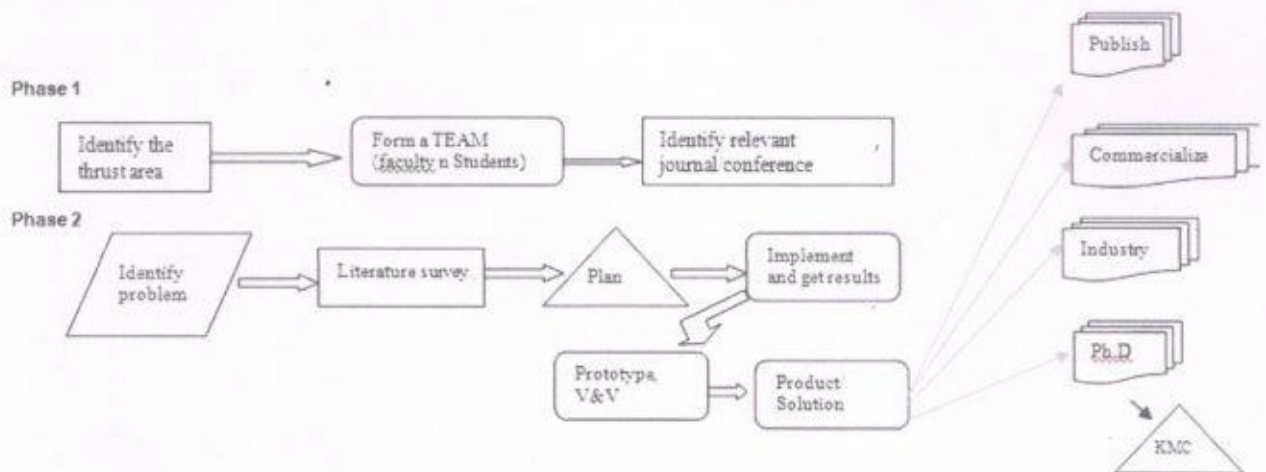
Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr Suresh D. Mane	In charge
Dr. Shivani Kale	Research activities
Mr. Suyog Patil	Verification
Sharad Mangure	Accounts

Standard Operating Procedure:



- Principal investigator (PI) will come with idea
- Identify the Phase 1 (see fig), and form a team of same interests and title the team.
- Team can consist staff, students, experts, other organizations from India and Abroad

-
- Identify the problem in thrust area and start working on the problem with team.
 - Students may be considering (FYP) for smaller problem segment.
 - All funding management, accounts to be settled and maintained by the PI
 - Monthly once meeting may be conducted with task and monitoring
 - After the phase two, products/service may be used for Commercialization, industry etc as shown.
 - If patenting to be done, 50-50% shared between PI and Institute
 - Papers to be published in high impact factor Journals, and conferences.
 - Institute provides seed funds, which can be used for materials, and conference expenses.

Policy No: F-3**Policy Name: Appointment of Adjunct Faculty/ Resource Persons from Industry,****Reference:** UGC/ AICTE/SUK.<https://www.aicte-india.org/sites/default/files/Approval%20Process%20Handbook%20-%20Revised.pdf><https://www.aicte-india.org/sites/default/files/approval/2023-24/Annexure-9.pdf>**Objectives:**

- The key objective of these guidelines is to develop a useful and viable collaboration between the Educational Institutions and Industry. The guidelines seek to enhance quality of Education and skills by the involvement of academicians, scholars, practitioners, policymakers in teaching, training, research, and related services on a regular basis and to attract distinguished individuals who have excelled in their field of specialization
- To develop a Adjunct teaching process (start-end)
- To do requirement analysis
- To appoint Adjunct staff
- Time allocation to complete syllabus
- Remunerations

Policy Statement and Guidelines:**QUALIFICATIONS AND EXPERIENCE:**

- An Adjunct Faculty/ Resource person shall be a Faculty retired from Technical Institution or a person of eminence, with or without a Post Graduate or Ph.D. qualifications having 10 to 15 years of experience from Industry/ Organization. There shall be no upper age limit for Adjunct Faculty/ Resource Person as long as he/ she add value to the Education and academic activities of the Institution. He/ She shall satisfy the following norms:
- Teaching and research Organizations of State/ Central government Institutions/ Universities
- Central and State Public Sector Undertakings (PSUs)
- Reputed Industries
- • Civil servants (IAS/ IPS/ Officials from Central and Provincial Services) and Professionals and Officials from professional Councils

- NRIs and PIOs working with reputed overseas academic, research and industrial Organizations or having a demonstrated interest in Indian issues.

Deliverables

- To deliver proper handouts, encourage students to write notes, make student centric learning. Submit course file (NAAC based)

TA/ DA AND HONORARIUM:

- The Adjunct Faculty shall work at the host Institution for a minimum of 02 days per visit.
- Out station faculty get TA/ DA, Honorarium, and other facilities provided to Adjunct Faculty
- Actual bills to be submitted for claim

Honorarium

- **An honorarium of Rs 1000, only (One thousand only) per hour for theory lecture and per month 25000 as per UGC and 80000 as per AICTE. Decision will be taken on board by management time- to - time.**
- The performance of every Adjunct Faculty shall be monitored at the end of the assignment based on the "Performance Report" submitted to the host Institution for continuation/ renewal of tenure.

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr Suresh D. Mane Mr. Suyog Patil	In charge To monitor the Process n sign the docs.
HODs	To monitor the Process,(classes, attendance, hours of teaching, Student Feedback) and forward the claims by 15 th of every month to the Principal
Suyog Patil	Verification
Sharad Mangure	Accounts to verify and disperse the amount to the adj faculty.

Policy No: F- 4**Policy Name: Faculty Ph.D.****Reference:** UGC/Govt of India/AICTE

- [L.pdfhttps://www.meity.gov.in/projects](https://www.meity.gov.in/projects)
- <https://www.aicte-india.org/downloads/Norms.pdf>

Objectives:

- To promote the quality research by the faculty members and creating credible research
- To promote academic and research integrity as well as publication ethics.
- To promote high quality publications in reputed journals that would help in Achieving higher global ranks and overall improvement of the quality of research and education.
- To create and maintain a “UGC CARE Reference List of Quality Journals” and/or high quality publications in reputed journals.

Policy Statement and Guidelines:

- Faculty members of are expected to undertake research, leading to quality publications, presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, socially useful outcome and other similar research activity.
- Research output will be considered one of the criteria for faculty recruitment and promotion along with other academic responsibilities
- Faculty promotion may significantly depend on research undertaken. The quality of research output, especially research publications, may be assessed on the established yardsticks such as Impact Factor (IF) and which will be revised from time-to-time as appropriate.
- Overall management of research activities may be coordinated by Dean –R , under direct supervision of Principal. Research advisory body and administrative committee shall be responsible for overall functioning of res, PI, Professors.
- Apply Research knowledge in teaching, Projects, incubation centers and campus.

Guidelines:

- Identify your passion and interesting area.
- Identify supervisor and quality University
- Do meaningful, and focus on real time problems and solving, and helpful for the nature, nation and society
- Start applying for Ph.D admissions/Entrance
- You **may** opt Fulltime or part time Ph.D.
- Prepare well for entrance /interview
- After admissions target your goal and finish your research on time (max 5 years)
- Publish in Top journals/UGC recommended journals

- Meet experts, thoroughly read basics of your area.
- Problem definition is crucial
- Research is your work; write in thesis what you do.
- References, theory, Images may be added in Appendix
- Wait for Supervisor's green signal for thesis submission
- Submit Thesis to university
- Appear for PhD exam.

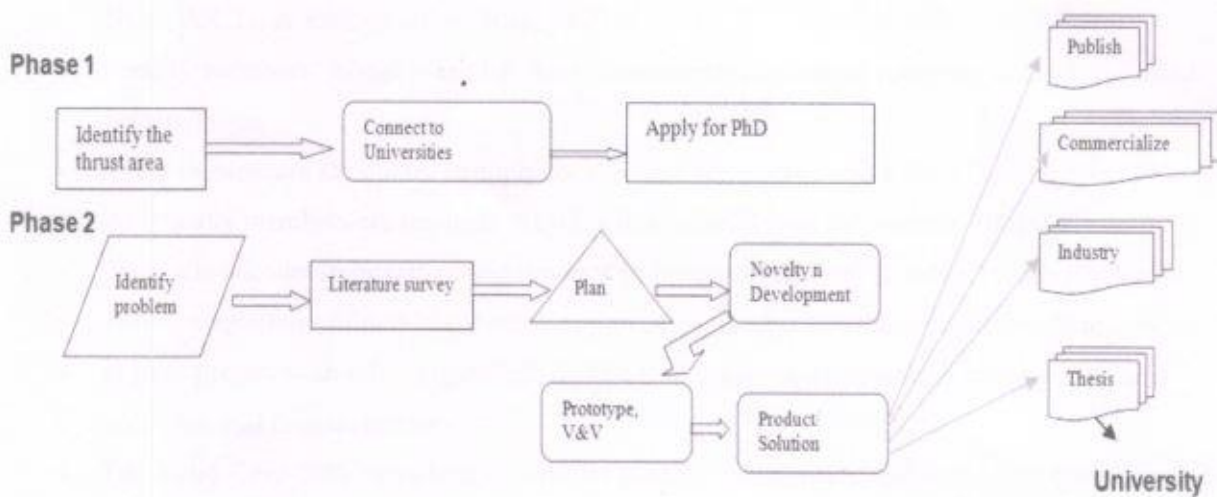
Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr. Suresh D. Mane	Principal
Dr Shivani Kale	Dean research
Jagganath ware	Dean ACAD
Suyog Patil	Verification

Standard Operating Procedure:



Policy No: F-5**Policy Name: Grants received from Government and non-governmental agencies for research projects / endowments in the institution****Reference:** UGC/Govt of India/ AICTEhttps://www.ugc.gov.in/pdfnews/7589528_Block_Grant_13022017Guidelines_Final.pdf<https://swec.ac.in/documents/Scheme%20Document%20for%20Online%20FDP%202020-21.pdf>**Objectives:**

- To apply and get sanctioned funds by Government, DST,NGO, MHRD, UGC, AICTE.
- To ensure high level of efficient and effective support system to facilitate faculty and researchers in their research activities.
- To encourage faculties to carry out research projects.
- To keep separate funds for research at institute level.
- Establish R& D cell, Research Centres within with potential for Excellence.
- Develop interdisciplinary collaborations and partnerships nationally and globally.

Policy Statement and Guidelines:

- Faculty members of are expected to get sanctioned funded research Projects offered by MHRD, UGC, AICTE & various universities, NGO's.
- Faculty members should establish their departmental-industrial relations to fetch the funds for research.
- Every department should try to apply for the schemes offered under Skill Development Program
- All Faculty members are required to utilize institutional fund for research effectively.
- Quarterly account to be tallied and report with progress summary to submit to the Principal
- After completion of funds, the detailed report of the project and the account details to submit.
- If joint project with other organizations, the lead organization maintain the reporting and accounts, and finance matters.
- For Valid Case 50% remuneration will be paid by the Institute and subject to maximum 1 lakh per case.

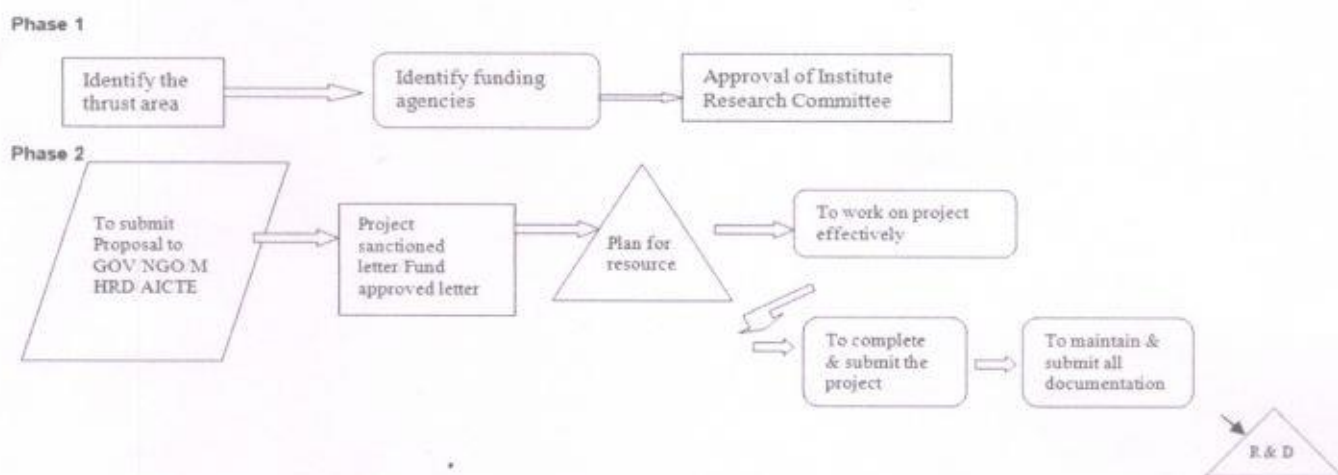
Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Dr Suresh D.Mane	In charge
Dr. Shivani Kale	Dean Research
Jagannath Ware	Dean Academics
Suyog Patil	Verification
Sharad Mangure	Accounts

Standard Operating Procedure:



- Faculty & Head of the Department will come with an idea/thrust area.
- Principal Investigator/Faculty will identify relevant funding agencies.
- Faculty & Head of the Department will take prior approval of Research Dean, R & D Cell.
- Principal investigator will prepare & submit the proposal to DST, AICTE; Gov/NGO's to get funds.
- Principal Investigator will take continuous follow up regarding funds for research project & its sanction letter.
- Plan for the resources like human, technical instruments, laboratory etc to carry out the research.
- All funding management, accounts to be settled and maintained by the PI
- Students may be considering (FYP) for smaller problem segment.

- PI & supporting team will work effectively on project by considering deadline.
- Timely review/evaluation of progress will be taken by R & D cell.
- Project will be submitted by PI on or before deadline.
- Documents related to expenditure details, progress reports, results, conclusions are to be maintained.
- Documents, proofs, Process report is to be submitted to R & D cell.

Policy No: F-6

Policy Name: Financial Support to Faculty development Programmes (FDP), professional development /administrative training Programs

Reference: AICTE/UGC/

Objectives:

- To encourage faculty and students for attending the technical and non technical workshops organized at institute and outside the institute.
- Faculty member and students is supported financially for every an expenditure against patent filing as per KAPILA policy.
- To train teaching and non teaching faculty members in their area of interest.
- Encourage faculty members to upgrade knowledge in their area of interest and also Course they teaching.
- To make awareness among faculty members and students about new technology in industries.
- To support students in their final year projects through industry workshops.
- To set the standards of knowledge management and faculty development within the institute.
- To transform their learning in their current job roles and also prepare them for future promotions.
- To provide required resources and financial support to faculty for attending and organizing workshops

Policy Statement and Guidelines:

- Every department needs to submit faculty wise plan to respective authority at the beginning of semester.
- No DA will paid and faculty members will be granted duty leave. In case of local FDP/workshops/conferences only Rs. 500/- against registration fee will be paid with duty leave. For international conferences Rs. 1000/- will be paid.
- Dean academics, dean research and need to include workshop plan in academic calendar.
- Faculty members will submit workshop proposal to principal through HOD/Dean Academic/Dean Research/Dean Admin to the Principal.
- Faculty must attend two workshops organized by eminent institutes (IIT, NIT etc.) per semester in their area of interest.

- Faculty knowledge up gradation, workshops and achievements will be considered one of the criteria for faculty recruitment and promotion.
- Overall management of workshop activities may be coordinated by HOD, Dean –A, Dean-R under direct supervision of Principal and campus Director.

Resources

- SUK Academic Calendar, SUK Exam Rules & Regulations

ROLES AND RESPONSIBILITIES

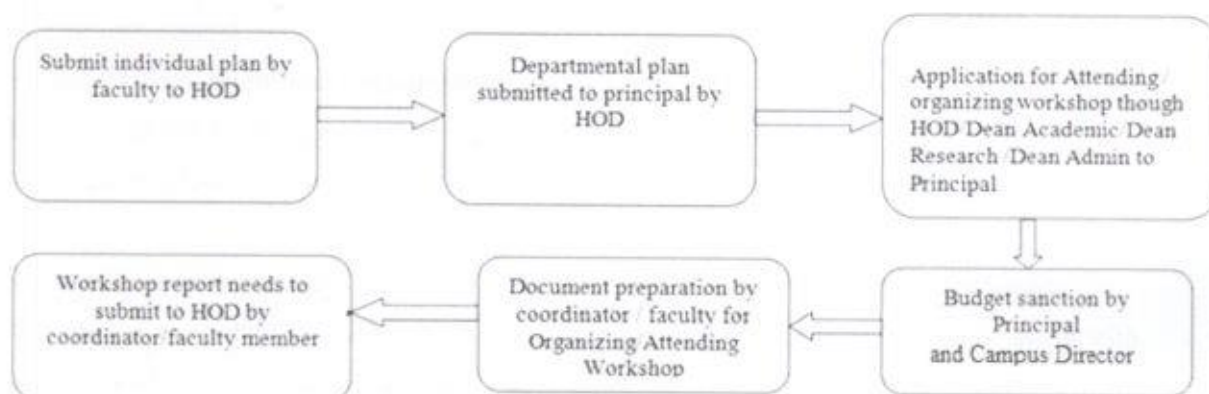
ROLE

Dr Suresh D. Mane
 HOD
 Dean Academic , Dean Research
 Suyog Patil
 Sharad Mangure

RESPONSIBILITY

In charge
 Prepare Faculty workshop strategies
 Overall Strategies
 Verification
 Accounts

Standard Operating Procedure:



- Department wise semester plan will be submitted by HOD.
- Faculties need to submit individual plan to HOD.
- Coordinator needs to prepare all prerequisites for organizing workshop.
- Faculty members need to register and complete workshop as per given plan.
- Submit application to principal for fund if required through HOD and respective dean
- The overall score will be calculated depends on faculty improvement in knowledge up gradation and overall self development.
- The score will be considered for the faculty appraisal and promotion.

Policy No: F-7

Policy Name: students benefited by scholarships by the Management

Reference: DYPP/2022/2456

Objectives:

- The management encourages the meritorious students by providing fee waivers.
- Best Service to the society is providing education to the needy people.
- Encourage faculty members to upgrade knowledge in their area of interest and also Course they teaching.
- The management is committed to provide **Sou. Shanatadevi Fees Scholarship** to such students through fee waiver schemes to provide an opportunity for them to learn in peace.

Policy Statement and Guidelines:

- Students have to write formal written application to principal and Campus Director regarding fee concession on their admission cut off rank Basis.
- Dean academics and Administrative officer need to verify the documents and officials.
- In Case of **Sou. Shantadevi scholarship** the Concession is valid for four academic year and students need not apply every year for getting concession in the fees.
- Other than this following procedure will be implemented :
 - Students have to write formal written application to Management regarding fee concession
 - Students have to submit the application and appear for interview with management along with documents of economic background and academic records
 - Where the management is satisfied with the application provided, concession may be granted
 - The application and/or interview process is aimed at determining a just and equitable fee which is within the family's ability to pay.
 - Once Fee concession is granted, the institute expects the students to pay the agreed fees in time before the due date. If there is any problem in meeting the deadline a letter of explanation should be sent to the Management.

- The Concession is valid for one academic year and needy students shall apply every year for getting concession in the fees.
- Maximum 5 % Students can be considered for fee concession. If Large number of students apply for Fee concession, student may be considered on merit basis.

Resources

- DYP Group Policy.

ROLES AND RESPONSIBILITIES

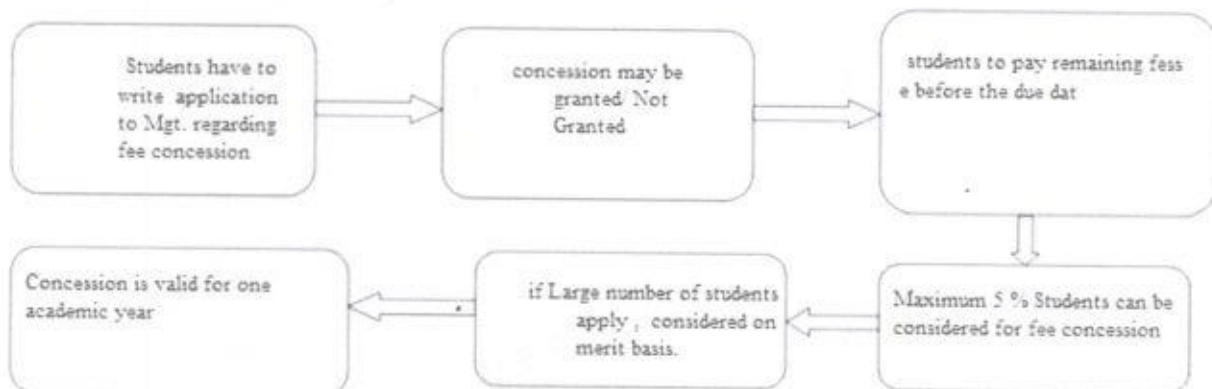
ROLE

Dr A.M.Mane
 Dr. Suresh D. Mane
 Administrative officer
 Sharad Mangure

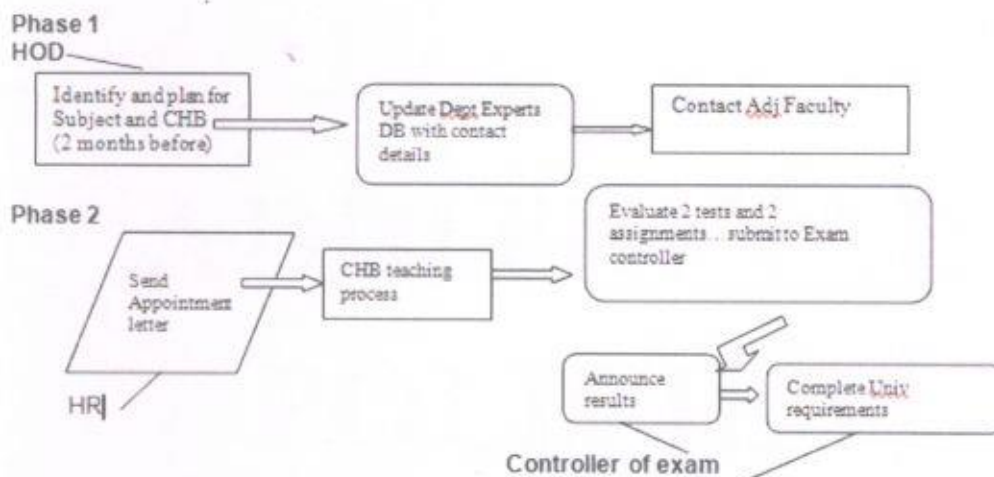
RESPONSIBILITY

Campus Director
 Principal
 Verification
 Accounts

Standard Operating Procedure:



Standard Operating Procedure:



- HODs analyse and propose to have no of Adj faculties for the subjects (10% of the total staff (11))
- 50% payment will be made at the mid semester, and remaining 50% will be made after the complete process and submission of the relevant documents.

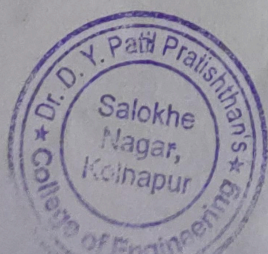


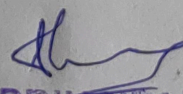
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 College of Engineering
 Salokhenagar, Kolhapur.



Perspective Plan

Sr.No	Key Area	Plan
1.	Infrastructure	<ul style="list-style-type: none">• Upgrade New Computers lab facilities• Up gradation of Solar Light System• Enhancement of Internet and Wi-Fi connectivity• Purchase of new computers and printers and furniture for new labs.
2.	Modernization	<ul style="list-style-type: none">• Modernize different laboratories in various departments.• Lab Augmentation work• Increase new reference books in Library.
3.	Research & Development	<ul style="list-style-type: none">• Increase seed money grants for minor research projects.• Increase external research funding• Encouragement to faculties and students for Research and patents
4.	Human Resource and Development	<ul style="list-style-type: none">• Encouragement to faculties for attending FDP's, STTP's Trainings and Workshops• Organizing faculty development programs
5	Societal Engagement	<ul style="list-style-type: none">• Societal connections through various activities• Helping various Government and Non-Government Organizations• NSS camps for rural areas• Starting of Shantadevi D. Patil Merits Scholarship to meritorious students of each branch
6.	Industry Institute Interaction	<ul style="list-style-type: none">• Improvement in Campus placement• Improvement in MoUs with various organizations and Institutions•
7.	Accreditation/ Certification	<ul style="list-style-type: none">• Applying NAAC/ NBA accreditations for all eligible Certifications programs




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Doc. No: DYP-ADMN-FRM-01

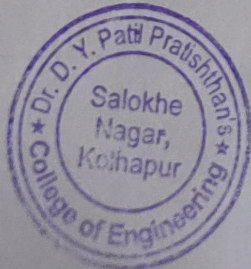
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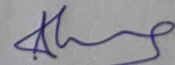
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Academic Year 2021-22

Perspective Plan

Sr.No	Key Area	Plan
1.	Infrastructure	<ul style="list-style-type: none">• Build Infrastructure for new labs.• Installation and Upgrading CTV Surveillance System.• Enhancement of Internet and Wi-Fi connectivity.• To provide water treatment plant for campus use.
2.	Modernization	<ul style="list-style-type: none">• Modernization of laboratories.• Lab Augmentation work.• Increase new reference books in Library.
3.	Research & Development	<ul style="list-style-type: none">• Encouragement to faculties for attending conferences• Financial support to attend conferences / workshops /Swayam/NPTEL courses and towards membership fee of professional bodies• To create an enabling environment within in order to foster a research culture as well as provide a required support through research framework and guidelines
4.	Human Resource and Development	<ul style="list-style-type: none">• To train teaching and non teaching faculty members in their area of interest.• To encourage faculty and students for attending the technical and non technical conferences /workshops/SWAYAM Courses/NPTEL Courses organized at institute and outside the institute.
5	Societal Engagement	<ul style="list-style-type: none">• Societal connections through various activities• Helping various Government and Non-Government Organizations• NSS camps for rural area/ Gram DanakYoina
6.	Industry Institute Interaction	<ul style="list-style-type: none">• Improvement in Campus placement• Improvement in MoUs with various organizations and Institutions
7.	Accreditation/ Certification	<ul style="list-style-type: none">• Applying NAAC/ NBA accreditations for all eligible Certifications programs




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Doc. No: DYP-ADMN-FRM-01

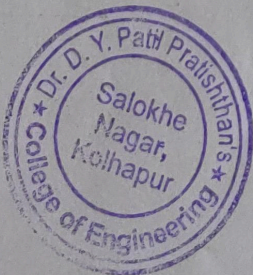
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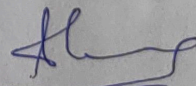
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Academic Year 2020-21

Perspective Plan

Sr.No	Key Area	Plan
1.	Infrastructure	<ul style="list-style-type: none">To Purchase of new equipment for electrical labs.Purchase of new computers and printers and furniture for new labs.To upgrade administration wing.
2.	Modernization	<ul style="list-style-type: none">Modernization of laboratoriesLab Augmentation workIsolation of Carpentry and Smithy workshopIncrease new reference books in Library
3.	Research & Development	<ul style="list-style-type: none">To motivate faculty members for doing intensive research and to obtain Patents for their research findings.To get more Grants/Funds from various government agencies like AICTE, DST, CSIR etc. for organizing conferences, workshops, FDPs, research projects etc.
4.	Human Resource and Development	<ul style="list-style-type: none">Encouragement to faculties for attending FDP's, STTP's Trainings and WorkshopsTo encourage faculties to carry out research projects.
5	Societal Engagement	<ul style="list-style-type: none">Societal connections through various activitiesHelping various Government and Non-Government OrganizationsNSS camps for rural areasHelping various NGO's
6.	Industry Institute Interaction	<ul style="list-style-type: none">Providing skill based training to the student.Make an effort to educate the students for entrepreneurship
7.	Accreditation/ Certification	<ul style="list-style-type: none">Applying NAAC/ NBA accreditations for all eligible Certifications programs




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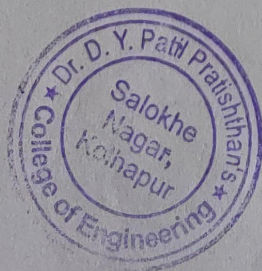
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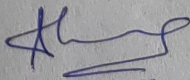
Page 1 of 1

Academic Year 2019-20

Perspective Plan

Sr.No	Key Area	Plan
1.	Infrastructure	<ul style="list-style-type: none">• Creating infrastructure to use modern teaching aid• Installation of CCTV Surveillance System.• Build Electrical laboratories.
2.	Modernization	<ul style="list-style-type: none">• Modernization of laboratories• Lab Augmentation work• Isolation of Carpentry and Smithy workshop• Increase new reference books in Library
3.	Research & Development	<ul style="list-style-type: none">• Inviting experts and eminent person on research committee for evaluating progress of research activities is in various departments.• Encouragement to faculties for attending conferences• Encouragement to faculties and students for Research and patents
4.	Human Resource and Development	<ul style="list-style-type: none">• Encouragement to faculties for attending FDP's, STTP's Trainings and Workshops• Motivate teaching faculty members to take consultancy projects .
5	Societal Engagement	<ul style="list-style-type: none">• Contributing to social change and promoting green initiatives.• Helping various Government and Non-Government Organizations• NSS camps for rural areas• Helping various NGO's
6.	Industry Institute Interaction	<ul style="list-style-type: none">• Industry interface through summer internship• Undertaking field project with participation from the industry
7.	Accreditation/ Certification	<ul style="list-style-type: none">• Applying NAAC/ NBA accreditations for all eligible Certifications programs



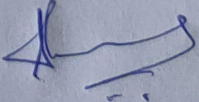

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Academic Year 2018-19

Perspective Plan

Sr.No	Key Area	Plan
1.	Infrastructure	<ul style="list-style-type: none">• Build Indoor sports facilities• Installation of CCTV Surveillance System• Enhancement of Internet and Wi-Fi connectivity• Build HOD cabins
2.	Modernization	<ul style="list-style-type: none">• Modernization of laboratories• Lab Augmentation work• Isolation of Carpentry and Smithy workshop• Increase new reference books in Library
3.	Research & Development	<ul style="list-style-type: none">• Enriching R&D facilities• Encouragement to faculties for attending conferences• Encouragement to faculties and students for Research and patents
4.	Human Resource and Development	<ul style="list-style-type: none">• Encouragement to faculties for attending FDP's, STTP's Trainings and Workshops• Organizing faculty development programs
5	Societal Engagement	<ul style="list-style-type: none">• Societal connections through various activities• Helping various Government and Non-Government Organizations• NSS camps for rural areas• Helping various NGO's
6.	Industry Institute Interaction	<ul style="list-style-type: none">• Improvement in Campus placement• Improvement in MoUs with various organizations and Institutions
7.	Accreditation/ Certification	<ul style="list-style-type: none">• Preparation of NAAC/ NBA accreditations for all eligible Certifications programs




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INSTITUTIONAL DEVELOPMENT PLAN (IDP)

Dr D Y Patil Prathisthan's College of Engineering

1. Objectives of the IDP : To grow as a centre of excellence in technical education
2. Vision and mission of the College/Institute.

Vision :

To strive and become centre of excellence in under graduate engineering education and become a preferred institute of higher education

Mission :

M 1 To nurture a culture of excellence in teaching & learning with active involvement of stakeholders

M 2: To provide quality technical education with focus on fundamentals and hence become a preferred educational institute in this region

M3: To encourage students participation in academics, co curricular and extracurricular activities for their overall personality development and they emerge as innovators, leaders and entrepreneurs

M4: To promote sustainable practices with ethical values

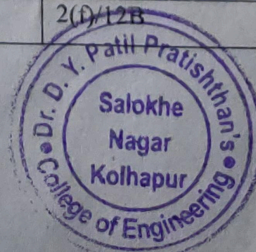
3. Institutional Profile-

AISHE ID: C-50894

Sr. No.	College Details -	
1	Name of the College	Dr D Y Patil Prathisthan's College of Engineering
2	Cycle of Accreditation	
3	Date of establishment of the Institution	2014
4	Name of the Head of the Institution	Dr. Suresh D. Mane
	Designation	Principal
5	Does the college function from Own Campus	Yes
6	Address of the College	A Ward 865, Salokhenagar
	State/UT	Maharashtra
	City	Kolhapur
	Pin	416007
	Phone No	0231-2320914
	Mobile No	9448433574
	Registered Email	dype472.ec@unishivaji.ac.in
	Alternate Email	Mane.suresh.dypcoesn@gmail.com
	Mobile No	8660320524
7	Alternate Faculty Contact Details	Mr Suraj Patil
	Address	Plot no 239, New Vashi Naka, Kolhapur
	State/UT	Maharashtra
	City	Kolhapur
	Pin	416007
	Phone No	8149665392
	Mobile No	8149665392
	Email	surajpatil.production@gmail.com
	Alternate Email	surajpatil.production@gmail.com
8	Website	http://coes.dypgroup.edu.in
9	Type of Education	Coeducation
10	Nature of the college	UNAIDED
11	Type of Affiliation	Temporary
12	Is the institution recognized as an Autonomous	2(D)/12B NO

Boha

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College of Engineering

	College by the UGC?																											
13	Is the institution recognized as a 'College with Potential for Excellence (CPE)' by the UGC?	YES/NO	NO																									
14	Is the institution recognized as a 'College of Excellence' by the UGC?	YES/NO	NO																									
15	<table border="1"> <tr> <th colspan="2">Program Details</th> </tr> <tr> <td>Program</td> <td>Affiliation Status</td> </tr> <tr> <td>B.Tech Computer Sc, B Tech in Computer Sc (Data Science), B.Tech in Civil Engg, B. Tech in Electrical Engg</td> <td>All Programs are Affiliated to Shivaji University Kolhapur</td> </tr> </table>			Program Details		Program	Affiliation Status	B.Tech Computer Sc, B Tech in Computer Sc (Data Science), B.Tech in Civil Engg, B. Tech in Electrical Engg	All Programs are Affiliated to Shivaji University Kolhapur																			
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17	<table border="1"> <tr> <th colspan="5">Number of Non-Teaching Staff by employment status (permanent / temporary) and by gender</th> </tr> <tr> <th>TYPE</th> <th>Male</th> <th>Female</th> <th>Transgender</th> <th>Total</th> </tr> <tr> <td>Permanent</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Temporary</td> <td>29</td> <td>9</td> <td></td> <td>38</td> </tr> <tr> <td>TOTAL</td> <td>29</td> <td>9</td> <td></td> <td>38</td> </tr> </table>					Number of Non-Teaching Staff by employment status (permanent / temporary) and by gender					TYPE	Male	Female	Transgender	Total	Permanent					Temporary	29	9		38	TOTAL	29	9		38
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Permanent																														
Temporary	29	9		38																										
TOTAL	29	9		38																										

18	Number of Students on roll by Gender	739 Male	321 Female
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19	Does the institution have statutory cells / committees (nearby 13 to 18 committees are there): We have all statutory committees in place														
	<table border="1"> <tr> <th>Sr. No.</th> <th>Name of Committee</th> <th>Status</th> </tr> <tr> <td>1</td> <td>Sexual Harassment</td> <td>YES</td> </tr> <tr> <td>2</td> <td>Anti Ragging</td> <td>YES</td> </tr> <tr> <td>3</td> <td>Teacher - Student</td> <td>Yes</td> </tr> </table>			Sr. No.	Name of Committee	Status	1	Sexual Harassment	YES	2	Anti Ragging	YES	3	Teacher - Student	Yes
Sr. No.	Name of Committee	Status													
1	Sexual Harassment	YES													
2	Anti Ragging	YES													
3	Teacher - Student	Yes													

20	Has the institution made statutory declaration on the institution website under Section 4 (1) (b) of the RTI Act 2005 as issued and amended from time to time.
----	--

21	Does the college have an academic MoU with any foreign institution	NO
----	--	----

22	Date of uploading data on MHRD website for All India Survey on Higher Education (AISHE). Done Annually
----	---

23	Facilities <table border="1"> <tr> <td>Lab</td> <td>YES</td> </tr> <tr> <td>Library</td> <td>YES</td> </tr> <tr> <td>Hostel</td> <td>NO</td> </tr> </table>		Lab	YES	Library	YES	Hostel	NO
Lab	YES							
Library	YES							
Hostel	NO							

24	Program Details <table border="1"> <tr> <th>Total Number of existing Programs</th> <th>Total number of programs to be proposed in next 5 years</th> <th>Details of Proposed Programs</th> </tr> <tr> <td>4</td> <td>6</td> <td>B Tech in Mechanical Engg (3 D Printing or Energy Engg or Robotics & Automation), B.Tech in Electronics & Communication Engg</td> </tr> </table>			Total Number of existing Programs	Total number of programs to be proposed in next 5 years	Details of Proposed Programs	4	6	B Tech in Mechanical Engg (3 D Printing or Energy Engg or Robotics & Automation), B.Tech in Electronics & Communication Engg
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25	Student Teacher Ratio- <table border="1"> <tr> <th>Current Student to Teacher Ratio</th> <th>Proposed Student to Teacher Ratio in next 5 years</th> <th>Description</th> </tr> <tr> <td>1:20</td> <td>1:15</td> <td>In pursuit of onboarding quality teachers</td> </tr> </table>			Current Student to Teacher Ratio	Proposed Student to Teacher Ratio in next 5 years	Description	1:20	1:15	In pursuit of onboarding quality teachers
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1:20	1:15	In pursuit of onboarding quality teachers							

26	Demand Ratio and Vacancy Percentage of Last Five Years		
----	---	--	--

Year	Name of the Program	Intake	Applications Received for admission	Number of Student Admitted	Demand Ratio	Percentage of Vacancy
2017	B.Tech	240		284		0
2018		240		209		12
2019		240		215		10
2020		240		311		0
2021		300		400		0

27 **Gender Ratio**

Total Number of Male Students	Total Number of female Students	Gender Ratio	Percentage of Female Students	Steps for improvement
739	321	70:30	30 % girls	We have good number of girl students but shall improve the ratio

28 **Faculty position of last five years**

Year	Designation	Sanctioned Post	Filled Post	Percentage of Vacancy
2017	Asst Prof	52	52	0
2018	Asst Prof	52	52	0
2019	Asst Prof	52	52	0
2020	Asst Prof	52	52	0
2021	Asst Prof	54	54	0

29 **Accreditation And Ranking**

Type	Current Status	Current Grade/Ranking Band	Target in next 5 years	Steps for improvement
NAAC	Accredited/Non accredited/Not eligible	Non Accredited	Applying for NAAC First Cycle A & A in 2023	IQAC Formed Trainings for faculty members Conducted. CO Written. CO PO Mapping Done
NIRF	Participated/Not Participated	Not Participated		
NBA	Accredited/Non accredited	Not Accredited.	Applying for NBA in 2024	Dean appointed Committees Formed Trainings Conducted CO Written CO PO Mapping Done.

30 **MOUs and Collaborations**

Type	Number of MOUs	Number of Active MOUs	Industrial Collaborations	Target in next 5 years	Steps for improvement
Local	5	5	5	10	Signing up MoUs
State	5	5		10	
National	5	5		10	
International				5	

31 **Plan for Autonomy (Description in 1000 words)**

We are planning to apply for NAAC in 2023 and after getting A grade wish to apply for autonomy
 We have recruited Doctorates in Civil, CSE, Mechanical programs
 Faculty Student Ration is being improved by recruiting good faculties
 Training on accreditation is given to all faculty by NITTTR Chandigarh (Online FDP)

32 **Plan for Multidisciplinary Institutions (any one from bellow)**

Cluster College (Description in 1000 words)
 Merger with Multidisciplinary HEIs (Description in 1000 words)
 To be a Constituent College (Description in 1000 words)

Self Reliant Multidisciplinary College

We are planning for quality education with induction of quality experienced faculty members. Faculty members are trained on OBE and accreditation process. We shall be applying for NAAC in 2023 and NBA in 2024. Once we are accredited by NBA we shall apply for increase in intake. We shall start new programs.
In our campus we already have a Junior college and a CBSE school.
Its already a multi disciplinary campus

33 **Plan for embedding Internship/Apprenticeship in Under Graduate Program**

(Description in 500 words)

As per affiliating university as well as AICTE norms each student undergoes two weeks mandatory internship in the intervening period of 6&7 semester

Proper records for the same are maintained by each department

All eligible students are undergoing internship

34 **Scholarship/Financial Support**

Type	Number of Beneficiaries	Amount Disbursed	Target of growth in Scholarship/ Financial Support in next 5 years (Number of Beneficiaries)
Central Government			The existing scheme shall continue as already @ 90% of students avail scholarship benefits
State Government	850	3.5 Cr	Both from state as well as institution
University			
Scholarship/ Financial Support from college	50	15 Lakh	
Other agencies			
Total	900	3.65 Cr	

Strategies to improve Scholarship/ Financial Support from college and other agencies

Management of institution is giving scholarship to needy students. This is decided case to case basis and annually the fees concession is offered by the esteemed management.

35 **Faculty Achievements**

Particulars	Present Count (last 5 years)	Target Count (Next 5 years)
Number of Books published	1	2
Number of Chapters published	3	5
Number of Research Articles published in Journals listed in Scopus database	5	5
Number of Research Articles published in Journals listed in UGC CARE LIST	5	10
Number of Patents awarded	10	10
Number of Research Projects and Funding in last 5 years and name of agencies		
Consultancy		

Steps for improvement

(Description in 500 words)

Research Support Policy has been initiated. A sum of Rs 6 lakhs per annum is set aside in the budget to support the faculty members to conduct research and publish their findings.

Faculty members are being trained in IPR by conducting workshops under Lead college scheme of SUK (17-18 Oct 2022)

Many initiatives are taken for students and faculty members

Faculty members are updating their knowledge by attending FDP programs, SWAYAM courses and institution is reimbursing the examination fees.

Students are given 50% of GATE exam fees as reimbursement

Under SUK students are being deputed to other institutions for Youth festival and sports

Institution is financially supporting students for youth festivals and sports events

Faculty are being encouraged to take up Doctoral research

Over 12 faculty members have registered for PhD in 2022

We have tied up with IIT Bombay for Virtual labs to benefit students

Vidwan portal registration is being done by faculty

IRINS curation is under process

Students feedback on faculty is being taken

OBE is implemented

36 **Academic Bank of Credits-**

Name of the Program	Number of students admitted in First Year	Number of Students registered in Academic Bank of Credits

37 **BLENDED LEARNING FACILITIES**

A. LMS - YES/NO

If → YES

Number of Programs on LMS	Existing		Target in next 5 years		Steps for improvement
	Number of Faculty registered on LMS	Number of Students registered on LMS	Number of Faculty registered on LMS	Number of Students registered on LMS	

If → NO (Description in 500 words)

B. SWAYAM / Other MOOCs

Name of Courses on SWAYAM / Other MOOCs	Existing		Target in next 5 years		Steps for improvement
	Number of Students registered on SWAYAM / Other MOOCs	Number of Students appeared for examination under SWAYAM / Other MOOCs	Number of Students to be registered on SWAYAM / Other MOOCs	Number of Students to be appeared for examination under SWAYAM / Other MOOCs	
	Nil		50	50	Awareness program being
		5			

arranged at institution

C. e-Content development facility

Total number of e contents developed by faculties	Total number of e contents to be developed by faculties in next 5 years	Steps for improvement
100	500	All faculty members are encouraged to use ICT and we have provided LCD projectors for all departments

38 Environment Awareness Program

A. Rain Water Harvesting (upload file and description in 500 words)

Present Status	Target in next 5 years
Available	Shall be maintained and improved

B. Circular Economy (upload file and description in 500 words)

C. Village Adoption (upload file and description in 500 words)

Present Status	Target in next 5 years
Kandalgaon 2020-21	2

D. Green Audit/ Energy Audit (upload file and description in 500 words)

DYPSN is a neat , clean and green campus.

We conduct annual events such as tree plantation celebration of earth day, environment day

39 **Implementation of National Programs**(Description in 1000 words)

(List from DSW section)

Most of the national programs are being conducted by the institution involving teaching non teaching members and students of all departments

Swatch Bharat Abhiyan : Vishalgarh Fort Oct 2022-23, Pargad in 2020-21

Tree Plantation at Kalamba Lake 2019-20

40 **Achievements in Sports**

Level	Number of Students Participated in last 5 years	Number of Students received Medals in last 5 years	Medals Target in next 5 years	Steps for improvement
University	100	10	50	Physical Director is appointed , trained and guided to participate in all SUK
State	5	10	50	
National				
International				

41 **Achievements in NSS/NCC**

Level	Number of Students Participated in last 5 years	Number of Students received Medals in last 5 years	Medals Target in next 5 years	Steps for improvement
University	500			
State				

	National			
42	Achievements in Cultural Activities			
	Level	Number of Students Participated in last 5 years	Number of Students received Medals /Prizes /Ranks / Certificates in last 5 years	Medals /Prizes /Ranks /Certificates Target in next 5 years
	University	50	5	50
	State			
	National			
				Dean Student Welfare is being appointed and encouraged to ensure better participation of students.
Special efforts for Preservation/Conservation of Local /Regional Cultural Heritage - (Description in 500 words)				

43	Academic Achievements							
	Program	Distinction	First Class	Second Class	Pass Class	Fail	Total	Success Rate
	Civil	70	6	0	0	8	84	90.47%
	Mechanical	110	1	0	0	7	118	94.06%
	CSE	69	0	0	0	0	69	100%

44	Academic Audit	
	Current Grade	Future Plan for improvement
	Input (A) = 72% A Grade Process (B) = 72.33% A Grade Output (C) = 61% B Grade	Major/Minor Research Projects undertaken by faculty, No. of Students Completed M. Phil/Ph. D under the guidance of faculty Members in College., books published, and papers in national / international conference
		Target Grade for next Cycle
		Input (A) = 85% A+ Grade Process (B) = 85% A+ Grade Output (C) = 85% A+ Grade

45	Administrative Audit	
	Current Grade	Future Plan for improvement
	Nil	A+ Grade

46	Incubation and Start-Ups			
	Incubation and Start-Ups → YES			
	Present number of Incubatees	Present number of successful Start-Ups	Target number of Incubatees in next 5 years	Target number of Successful Start-Ups in next 5 years
	0	0	10	10
				-

Incubation and Start-Ups → if NO → (Description in 1000 words)

47	Best Practices-
	A. Best practices currently adopted (Description in 1000 words) Clean, Green and Eco-friendly campus. Water Conservation-Rain Water Harvesting, Sewage Water Purification Plant. Waste Management – E-waste management, organic waste converter room, hazardous and non-biodegradable waste management. Concession in Tuition Fee and Freeship in NHEI for children of NHCE staff. Uniforms for all class IV employees. Higher Studies Leave Benefit for staff.

Felicitation on completion of Ph.D.
 Teachers are recognized for their services on the occasions of Teachers' Day and Founders' Day.
 International Women's Day is celebrated promoting women empowerment.
 Increments in salary is provided when faculty members upgrade their qualification.
 Subsidised food and accommodation is provided for security and maintenance staff.
 Bonus is presented for all technical and non teaching staff for Dussera & Diwali festival.
 Staff members' birthdays are celebrated with chocolates, cakes, gifts and cards.
 Marriage gifts for employees and their children.
 Staff injured inside the campus will get the benefit of full medical expenses coverage along with leave facility.
 Insurance Coverage for technical and non-teaching staff.
 Medi-claim coverage for technical and non-teaching staff.
 Free transport facility to all staff members.
 'Refresh & Come Alive' a recreational program is organised regularly for staff members.
 Paper wastage is disposed off and the dry dead leaves are buried in the soil to protect the campus from getting polluted.
 The institute maintains and monitors a green campus which is clean and eco-friendly.
 Students enthusiastically take part in Tree Plantation Programs which are regularly organized.
 E-waste and Hazardous waste management is practiced. A well equipped Organic Waste Converter is installed.
 One sided sheets are used for reducing wastage.

B. New Best practices to be introduced in next 5 years (Description in 1000 words)

Energy Conservation – Solar Panels, Educative Posters.
 Concession in Tuition Fee and Freeship in NHEI for children of NHCE staff.
 Tie up with Hospitals to provide concessional medical facilities for staff members and students.
 Blood Donation Camps are organized regularly by the institute.
 Maternity Leave benefits as per NHCE policy.

48	SWOT Analysis																	
	Sr. No.	Strengths	Weaknesses	Opportunities	Threats													
	1	Strong Curriculum	Greater number of behavioral problems in students	Development of leaders in engineering	Less score student enrolment													
	2	Caliber of students	Faculty retention	Interdisciplinary growth across departments	Saturation of engineering education market													
	3	Team work of faculty & staff	Some faculty not functioning as teams	Increased research funding	Unchecked student behavior													
	4	Quality of faculty	Research infrastructure	Expand and improve the effectiveness of marketing of the College	Reduced research funding													
5	Quality graduate program	Lack of long-term budget planning and a process that is transparent	Increase national and regional recognition	Lack of publicity in areas of excellence, value and quality														
49	<p>Alumni Association → YES</p> <p>Registered Alumni Association → YES/NO → if YES upload Certificate</p> <p>Separate Web portal for Alumni Activities → NO → if YES provide link</p> <p>Number of Alumni registered →</p> <table border="1" style="width: 100%;"> <tr> <td>Within Country</td> <td>Outside Country</td> </tr> <tr> <td> </td> <td> </td> </tr> </table> <p>Target to increase number of alumni in next 5 years → (Please provide count)</p> <p>Activities conducted through alumni association → (Description in 1000 words)</p> <p>Contribution of alumni →</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"></td> <td style="width: 20%; text-align: center;">Current</td> <td style="width: 20%; text-align: center;">Target</td> </tr> <tr> <td>Contribution of alumni</td> <td></td> <td></td> </tr> <tr> <td>Number of Books donated</td> <td></td> <td></td> </tr> </table>					Within Country	Outside Country				Current	Target	Contribution of alumni			Number of Books donated		
Within Country	Outside Country																	
	Current	Target																
Contribution of alumni																		
Number of Books donated																		

	Amount donated Number of Workshops/Lectures delivered Number of alumni feedback given								
50	<p>Placement cell → YES if YES →</p> <table border="1"> <thead> <tr> <th>Placement ratio</th> <th>Number of job fairs organized</th> <th>Pre Placement Workshops organized</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>154/271 (56.82%)</td> <td>15</td> <td>4</td> <td>10</td> </tr> </tbody> </table>	Placement ratio	Number of job fairs organized	Pre Placement Workshops organized	Target	154/271 (56.82%)	15	4	10
Placement ratio	Number of job fairs organized	Pre Placement Workshops organized	Target						
154/271 (56.82%)	15	4	10						
51	<p>Need Assessment for planning (Description in 1000 words)</p> <p>A. Local Needs : Quality Faculty B. Global Needs : Quality Education C. Curriculum : Affiliated Institution at present, Contributing in BOS for Data Science Program</p>								
52	<p>Seminar /Conferences/Symposiums</p> <p>Jawa Training, Gate Orientation programm, Soft skills seminar</p>								

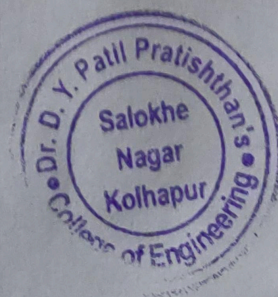
53	INFRASTRUCTURE / BUDGET PLAN (Rs.)			
	List of Activities	Existing till 2022-23 (Please specify Count)	Proposed Budget for 2023-24	
			Proposed (Please specify Count)	Estimation
A	Infrastructure			
	Classrooms	14	-	-
	Conference/Seminar Hall	1	-	-
	Laboratories	29	-	-
	Hostels	-	-	-
	Reading Rooms	1	-	-
	Toilets	12	-	-
	Renovation of existing infrastructure	-	-	-
B	Procurement			
	Computers & Other Peripherals	320	-	-
	Furniture	Bench, Table, Chair, Furniture	-	-

	Books	Number of Volumes 7500	808	494197/-
	Laboratory Equipments	174	-	-
	Sports Equipments	60	-	-
	Drinking Water Facility	3	-	-
	Learning And Training Resources	Library books, Internet	-	-
	Teaching Aids For Classrooms/Laboratories	Projector, PC's, Board	-	-
	Items For Differently Abled Persons	Wash Room, Rest Room, Computer and Internet, Reading Room, easy access to buildings	-	-
C	Human Resource Support			
	Engagement of Guest Faculty	6	-	-

List of Activities	Existing till 2022-23 (Please specify Count)	Proposed Budget for 2023-24	
		Proposed (Please specify Count)	Estimation
D	Activities/Measures		
Training For Faculty (Including pedagogical training, administrative, academic and non academic matters) and Non-teaching Staff	Training for How to write research paper, Research orientation, ERP system training		
Training For Students (Specify Type of Training)	Jawa, Gate Orientation, Soft skills		
Student Support Activities	Mentoring system to help at individual level, Self Learning, Career Guidance, Entrepreneurship Cell		
Environment, Health & Safety related activities/items	Cleaning, Tree Plantation, Fire Safety		
Quality and Equity enhancement measures			
Development of linguistic competency			
Skill Development Programs			
Others (Specify)			

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PRINCIPAL
Dr. D. Y. Patil Pratishthan's
College of Engineering

Guidelines for Developing Vision and Mission Statements:

A Vision represents an aspirational future state for Institute, offering a visionary perspective of what the Institute should evolve into. Conversely, the Mission deals with the practical aspects of the vision, addressing questions about the Institute's identity, purpose, and rationale for existence. A Vision serves as a symbol that unites stakeholders, primarily employees, around a shared sense of purpose, recognizing that people are more motivated when working for a meaningful cause rather than just pursuing a goal. Typically, a Vision is a long-term statement that remains relatively constant unless the department undergoes significant restructuring.

A Vision should serve as a firm anchor, a guiding principle that is prudent yet non-negotiable, except in rare circumstances. It should be clear, concise, and easy to understand, leaving room for individual interpretation. Importantly, it should articulate the destination without delving into the specific road map for achieving it. An effective Vision is both meaningful and achievable, avoiding vague or overly ambitious language. It should be capable of energizing people and providing motivation, even in challenging times. A strong Vision should be seen as both attainable and inspiring, stretching individuals and the organization beyond their comfort zones.

Mission should refrain from specifying the precise methods for realizing the vision, as these methods may change over time. A well-crafted Vision should have a 5 to 10-year horizon, striking a balance between being tactical and overly distant, ensuring that the organization's strategy for development

The entire process of developing a vision, mission, and objectives is highly iterative. commencing with the Vision and Mission statements, free from constraints, capabilities, or external factors The Mission, in turn, follows the Vision, representing the practical actions required to fulfill the larger vision. Mission deals with the 'who, what, and why' of the Institute's existence, providing the roadmap to realizing the Vision. Additionally, objectives, whether focused on outcomes or processes, must align with the Vision and Mission, be directly related to national objectives.


With reference to above guidelines

Following steps were taken while redefining 'Vision Mission'

1. The meeting of all heads of departments and deans alongwith Internal Quality Assurance Cell (IQAC), Admin officer was conducted to discuss the points to redefine the Vision Mission.
2. On the basis of partial attainment of previous Vision defined in 2018-19 and New education Policy 2020 guidelines the changes were discussed in the meeting and draft was prepared.
3. Then the Vision and mission is checked by management and stakeholders -- Chairman, Trustee and Executive director
Also it is checked by other stakeholders - parent representative, Industry representative and alumni.
4. After approval of management and other stakeholders the Vision and Mission was finalized.


IQAC Co-Ordinator
Dr. D. Y. Patil Pratishthan's
College of Engineering
Salokhenagar, Kolhapur.




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Salokhe Nagar, Kolhapur.

Deployment of Institutional Development Plan (IDP):

The institute has prepared IDP in 2022 as per SUK Shivaji University, Kolhapur format. The same has also been submitted to SUK. The key highlights of IDP 2022 are as under-

1. Applying for NAAC accreditation by 2023
2. Applying for NBA accreditation of 2-3 department by 2024 (Computer Science, Civil and Electrical Engineering)
3. Focussing on Improvement in qualification index of faculty members
4. Strengthening the training and placement activities
5. Infrastructure Development to meet the additional requirements towards accreditation

As per above plan

1. IQA for NAAC is submitted on 3rd June 2023 and now we are in process of preparing SSR which will be submitted on 23rd September 2023.
2. Simultaneously preparation for applying for NBA accreditation is in process in view of this a National conference is planned in January 2024.
3. Consultancy assignments are being increased and efforts are taken to have more funded projects.
4. In 2023 more Ph.D. faculties are appointed in each department to improve the quality of education and research. Also as many as 15 faculties have registered for Ph.D. for qualification improvement.
5. To improve the placements soft skills and Technical training apart from syllabus related to Industry is increased. In some cases, the customized training as per industry demand is also provided and same industry has appointed those trained students (FUEL training and Interior Design PMC training for Vertex Designs, Pune).
6. In 2023 number of smart classrooms are increased by Installing ICT Tools like Projectors.


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Salokhe Nagar, Kolhapur.

Ph.D Faculties 2022-23

Sr.No	Faculty Name	Department	Year of Appointed
1.	Dr. Shivani Kalle	CSE	2023
2.	Dr. Uttam Satpute	Electical	2023
3.	Dr. Shrikant Bhopale	Data Science	2023

Ph.D Register Faculties:-

Sr.No	Faculty Name	Department
1.	Suyog Patil	CSE
2.	Rohit Raut	CSE
3.	Rucha Gurav	CSE
4.	Vanashri Shinde	CSE
5.	Sneha Ghewari.	CSE
6.	Snehal Patil	CSE
7.	Rohit Barwade	CSE
8.	Ganesh Rathod	CSE
9.	Vidya Vanrutti	Electrical
10.	Sandeep Nale	Civil
11.	Monika Shinde	Civil
12.	Gaurav Desai	Civil
13.	Rucha Gaurwadkar	Civil
13.	Jaganath Ware	General Science
14.	Pravin Desai	Mechanical


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