6.3.1 The Institution has performance Appraisal System, effective welfare measures for Teaching and Non-Teaching Staff and avenues for career development/progression

IQAC Coordinator

Principal

6.3.3 Percentage of Teaching and Non-teaching staff participating in Faculty development Programs (FDP), Management development programs during last five years.

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Sr. No.	Year
1	2018-19
2	2019-20
3	2021-21
4	2021-22
5	2022-23

IQAC Coordinator

Principal

6.3.1 The Institution has performance Appraisal System, effective welfare measures for Teaching and Non-Teaching Staff and avenues for career development/progression

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Sr. No.	Performance Appraisal for the Academic Year
01	2018-19
02	2022-23

IQAC Coordinator

Principal

Cell (IQAC) Annual Report on performance Appraisal System, effective welfare measures

6.3.1 The Institution has performance Appraisal System, effective welfare measures for Teaching and Non-Teaching Staff and avenues for career development/progression

Sr. No.	Faculty Appreciation	Page No.
1	Dr.Rashmi Jadhav	119-125
2	Mr.Jagannath Ware	126-133
3	Mr.Pravin Desai	134-140
4	Mr.Ganesh Rathod	141-144
5	Ms.Apurva Londhe	145-167
6	Mr.Sanjeev Deshpande	198-174
7	Ms.Vanashri Shinde	175-177
8	Mr.Gaurav Desai	178-201

IQAC Coordinator

Principal

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

i

Board of Management

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

Dr. Rashmi Jadhav
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 CO_2** 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 green-house 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 CO_2 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
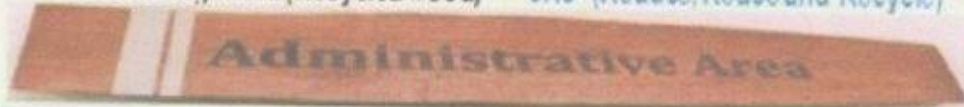
RWH Rain water Harvesting (Rooftop)
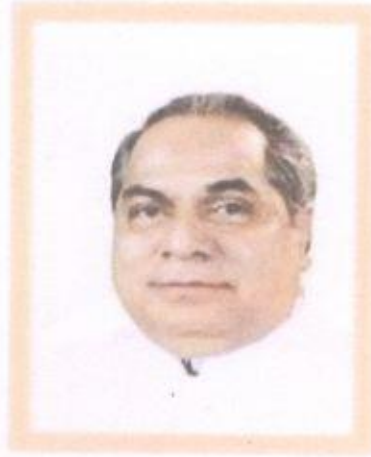
Waste Water Harvesting (WWH)

GARDEN n Ground using WWH

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

Administrative Area

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.

x

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.
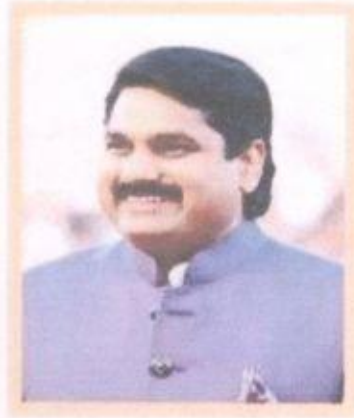
Shri. Satej D. Patil

Vice President and Chairman

(MLC & amp; Minister of State for Home (Urban), Housing, Transport, Information Technology, Parliamentary Affairs & amp; 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.

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.

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 orget 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

EXCELLENCE IS
A CONTINUOUS PROCESS
& NOT AN ACCIDENT

SuccessStory.com

You were born with wings.
Don't Crawl.
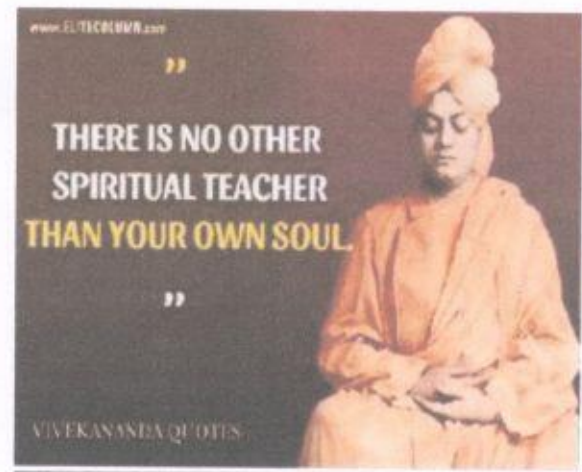Learn to use them to
fly and fly.
-Abdul Kalam

education
...is the most powerful
weapon which you can
use to change the world.
- Nelson Mandela

www.ELITECOLUMN.com

THERE IS NO OTHER
SPIRITUAL TEACHER
THAN YOUR OWN SOUL.

VIVEKANANDA QUOTES

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C- RESEARCH

D- DEPARTMENT

E- STUDENTS

SECTION A
NON-ACADEMIC POLICIES
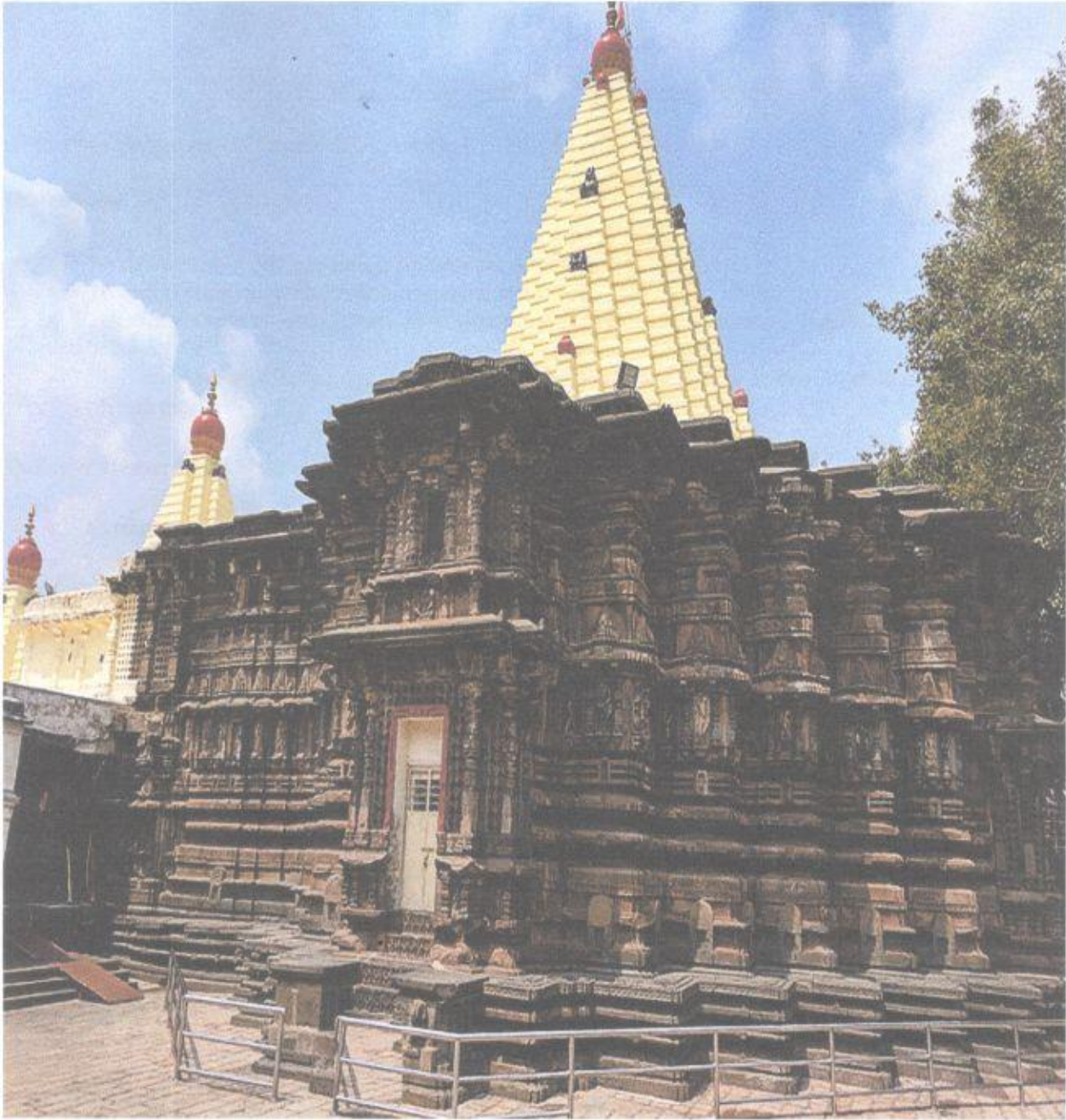
Mahalaxmi Temple, Kolhapur

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:

Admission of students as per DTE CAP round allotments	Filling up of Institute Admission form with required Original Documents and fees	Enrollment of students online as well as offline and allotting Roll numbers to all students
Complete SUK Eligibility Process of all admitted students	Issue of Institute Identity Cards & Central Library Cards	Induction Program for newly admitted students

- *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 it 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

| Requirement of Staff from HOD's | → | Registrar submit requirement of new staff to Principal | → | Advertise(Paper re sumes by calling) | → | After sort out resume and call for interview |
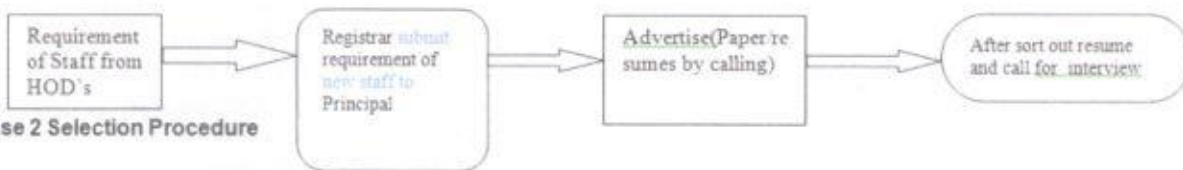
Phase 2 Selection Procedure

| Round 1: Technical interview of candidates with Panel and list the selected | → | Round 2: Selected candidates final interview with the Chairman and panel | → | Candidates, who are selected, get offer letter from Institute. |

↓

Candidates sign T&C, and submit joining report.

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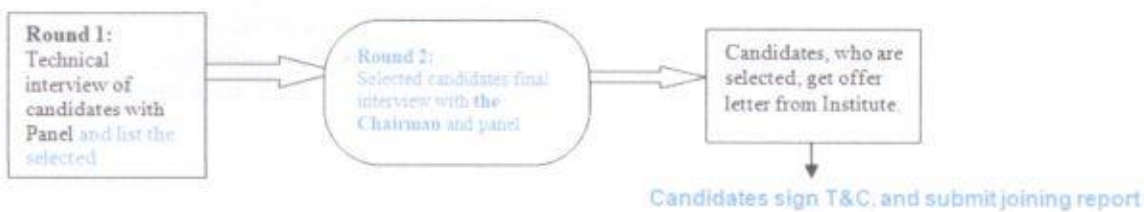
Policy No: A-3

Policy Name: Resignation & closing

</div>

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:

```
┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐
│ Faculty apply for│     │ Faculty takes    │     │ Faculty meets HOD│
│ resignation      │ ──▶ │ standard Exit and│ ──▶ │ to fulfill the   │
│ through a letter │     │ No-Dues Form and │     │ academic         │
│ to the Principal │     │ understands      │     │ commitments and  │
│ and apply for 1  │     │ process from HR  │     │ other portfolios │
│ month compulsory │     │                  │     │ charge handover  │
│ Notice Period.   │     │                  │     │ process          │
└──────────────────┘     └──────────────────┘     └──────────────────┘
                                                            │
                                                            ▼
┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐
│ After all process│     │ Faculty takes    │     │ Faculty submits  │
│ is finished from │     │ No-dues from each│     │ course file (hard│
│ HOD and HR the   │ ◀── │ concerned        │ ◀── │ copy + soft copy)│
│ faculty will be  │     │ departments.     │     │ personal file,   │
│ issued relieving │     │                  │     │ and other        │
│ letter and       │     │                  │     │ portfolios       │
│ experience letter│     │                  │     │ assigned         │
│ from the         │     │                  │     │ documents to HOD │
│ Institute        │     │                  │     │                  │
└──────────────────┘     └──────────────────┘     └──────────────────┘
```

- *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	RESPONSIBILITY
Prof. V. P. Kallimani	Principal
Mr. SuyogPatil	Administrative Officer
Mr. Pradnya Magar	HR
HOD	

Standard Operating Procedure
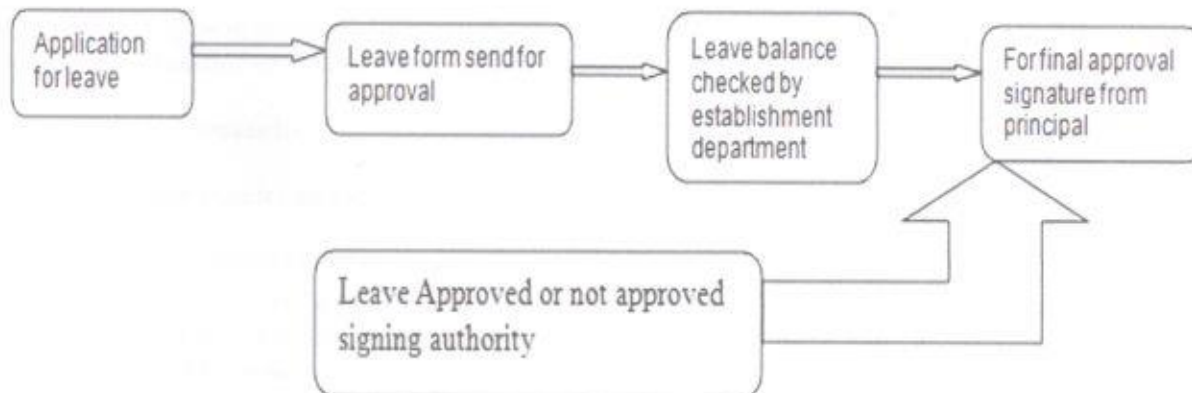
<p align="center">Policy No: A-5</p>

<p align="center">Policy Name: Office Staff Works</p>

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:

Administrator Officer

Accountant	Affiliation section	Student Section (Scholarship, SUK)	Cashier Section	Maintenance In-Section
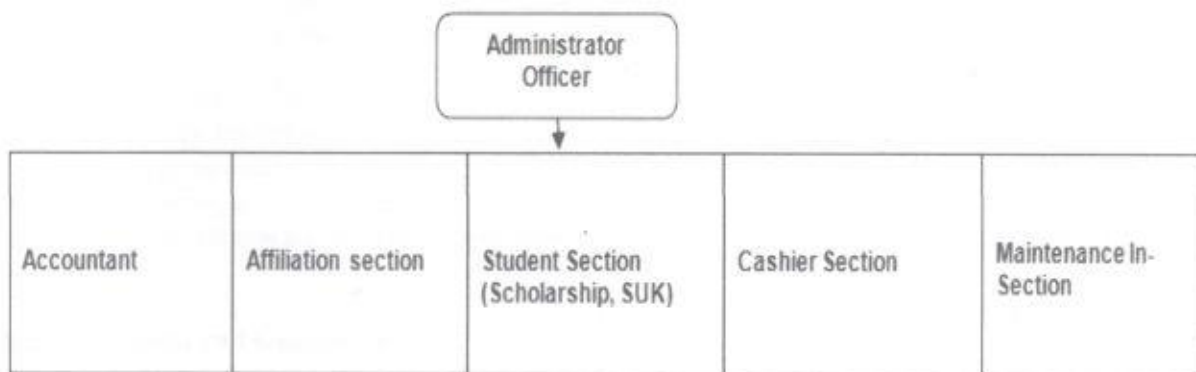
Policy No: A-6

Policy Name: Library

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

- https://www.aicte-india.org/sites/default/files/Aicte%20Internship%20Policy-%2002.04.2019.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	RESPONSIBILITY
Dr V.P.Kallimani	In charge
Mrs Leena Jadhav (Librian)	To monitor process
Mr. Tanaji Yadav	To issue books

Standard Operating Procedure
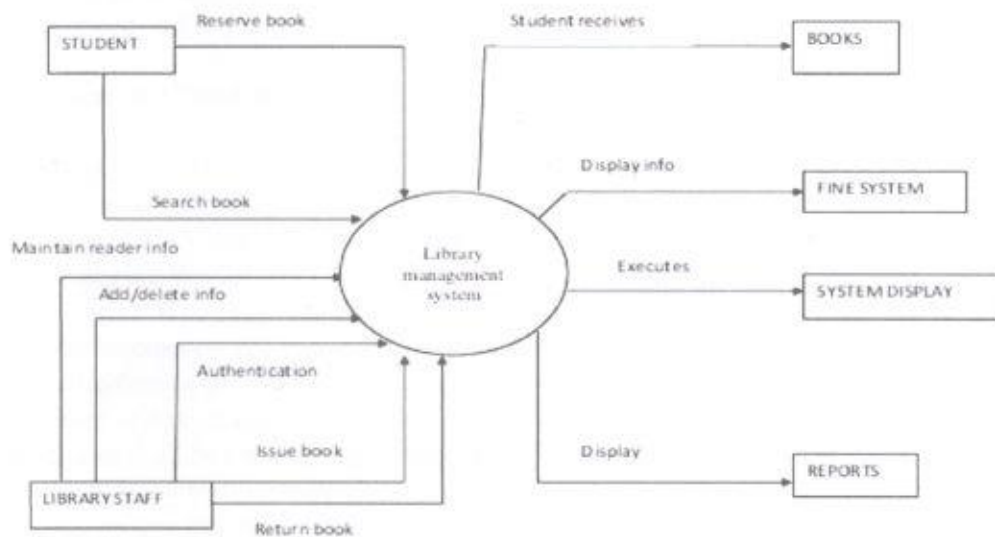
1. Library facility is to be used for academic purpose only.
2. To avail this each desiring Students (On Call Roll) should enroll as a member & get Library Borrowers Card.
3. Journals and Reference Books are not issued to Students on Borrower Card.
4. The Policy to be followed for Issue of Books will 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
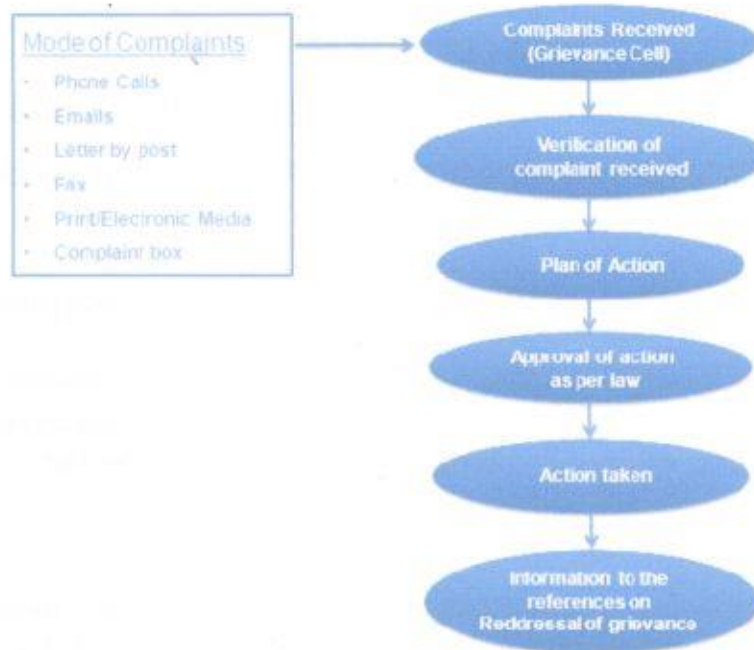
As per the order of Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students on

- 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	RESPONSIBILITY
Dr V.P.Kallimani	In charge
Mr. J.V. Ware	To coordinate the Process n sign the docs.
HODs	To monitor the Process,(forward the claims if any to the Principal)
Dean Admin, A.O.	To monitor the Process n sign the docs.

Standard Operating Procedure:
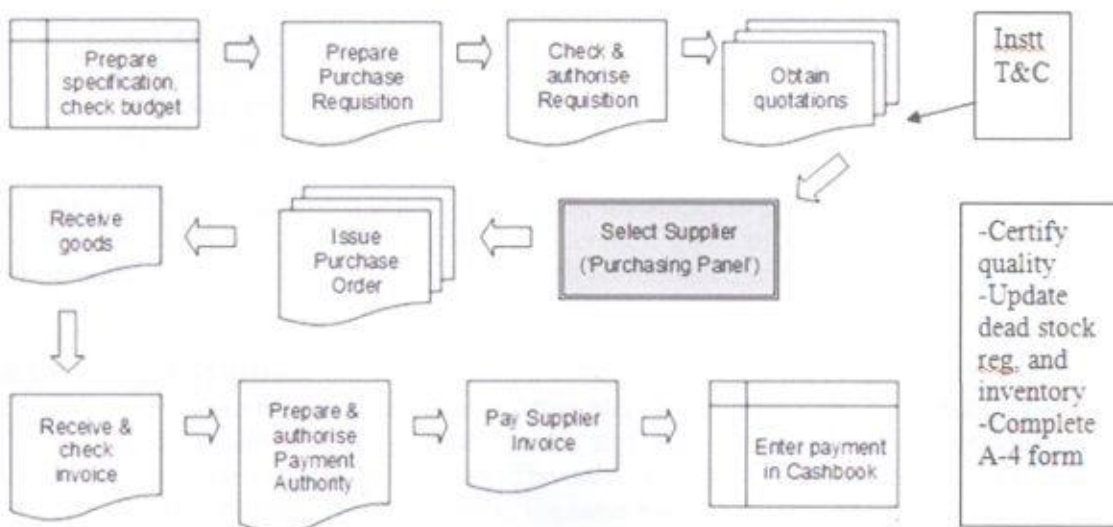
Purchasing STEPS

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 compliant, 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
          ↓
     Office Order
          ↓
    Meeting Notice
          ↓
  Meeting Conduction
          ↓
   Minutes of Meeting
          ↓
  Action taken report
```
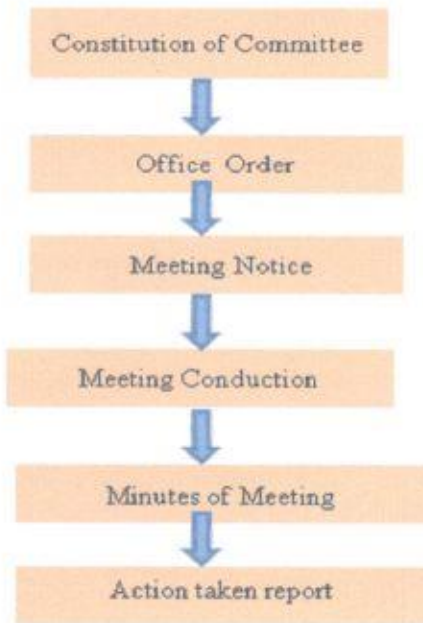
Constitution of Committee:- As per the Shivaji University Kolhapur circular, each institute has to form and implement the different Statutory Committees. The coordinator of committee has to form the committee as per the guidelines provided by the Shivaji University.

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

Standard Operating Procedure:

Planning

- Academic Calendar for the Institute & Departments is prepared in-line with the Shivaji University Academic Calendar.
- Faculty specializationwise load distribution of all departments is done by HODs.
- Subjectwise courseplans are prepared and COs, POs, PSOs, CO-PO Mapping is done.
- Preparation of time-tableClasswise, Departmentwise & Central College
- All Departments are instructed to keep all their Laboratories ready with al all consumables for smooth practical conduction during semester.
- Curriculum enrichment through incubation center KIC.

Implementation

- Expert & Guest Lectures
- Industrial/Field visits
- Seminars & workshops
- Use of ICT tools for academics
- Subectwise lecture notes & Question bank to students

Evaluation

- Class Tests & Unit Tests
- Assingments & Practical Lab work for students
- Continous Assessment
- Defaulter Lists monthwise
- Subectwise lecture notes & Question bank to students
- Feedback from students

Improvement & Remedial Action

- Retest & University Paper solving
- Indentification of slow and fast learners
- Make up classes
- Parent Meeting and communication to parents
- Mentoring and counselling
- Action of defaulter students

- 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:

Planning	Implementation	Feedback
•Planning of Online teaching execution according to the syllabus. •Planning for required digital infrastructure. •To arrange for Faculty training for online teaching execution.	•Setup of departmentwise required digital platform. •Subjectwise Timetable of all departments. •Documentation system. •Digital Data collection of all lectures.	•Online Feedback from students periodically. •Evaluation system for students. •Maintaining digital records of all students of attendance, feedback etc.

- 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 15th of every month to the Principal
Sharad Mangure	Accounts to verify and disperse the amount to the adj faculty.

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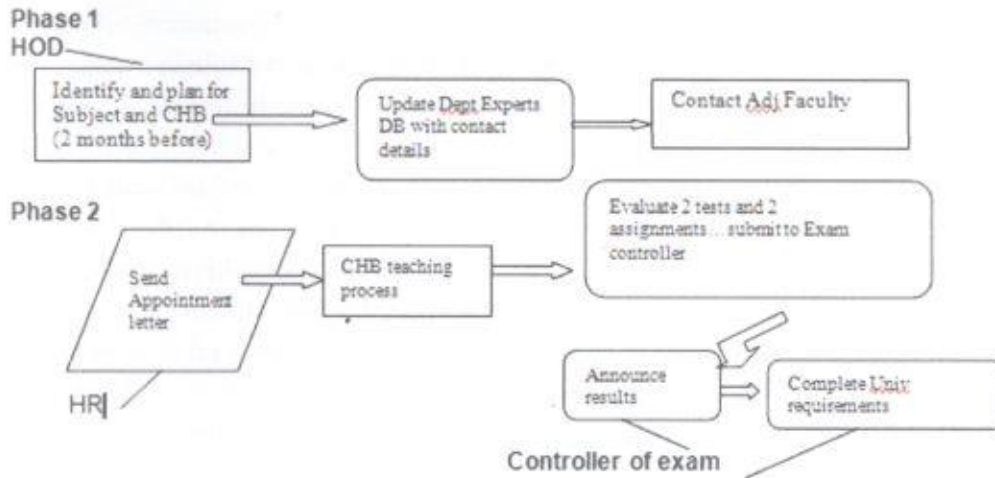
- HODs analyse and propose to have no of Adj faculties for the subjects (10% of the total staff (11))
- 50% payment will be made at the mid semester, and remaining 50% will be made after the complete process and submission of the relevant documents.

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:

Planning
- Planning of Virtual Lab execution according to the syllabus.
- Planning for required digital infrastructure.
- To arrange for Faculty training for virtual lab execution.

Implementation
- Setup of departmentwise required digital platform.
- Subjectwise Timetable of Virtual Labs.
- Documentation system.
- Digital Data collection of all practicals.

Feedback
- Feedback from students periodically.
- Evaluation system for students.
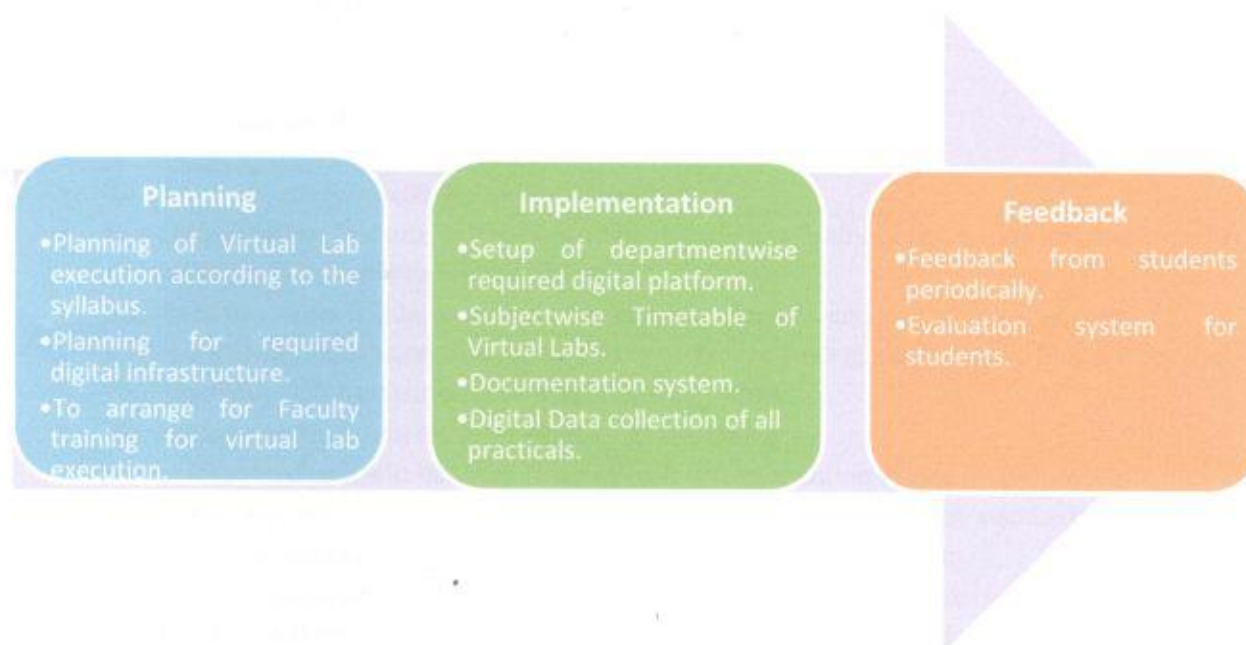
- Academic Dean will prepare the Virtual Lab structure and regulations for the Academic Year of the Institute.
- HODs to prepare Departmental plan in line with the Institute plan.
- Practical Load allocation to faculty as per their specialization.
- Display of Class-wise Timetable for all Departments.
- 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	RESPONSIBILITY
Dr V. P. Kallimani	Principal
Prof. Gourav Desai	In charge
All HODs	To monitor the process

Standard Operating Procedure:
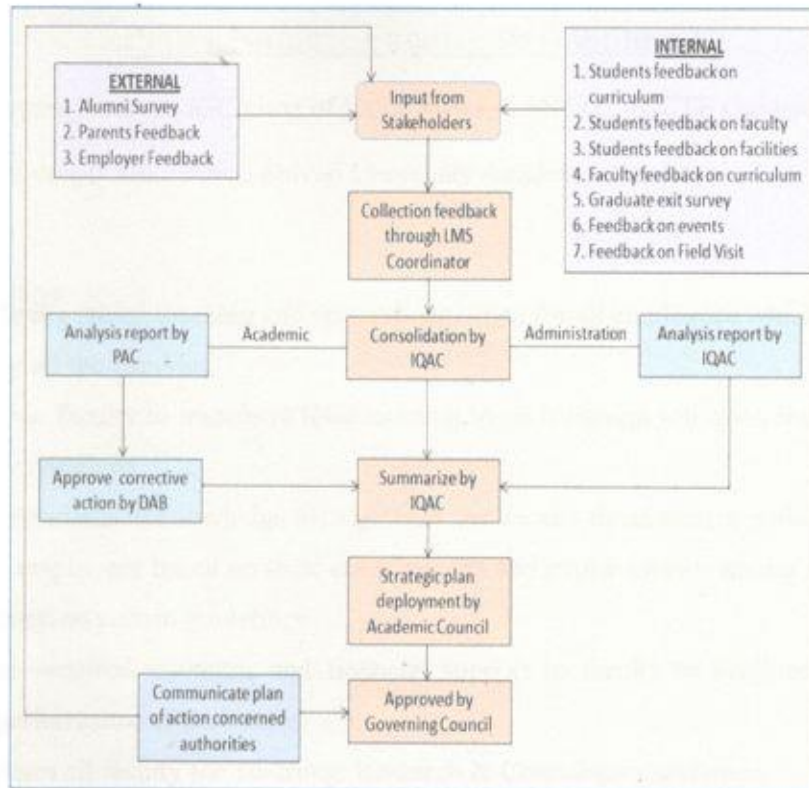
- Academic Dean to prepare Feedback policy for each academic year.
- Student Feedback will be used:
  - To improve the quality of courses and units through the development of annual improvement plans;

    - 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	RESPONSIBILITY
Dr V.P.Kallimani	In charge
Dean Academic , Dean Research, Dean Admin	Prepare Faculty Development strategies
Dean Academic , Dean Research, Dean Admins	Organize FDP
Sharad Mangure	Accounts

Standard Operating Procedure:
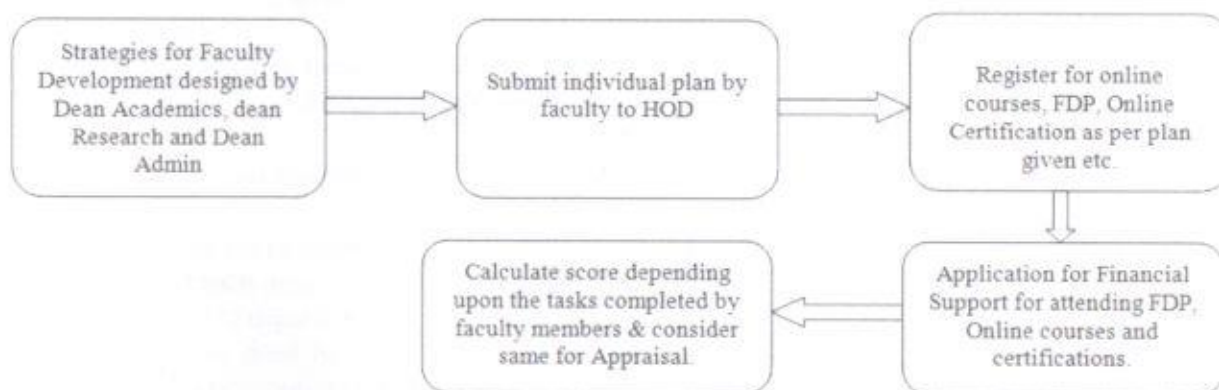
- Yearly plan will be designed by Dean Academics, Dean Research and Dean Admin with all the details.
- Faculties need to submit individual plan to HOD.
- Faculty members need to register and complete FDP/online course/ certification on new technologies as per given plan .
- Submit application to principal 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	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:

- 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.

SECTION C

RESEARCH

POLICIES
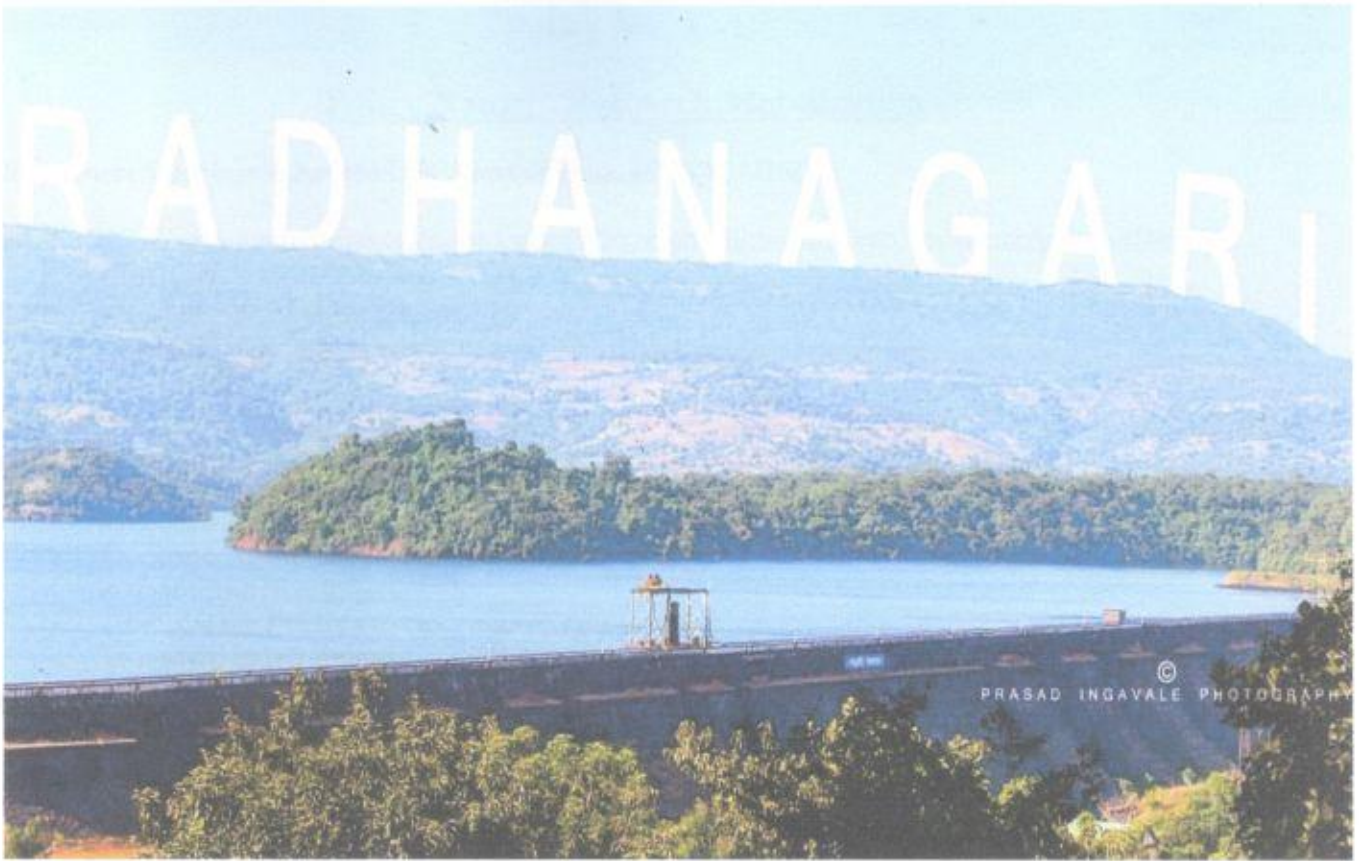
Radhanagari Dam, Kolhapur

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	RESPONSIBILITY
Dr V.P.Kallimani	In charge
Jagannath Ware	Research activities
Gourav Desai	Conferences
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: 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/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	RESPONSIBILITY
Dr V.P.Kallimani	In charge
Dr. Shivleela Arlimati	Dean Research
Jagannath Ware	Research activities
Gourav Desai	Conferences
Sharad Mangure	Accounts

Standard Operating Procedure:

Phase 1

Phase 2

- Faculty & Head of the Department will come with an idea/thrust area.
- Principal Investigator/Faculty will indentify 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	RESPONSIBILITY
Dr V.P.Kallimani	In charge
Jagannath Ware	Research activities
Gourav Desai	Conferences
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: 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/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- Bibliogarphy-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:

Phase 1

Identify the thrust area → Connect to Universities → Apply for PhD

Phase 2

Identify problem → Literature survey → Plan → Novelty n Development

Prototype, V&V → Product Solution

Publish

Commercialize

Industry

Thesis

University

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/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 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:

Phase 1

Phase 2

- Faculty & Head of the Department will come with an idea/thrust area.
- Principal Investigator/Faculty will indentify 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:

Planning
- Academic Calendar for the Institute & Departments is prepared in-line with the Shivaji University Academic Calendar.
- Faculty specializationwise load distribution of all departments is done by HODs.
- Subjectwise courseplans are prepared and COs, POs, PSOs, CO-PO Mapping is done.
- Preparation of time-tableClasswise, Departmentwise & Central College
- All Departments are instructed to keep all their Laboratories ready with al all consumables for smooth practical conduction during semester.
- Curriculum enrichment through incubation center KIC.

Implementation
- Expert & Guest Lectures
- Industrial/Field visits
- Seminars & workshops
- Use of ICT tools for academics
- Subectwise lecture notes & Question bank to students

Evaluation
- Class Tests & Unit Tests
- Assingments & Practical Lab work for students
- Continous Assessment
- Defaulter Lists monthwise
- Subectwise lecture notes & Question bank to students
- Feedback from students

Improvement & Remedial Action
- Retest & University Paper solving
- Indentification of slow and fast learners
- Make up classes
- Parent Meeting and communication to parents
- Mentoring and counselling
- Action of defaulter students

- 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	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:
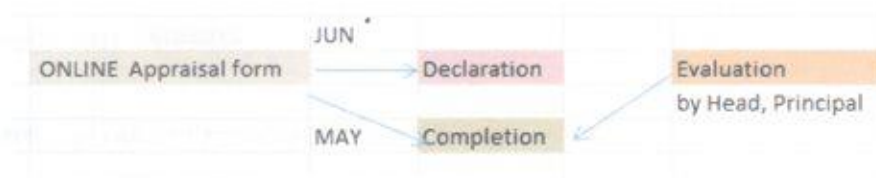
Process: (Record, monitoring, retaining by HOD)

- 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	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:

Students		Principal/HOD			Dean (S) displays
Apply for competition	→	Get Approval	→	Results	→ Wall of fame
		Participate		Documented	
				NAAC	
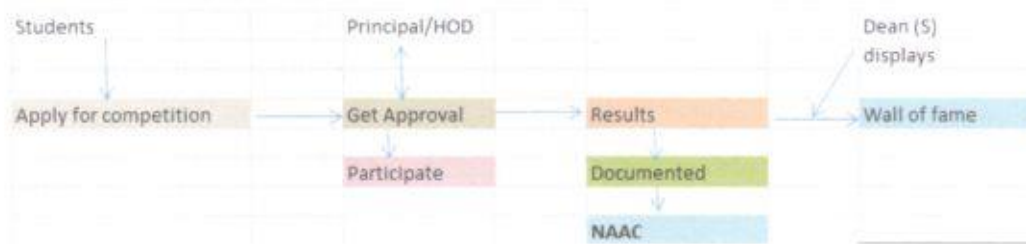
1. Focused: students stay on track
2. Nurtured: students feel somebody wants and helps them to succeed.
3. Engaged: students actively participate in class and extracurricular activities.
4. Connected: students feel like they are part of the college community

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	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:

- 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:
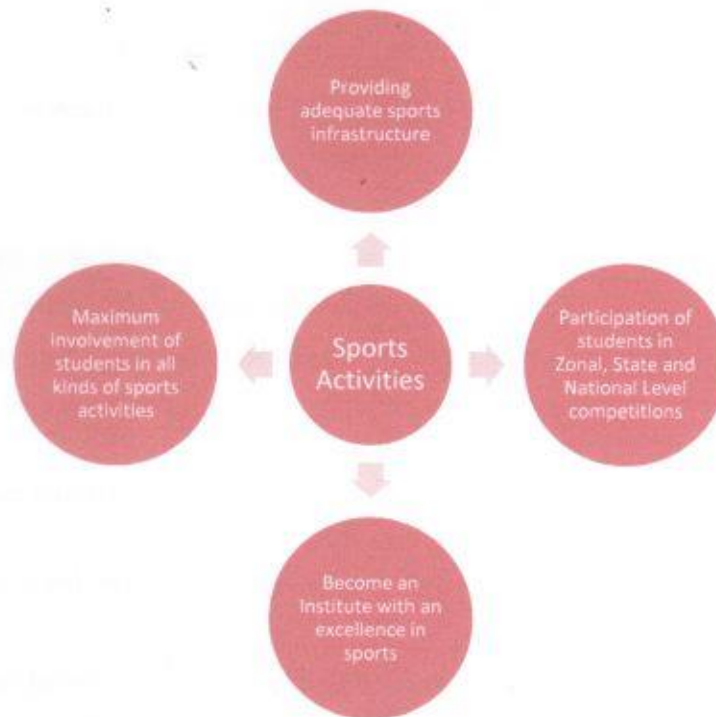
- Understanding and fulfilling the requirement of sports infrastructure.
- Preparing schedule of Annual Sports activities.
- Promoting maximum involvement of students in all sports activities.
- Finding students with good sports skills and background and encouraging & training them for participation 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:

```
┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐
│  Declaration of  │ ──> │   Planning of    │ ──> │ Declaring List of│
│  Annual Social   │     │    required      │     │activities in     │
│    Gathering     │     │ infrastructure   │     │ Annual Gathering │
└──────────────────┘     └──────────────────┘     └──────────────────┘
         │                                                  │
         ▼                                                  │
┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐
│                  │     │Finalization of   │     │                  │
│ Auditions of all │ ──> │final performances│ ──> │Finalizing various│
│     entries      │     │and scheduling it │     │Institute awards  │
│                  │     │   in sequence    │     │   for the year   │
└──────────────────┘     └──────────────────┘     └──────────────────┘
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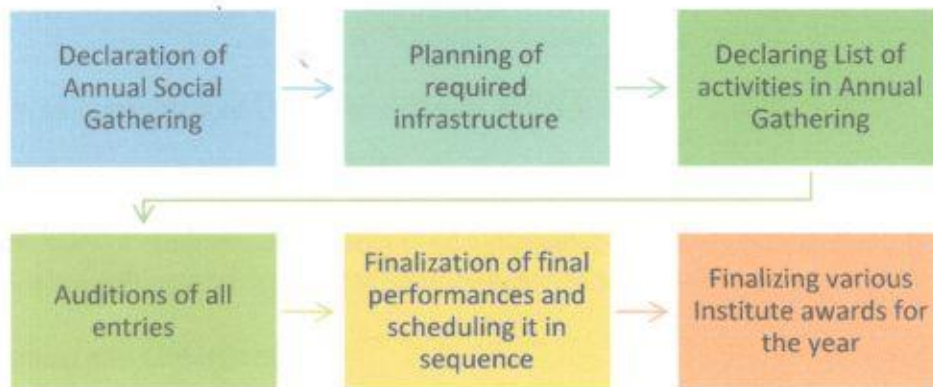
- Understanding and fulfilling the requirement of gathering infrastructure.
- Preparing schedule of Annual gathering activities.
- Promoting maximum involvement of students in Annual gathering.
- Encouraging maximum girl students to participate in gathering.
- Ensuring that the annual gathering is executed 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 │        │ After conduction day, all the data │
│ topic and expert for guest talk │        │ in prescribed formats should be  │
└─────────────────────────────┘        │ submitted to KMC              │
               │                        └──────────────────────────────┘
               ▼                                       ▲
┌─────────────────────────────┐        ┌──────────────────────────────┐
│ Student/staff should fill the F8 │        │ Staff should submit all monetory │
│ process form and take permission │        │ balances to account section.   │
│ for conducting and finalise the │        └──────────────────────────────┘
│ date as per availability of guest │                   ▲
│ and intended audience.       │        ┌──────────────────────────────┐
└─────────────────────────────┘        │ Staff should organise and conduct │
               │                        │ the Guest talk as per planned in │
               ▼                        │ process form any changes should  │
┌─────────────────────────────┐        │ be informed before acting.     │
│ 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                    │
                                        └──────────────────────────────┘
```

- 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 monitory 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
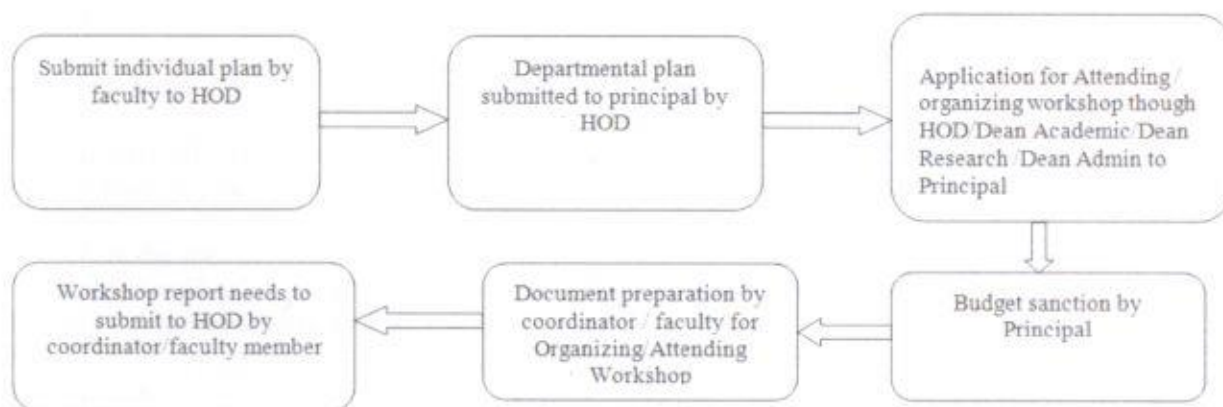
Standard Operating Procedure:

- 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 al I 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	RESPONSIBILITY
Dr V.P.Kallimani	In charge
Prof. Gaurav Desai	In charge
Prof. Pritam Desai	Training Placement Officer
Prof. Sagar Porlekar	Dean- Administration

Standard Operating Procedure:

- Student to take permission of Institute in prescribed format to allow for internship

Institute Approval Process

- Student to submit/show Internship letter to the Industry for get approved

Industry Approval Process

- After completion of Training period, student should prepare a Training Report with duly signed by Industry Official and submit and present the same to the HOD/Incharge Faculty

Evaluation

Training

- Student to undergo minimum 15 day full time training in the Industry and learn the working and basic skills
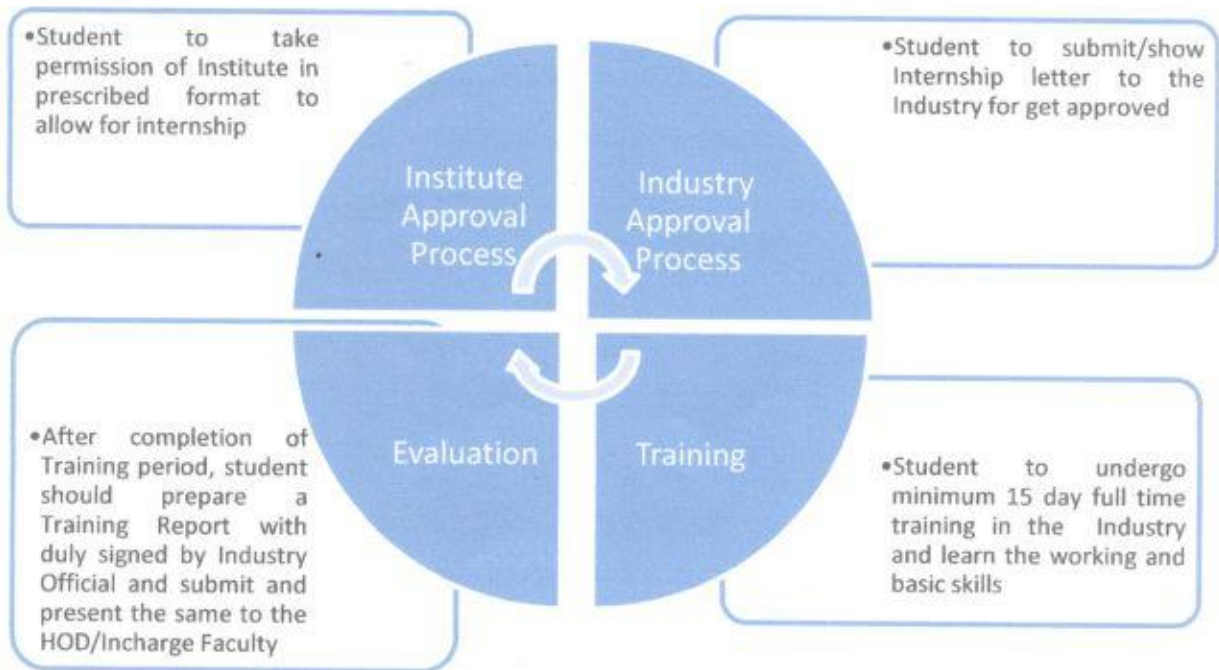
- Student Dean and TPO to prepare Internship policy for each academic year.
- Establish MoU with industry for student internship.
- Create standard format for Internship Approval from Institute as well as Industry.
- Issue of Guidelines and arranging Pre-internship lecture for students.
- Preparing a 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	RESPONSIBILITY
Dr Suresh D. Mane	In charge
HOD	Prepare Faculty workshop strategies
Dean Academic , Dean Research	Overall Strategies
Sharad Mangore	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	In charge
Mr. Suyog Patil	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 15th 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.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:

Phase 1

Identify the thrust area → Connect to Universities → Apply for PhD

Phase 2

Identify problem → Literature survey → Plan → Novelty n Development → Prototype, V&V → Product Solution → Publish / Commercialize / Industry / Thesis

University
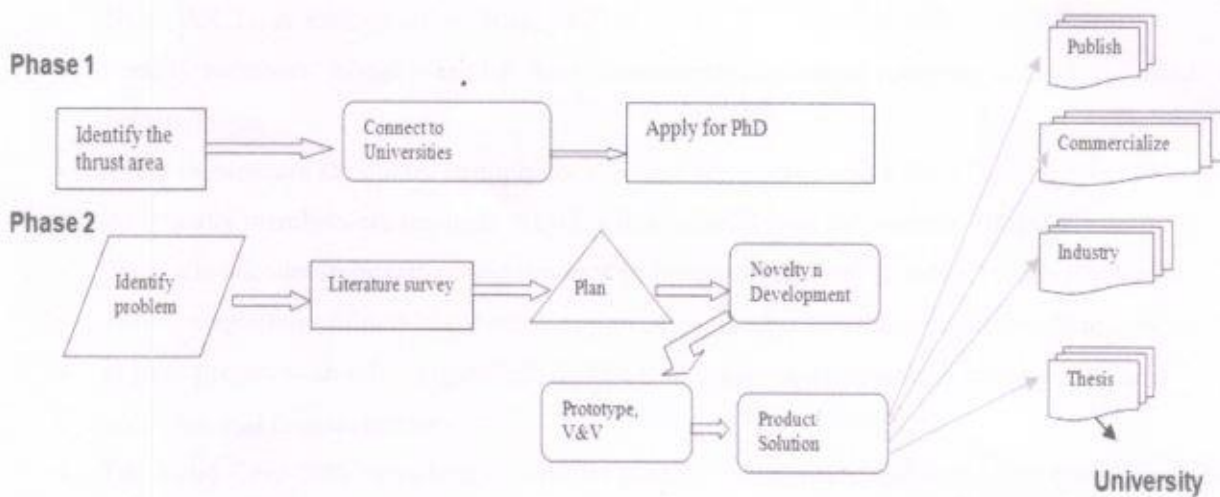
Policy Name: Grants received from Government and non-governmental agencies for research projects / endowments in the institution

Reference: UGC/Govt of India/ AICTE

https://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
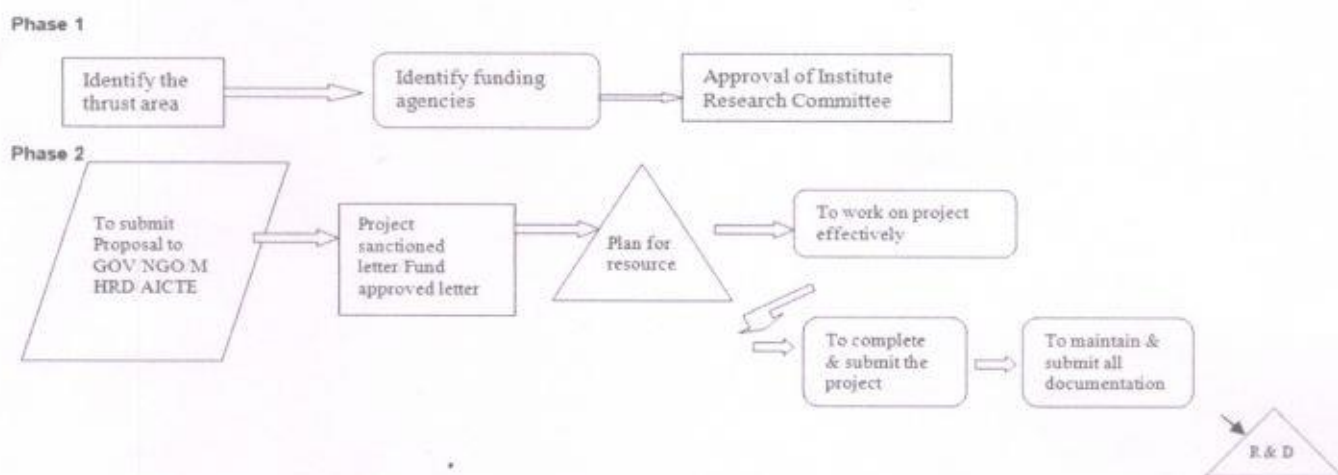
Standard Operating Procedure:

- Faculty & Head of the Department will come with an idea/thrust area.
- Principal Investigator/Faculty will indentify 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	RESPONSIBILITY
Dr Suresh D. Mane	In charge
HOD	Prepare Faculty workshop strategies
Dean Academic , Dean Research	Overall Strategies
Suyog Patil	Verification
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: 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	RESPONSIBILITY
Dr A.M.Mane	Campus Director
Dr. Suresh D. Mane	Principal
Administrative officer	Verification
Sharad Mangure	Accounts

Standard Operating Procedure:

Standard Operating Procedure:
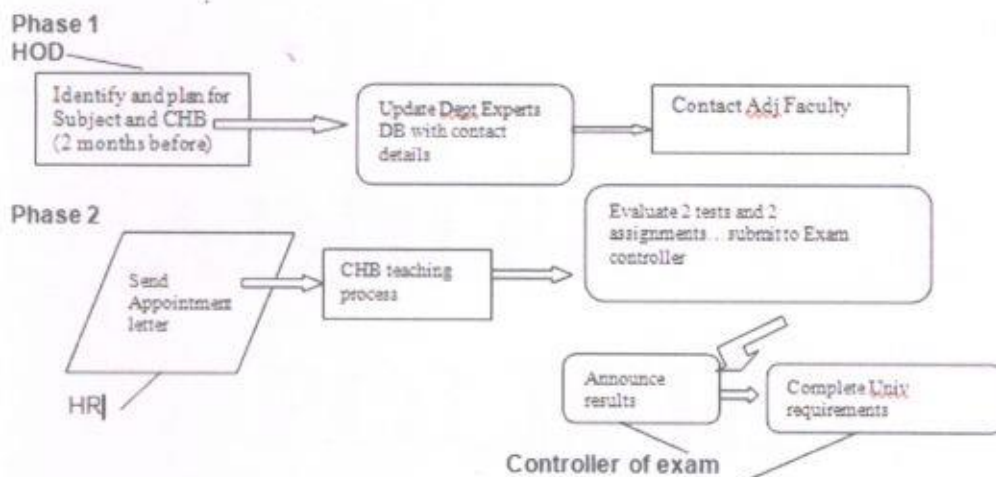
Phase 1
HOD

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Identify and plan for
Subject and CHB        →    Update Dept Experts   →   Contact Adj Faculty
(2 months before)           DB with contact
                            details
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Phase 2

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                                              Evaluate 2 tests and 2
                                              assignments .. submit to Exam
                                              controller
Send
Appointment    →    CHB teaching   →
letter              process
                                              Announce      →   Complete Unix
HR                                            results           requirements
```

Controller of exam

- 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.

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

QUALITY POLICY-HR

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CHAPTER 1

INSTITUTE AT A GLANCE –

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.

The Institute has a beautiful campus with more than 3 Acres, Spacious College Building, canteen, mess, Medical facility, 24 hours Wi-Fi internet connectivity etc.

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.

CHAPTER 2

B.O.G(Board of Governance)

	Name	Designation	Position in BoG
1.	Dr. Sanjay Dnyandev Patil	President, Dr. D. Y. Patil Pratishthan, Kolhapur	President
2.	Shri. Satej Dnyandev Patil	Chairman, Dr. D. Y. Patil Pratishthan, Kolhapur	Chairman
3	Shri. Ruturaj Sanjay Patil	Trustee, Dr. D. Y. Patil Pratishthan, Kolhapur	Member Nominee, Trustee
4	Shri. Tejas Satej Patil	Trustee, Dr. D. Y. Patil Pratishthan, Kolhapur	Member Nominee, Trustee
5.	Dr. A. K. Gupta	Executive Director, D. Y. Patil Group, Kolhapur.	Member Nominee, Technologist
6	Dr. A. M. Mane	Campus Director, D. Y. Patil Knowledge Campus Salokhenagar, Kolhapur.	Member Nominee, Technologist
7	Dr. Vishwanath V. Bhosale	Registrar, D. Y. Patil University, Kolhapur	Member Nominee, Educationist
8	Dr. J. F. Patil	Professor (Retd.), Economics Dept., Shivaji University, Kolhapur	Member Nominee, Educationist
9	Shri.Ajitrao Anandrao Patil	Chairman, Venkatesh Packaging A/P-Benadi, Tal Chikodi , Dist – Belgaum,	Member Nominee, Industrialist
10	Dr. R. K. Kamat	VC, Dr. Homi Bhabha State University	Member Nominee,

Sr. No.	Name	Designation	Position in BoG
			University
11	Dr. Abhay Wagh.	Joint Director, Technical Education, Regional Office, Pune.	Member Nominee, DTE
12	Dr. Ajeet Singh	Regional Officer & Assistant Director, WRO AICTE, Mumbai	Member Nominee, AICTE
13	Prof. P. R. Sharma	Member Nominee, U.G.C.	Member Nominee, U.G.C.
14	Dr. Sanjeev Deshpande	Associate Professor, Department of ELE.,Dr. D.Y. Patil Pratishthan's College of Engineering, Salokhe Nagar, Kolhapur.	Member Nominee, Faculty
15	Prof. Rashmi V. Jadhav	Professor, Department of Civil.,Dr. D. Y. Patil Pratishthan's College of Engineering, Salokhe Nagar, Kolhapur.	Member Nominee, Faculty
16	Dr. Suresh D. Mane	Principal, Dr. D. Y. Patil Pratishthan's College of Engineering, Salokhe Nagar, Kolhapur.	Member - Secretary

*As per AICTE APH – 2022-23

ELIGIBILITY CRITERION:

With reference to AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff. (March 2014)

For Faculty members: Faculty Members are recruited based on the qualifications prescribed by AICTE and Shivaji University, Kolhapur for various cadres.

Engineering and Technology

Sr. No.	Cadre	Qualification	Experience
01	Assistant Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech.	No minimum Exp. Requirement
02	Associate Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post. Ph.D. publications and guiding PhD Students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
03	Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech. or ME/M.Tech. and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with

			active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.
04	Principal	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech & PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable Qualification as above that is for the post of Professor as applicable.	Minimum of 10 years teaching/research/ Industrial experience of which at least 3 years should be at the level of Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee. Flair for Management and Leadership is essential

Humanities & Science

Sr. No.	Cadre	Qualification	Experience
01	Assistant Professor	Good Academic record with at least 55% marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC	No minimum Experience require
02	Associate Professor	Qualification as above that is for the post of Asstt.Prof, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
03	Professor	Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching /research / Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications / IPR/ patents etc. as deemed to fit by the expert members of the selection committee.

If a class/division is not awarded at BE/ME/equivalent Degree, a minimum of 60% marks in aggregate shall be considered equivalent to First class/division. If a grade point system is adopted the CGPA will be converted into equivalent marks as given below.

Grade Point	Percentage Equivalent
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

: Staff/Non-Teaching: The eligibility criteria for various posts of staff are given below.

a) Librarian

Sr. No.	Cadre	Qualification	Experience
01	Librarian	Master''s degree in Library science / information science/Documentation of and equivalent professional degree with at least 55% marks or its equivalent CGPA and consistently good academic record. Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC or who are or have been awarded Ph.D. Degree	

b) Director of Physical Education

Sr. No.	Cadre	. Qualification	Experience
01	Director of Physical Education	A Master''s degree in Physical Education (two year course) or Master ''s degree in Sports or an equivalent degree with at least 55% marks or its equivalent CGPA and consistently good academic record. Passed the physical fitness test. Qualifying in the national test conducted for the purpose bythe UGC or any other agency approved bythe UGC. However, candidates , who are or have been awarded Ph.D. in accordance with UGC, Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SET	Represented the university/College at the inter-university/inter-collegiate competitions or the State in national championships.

c) Administrative

Sr. No.	Cadre	Qualification	Experience
01	ADMINISTRATIVE OFFICER /REGISTRAR	Post Graduate Degree of a Statutory University with 55% marks or B Gradeas per UGC norms	At list 5 years experience in academic Institution orequivalent post in academic administration
02	SUPERINTENDENT	A Bachelor's Degree or equivalent	3 years of experience of administration
03	ACCOUNTANT	Master degree in Commerce or equivalent	Min 3 years ofExperience in Accountancy
04	STENOGRAPHER	A Bachelor's Degree of equivalent Technical I) Typewriting English Grade High e and II)Shorthand English Lower Grade III) Knowledge of MS Office	1 or 2 years of service as Stenographer is desirable.
05	SENIOR CLERK	A Bachelor's Degree or equivalent Typewriting English & Marathi at higher grade, knowledge of computer operation- MS Office	3 years service category of Jr. Clerk
06	JUNIOR CLERK	A Bachelor's Degree or equivalent Typewriting English & Marathi at higher grade, knowledge of computer operation- MS Office	
07	Sr. Laboratory Assistant (Engineering)	Diploma in appropriate branch ofEngineering/Technology	3 years of experience
08	Laboratory Assistant (Engineering)	Diploma in appropriate branch ofEngineering/Technology	
09	Laboratory Asstt. (Science)	First Class B. Sc in concerned branch of Science	
10	Workshop Instructor	A certificate from I.T.I. / NCTVT inrelevant Trade or equivalent	
11	Electrician/ Plumber Welder	I.T.I certificate in relevant Trade	
12	DRIVER	10th Standard, and should posses professional driving license	1 or 2 Years experience as Driver is desirable.
12	PEON	10th Standard Able to ride a bicycle in respect of male members	
13	HOUSE KEEPING ASSISTANT	No formal education is required	

: MODE OF SELECTION.

: Faculty Members

A) PROCEDURE

The procedure as specified by AICTE in their regulation dated 01st March, 2014 is followed-

Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly constituted Committees. The following procedure is adopted in selection of faculty members.

1. Shivaji University approval for filling the post such as workload, Advt., Roster is obtained.
2. Advertisement in leading Newspapers at Regional and National Level.
3. Scrutiny of applications received till the last date mentioned in the advertisement.
4. Selection committee is constituted by the Shivaji University, Kolhapur.
5. Fixing of schedule for conduct of interview.
6. Intimation to candidates about the date and time of interview.
7. Reporting of candidate and verification of certificates.
8. Process of interview.
9. Submission of recommendation report to university for consideration and approval.
10. Issue offer of Appointment to the selected candidate.
11. Inclusion of the candidate in regular muster roll.
12. Submission of report on "Change in Staff" for university approval. On receipt of approval, regularization of appointment.

: Non-Teaching Staff

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee comprising following members. The selection committee shall take decision to wave the qualification / experience criteria, in case of deserving candidates for appreciate Non-teaching post.

(a) Chairman

(b) Trustee

(c) Campus Director

(d) Principal

(e) Respective Head of Department

(f) Admin officer / Registrar

The following procedure adopted for selection of supporting staff-

1. Advertisement in leading Newspapers.

2. Scrutiny of applications received till the last date mentioned in the advertisement.

3. Fixing of schedule for conduct of interview.

4. Intimation to candidates about the date and time of interview.

5. Reporting of candidate and verification of certificates.

6. Process of interview.

7. Issue offer of Appointment to the selected candidate.

8. Inclusion of the candidate in regular muster roll, on receipt of regularization of appointment.

CHAPTER 3

SERVICE RULES AND REGULATIONS

: SERVICE CONDITIONS INCLUDING PROMOTION POLICY

I.   A person shall be deemed to have been appointed to the service when his appointmentis made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).

II. Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from timeto time.

III. The pay of Teaching Staff shall be as fixed by the Selection Committee in accordancewith the following scale of pay prescribed by AICTE.

Assistant Professor   15600-39100 AGP 6000, 7000 & 8000
Associate Professor   37400- 67000 AGP 9000
Professor   37400-67000 AGP 10000

IV. The pay of Non-Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by Government,

Sr. No.	Designation	Pay Band	AGP
01	Accountant	9300-34800	4300
02	Stenographer	9300-34800	4300
03	Head Clerk/Assistant Superintendent / Asstt. Accountant	9300-34800	4200
04	Library Assistant/Assistant Librarian	5200-20200	2800

05	Technical Assistant / Sr. Technician Asstt. (Diploma)	5200-20200	2800
06	Senior Clerk	5200-20200	2400
07	Jr. Laboratory Assistant / Instructor ITI Holder / Electrician / Skilled Technician	5200-20200	2400
08	Store Keeper	5200-20200	2000
09	Junior Clerk/ Store Clerk/Library Clerk/ Typist	5200-20200	1900
10	Semi-Skilled Technician/ Wiremen / Plumber / Xerox Operator	5200-20200	1900
11	Laboratory Attendant/Library Attendant / Field Collector	4440-7440	1600
12	Peon/Hamal	4440-7440	1300

V.   The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.

VI. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.

VII. All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad-hoc appointments in Specific cases or recruit by deputation.

VIII. Save as otherwise provided every employee of the College shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with Principal and copy thereof shall be furnished to employee concerned.

IX. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.

: POLICY RELATED TO PROBATION

i.   Initially the appointment of the selected candidate will temporary, for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the College issued from time to time.

ii. Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for period of two years and the period of probation can be extended by management incase of non-satisfactory performance.

iii. If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidates may also apply for permanent post through the regular procedure.

iv. If a person, having been appointed temporarily to post is subsequently appointed regularly; he/she shall commence probation from the date of regular appointment.

v.   Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.

: POLICY RELATED TO INCREMENTS:

i   Increments will be sanctioned only on satisfactory report of performance of the Employee. **An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory.** The authority ordering such with- holding of increment shall state the period for which it is to be withheld and whether with-holding of increment shall have the effect for postponing the future incrementsalso.

ii. In all cases, the increment is sanctioned by the Campus Director, Head of the institution based onAppraisal report of the employee.

: POLICY RELATED TO RETIREMENT

An employee of the College shall be retired on Superannuation when he/she attaining 60 years in case of Teaching employees, & 58 Years in case of Non-Teaching employees. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of 60 years for reasons of inefficiency, ill- health and the like.

However, this rule does not apply to those who are appointed on contract basis for whom such a decision will be taken by the management.

: POLICY RELATED TO RESIGNATION

i. Any Member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Normally they will not be relieved in the middle of a semester.**

ii. Any member of the Support Staff in permanent service shall give three months notice incase he/she desires to be relieved on Resignation or in the alternative he/she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Again, normally they will not be relieved in the middle of a semester.**

iii. Any member of the faculty/Support staff during probation or if appointed on local/ad-hoc basis, shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Normally Teaching faculty members will not be relieved in the middle of a semester.**

iv. However, the management reserves the right to waive the notice period or the compensation there of.

: POLICY RELATED TO TERMINATION OF SERVICES OF AN EMPLOYEE

i. The services of Ad-hoc / Temporary employee are liable to be terminated at any time without assigning any reasons whatsoever.

ii. The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months notice or in lieu thereof 1/2/3 months pay.

iii. The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event, that has taken cognizance by Police authority, it is proved by competent committee appointed for this purpose that the employee has failed to do his duty or negligence of duties or having continuous poor teaching performance.

iv. A service file shall be maintained in case of all employees.

v. Any service rule, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.

vi. The Management, subject to the ratification of the BoG, is the authority for introducing, repealing or amending any service rule as deemed necessary for day-to-day administration of the College.

: CODE OF CONDUCT: STAFF

i. An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in anotherinstitution or any other work, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.

ii. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.

iii. No employee shall, except with the previous sanction of the principal, accept any remunerative or honorary work not connected with the College.

iv. No Faculty/Staff-member of the College shall, engage himself/herself in private coaching for remuneration.

v. Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.

vi. No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.

vii. **No employee shall take part in any act or movement, such as strike, incitement orany similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.**

viii. An employee shall not, without the knowledge and approval of the Campus Director, Principal & Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.

ix. The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.

x. No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.

xi. Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.

xii. No employee shall after reporting himself/herself for work, absent himself/herself duringthe period of work assigned to him.

The following acts of commission/omission shall be treated as misconduct.

➤ Failure to exercise efficient supervision on the subordinate staff.

➤ Insubordination or disobedience to any lawful Order of his/her Superior Officer.

➤ Gross negligence in teaching or any other duty assigned.

➤ Any act involving moral turpitude punishable under the provisions of the IPC.

➤ Intemperate habits affecting the efficiency of the teaching work.

➤ Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

: DISCIPLINARY PROCEEDINGS

No order imposing any punishment on a Member shall be imposed except after.

i.   The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given anopportunity to make representation that he/she may wish to make in person orally or in writing.

ii.   Such representation, if any, is taken into consideration by the competent authority.

No employee of the College shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punished except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per Government rules from time to time and where it is proposed after such an enquiry to impose on him/her any such penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

: TEACHING FACULTY JOB RESPONSIBILITIES – AICTE GUIDELINES

The job responsibilities as a faculty consist of four components viz.

a)   Academic
b)   Research & Consultancy
c)   Administration and
d)   Extension Services.

A brief description of these four components as described by AICTE pay commission is given below. The annual increment will be subject to satisfactory performance in the above components.

: JOB RESPONSIBILITY OF FACULTY

As per AICTE Pay Commission recommendations. The job responsibility of faculty consists ofthe following components

a)   Academic
b)   Research & Consultancy
c)   Administration.
d)   Extension Services.
e)   Mentoring Services.

Each of them is described below.

: Academic

1. Class Room Instructions.
2. Laboratory Instructions.
3. Curriculum Development.
4. Development Learning Resources Material & Laboratory Development.
5. Student Assessment & Evaluation including examination work of University.
6. Participation in Co-curricular & Extra Curricular Activities.
7. Students" guidance & Counseling & helping their ethical, moral, and overall character development.
8. Keeping Abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through book's publication, seminars,etc.
9. Counting Education Activities.
10. Self development through upgrading qualification, experience and professional activities.
11. Improve API score annually.
12. Increase Paper Publication.

: Research & Consultancy

a) Research & Development Activities and Research Guidance.
b) Industry sponsored Projects
c) Conduct FDPS

Provide Consultancy and Testing Service Promotion of industry institution interaction and R&D.

: Administration

a) Academic and Administrative management of the Department/Institution.
b) Policy planning, monitoring & Evaluation and Promotional activities both at Departmental and Institutional level.
c) Design and development of new programs.
d) Preparing project proposals for funding in areas of R & D work. Laboratory Development,Modernizations, Expansion, etc.
e) Monitoring and Evaluation of Academic and research activities.
f) Participation in policy planning at the Regional/National level for development of technicaleducation.
g) Helping mobilization of resources for the institution.
h) Develop, update and maintain MIS.
i) Plan and implement Staff Development activities.
j) Conduct Performance Appraisal.
k) Maintain accountability.

: Extension Services.

a) Interaction with Industry and Society.
b) Participation in Community Services.
c) Providing R&D Support and consultancy services to industry and other User agencies,
d) Providing non-formal modes of education for the benefit of the Community.
e) Promotion of entrepreneurship and job creation.
f) Dissemination of knowledge.
g) Providing technical support in areas of social relevance.

: Mentoring Services

a) Interaction with Students & Parents.
b) Counseling to poor students to improve acdemics
c) Guardianship.

Any other relevant work assigned by the Head of the Institution.

: WORKING HOURS OF THE COLLEGE

The college"s working week consists of 36 working hours. This excludes lunch break. The normal working hours of the College is from 08.50 a.m. to 4.30 p.m. with 1 hr break. The College remains closed on second and Fourth Saturdays & Sundays.

: TEACHING DAYS

The College shall have at least 180 full teaching day per year or 90 full teaching days per semester. "Teaching Days" here shall mean actual class room/laboratory contacting teaching days and do not include days of examination / tours/ sports etc.

: WORK LOAD

Workload of a teacher should not be less than 40 hours per week, of which teaching contact hours should be as follows.

Professor	:	14 hours/week.
Associate Professor	:	16 hours/week.
Assistant Professor	:	18 to 20 hours/week.

These teaching contact hours includes minimum 4 to 6 hours theory load.

CHAPTER 4

: TRANSPARENCY

The Management, Principal will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for

a. Internal promotions.
b. Selection Grade Promotions.
c. Eligibility for Study Leave and other benefits.
d. Awards / Apparition

Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with.

: LEAVES RULES

It may please be noted that any leave or compensatory off including permission/movement isnot a right of the employee by a privilege and should be treated as such

: Casual Leave

- All Faculty and staff are eligible for 11 days CLs in a year during the calendar year.
- Faculty and Staff who have not completed one year of service can avail CLs only onpro-rata basis.
- Faculty and staff can avail CL for 3 days only at a stretch.
- Casual Leave can either be prefixed or suffixed with vacation.
- Casual leave not availed in a calendar year will lapse.
- The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.
- Saturdays (if not a working day), Sundays/public holidays/restricted holidays/ weekly offs can be prefixed and/or suffixed to casual leave.

Casual leave is availed by individuals only on prior sanction. However, due to emergency, the individual can be absent from duty after taking consent by informing to the concerned authority. This is permitted only in emergencies. The number of absences will be governed as per the casual leave rules so far mentioned. However, the absence must be intimated by telephone to the competent authority. The competent authority for all employees will be the concerned Heads of the Department. For all the Heads of the Departments, the competent authority is the Principal.

It is the responsibility of the faculty to make alternative arrangements for the academic load the

faculty misses because of the casual leave. The HOD will monitor and take suitable steps to see that no class is unattended. The same should be intimated to the Principal.

- In addition to central record, the HOD should maintain the casual leave register and permission granted for the faculty/staff under his/her control and should submit beforethe last working day to the Accountant for preparing the pay bill.
- The rules and regulations given above may be followed while working out the pay billfor that month,
- Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.

: Permissions/Movements

Depending on urgency of the mater faculty/staff may leave the campus for personal reasonsfor up to about **one hour** after obtaining permission from the *competent authority. Such permission can be give two times per month only.

*Competent Authority:

For Heads and all teaching faculty - Principal
For all other staff - Respective Heads of Department

4.3.3: Vacation Leave

1. Faculties who have completed 1 year of service are eligible for a vacation leave of 06days per semester.
2. Laboratory staff who have completed minimum 1 years of service are eligible for vacation as per rules.

However, the vacation will not be a right. He/she may be retained during vacation, if required by the Institute.

4.3.4: Earned Leave

Campus Director , Principal, Librarian, TPO and Supporting Staff who are not eligible for vacation, will be eligible earned leave as per rules.

4.4.: APPOINTMENTS TO IMPORTANT FUNCTIONAL POSTS.

The position of Head of Department, Deans, Chairman of Committees, representation in management Committee, etc, if any, to be made by rotation on tenure basis. This gives to all the Senior Professors faculty members a sense of involvement and enhances their commitment to the institution. Deans and Hods appointment shall be for 3 years and it will be continue depends upon performance.

CHAPTER 5

FACULTY DEVELOPMENT & WELFARE

MEASURES5.1: FACULTY DEVELOPMENT

: Higher Studies.

The faculty can be granted study leave for higher studies in the fields of specializationdesirable as decided by the management / Principal at institutions like IITs and IISCs, and other institutions of repute. The said facility is limited to one faculty member per department every year. However this number can be increased at the discretion of the management / Principal. In this connection following guidelines will be followed:

1) Preference will be given to those opting for doctoral programs, followed by Master's degree and second master's degree on execution of a bond to the effect that he/she shall serve the college for a period of 3 years after awarding the Ph.D. Degree & after completion of masters program.

2) In case the sponsored faculty fails to successfully complete the said program he/she would have to refund the expenses incurred by the college due to sponsoring thefaculty for such a program.

: Seminars/ workshops/Conferences

Selected staff members are sponsored by the management for seminars workshops and conferences while meeting the expenses towards delegation fee for the first time and also treating the period of absence as "ON DUTY".

The faculties are being deputed to short term/orientation courses during vacation or non- vacation days without hindrance to the academic work; preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement.

The period of absence is treated as "ON DUTY" during the period of attending the courses.

: Promotion of Research

The College aims at providing, promoting research, development, consultancy and such other profession – promotional activities, involving the faculty at various levels.

Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably be encouraged and receive special commendations mentioned additional policy (Revision- II) of DYPSN

: Awards

Excellent Teacher Awards and Excellent Support Staff Awards have been instituted to encourage teachers to put in their best efforts. An appraisal system to select awardeesannually for the Awards has been be put in place so that no abuse or misuse of the provisions may take place.

Faculty members are encouraged to take up minor research and development projects. Grantswill be sanctioned to the extent possible. Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds.

: STAFF DEVELOPMENT AND TRAINING: SUPPORT / ADMINISTRATIVE STAFF

Arranging in house training programme for improving communication skills, particularly skills of writing (with such inputs as grammar at basic level) with the help of the Department of English. Arranging two-week training programme by way of requesting resource persons including the retired senior Government officials with experience in Administration and Accounts areas besides utilizing the services of the Senior Officers. The training programme covers different functional and ministerial skills as required by the office of a private engineering College.

Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre and online computer software trading as per requirement of the work.

: STAFF DEVELOPMENT & TRAINING: SUPPORT STAFF (TECHNICAL)

In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training& Retraining Programmes shall be arranged in such technical areas, as required in view of changed curricula (Lab Practical) and also as suggested by the respective Heads of the Departments and functional heads. Service Benefits & Welfare Measure.

: WELFARE MEASURES

The following are service benefits and welfare measures extended to the employees of theCollege.

- Provision of canteen in the campus.

- In the event of death of an employee while in service, an ex-gratia of Rs.10000/- is granted to the dependants of the deceased employee, towards funeral expenses.

- The Management grant maternity leave to the women employees, for a period of 180days and limited to the first two living children.

: GRIEVANCES REDRESSAL CELL

- To redress the genuine grievances of staff and students/ so that congenial atmosphere for studies and smooth working of administration, the College has constituted a grievances redressal cell.

CODE OF CONDUCT: STUDENTS

1. Students are required to carry at all times their Identity card and produce for inspection when requested by any member of the authority, faculty or staff of the Institute.

2. Students are expected to have 100% attendance. However minimum 75% attendance is mandatory to qualify for appearing for the university exams. Late comers are commencement of classes will not be allowed to enter the class / premise.

3. In case a student requires to remain absent, he/she would obtain prior permission for the Head of the Department / Principal written, clearly stating the reason of absence along with supporting documentation.

4. Student should behave and present themselves properly in class, laboratory as well as in the campus.

5. Smoking and consumption of liquor, gutka, drugs or any such intoxicating substances is strictly prohibited in the campus. Anybody found in possession or under the influence of such items would face sever disciplinary action.

6. Students must attend each and every event as and when organized by the department / Institute, examinations scholarship etc. The institute accepts no responsibility for loss of any advantage by a student on account of his / her failure to do so.

7. Students must regularly read the notices relating to time tables, activity schedule, examinations. Scholarship etc. the institute accepts no responsibility for loss of any advantage by a student on account of his/her failure to do so.

8. Vehicles of the students will not be allowed in the campus. The Institute will accept no responsibility for the safety and security of students' vehicle.

9. Students should strictly observe the safety norms during practicals in the laboratory and premises of the Institute.

10. Any change in the Address, E-mail ID, Cell No. should be notified by the student in writing to the Institute.

11. Using mobile in the premises in strictly prohibited. Mobiles should be strictly in switched of mode during college hours and within the premises.

12. The attitude and behavior of every student must demonstrate his/her commitment to Institute's vision, mission and goals.

13. Any damage to Institute/Hostel/Mess property, misconduct in hostels, sexual harassment, ragging, intoxication found inside the campus will lead to strict disciplinary action of termination. The rules and regulations of the hostel shall also be strictly obeyed by the hostellers. Any damage to the Institute's property may attract heavy fines or replacement of the same.

14. Maharashtra prohibition of Anti-ragging Act, 1999 defines the meaning of ragging within the campus or outside is strictly prohibited. Any student convicted of an offence o ragging shall be liable to punish as per the provision in Maharashtra Prohibition of Anti ragging Act, 1999 and AICTE regulations.

15. He / she should strictly follow the rules and regulations of the Institute, AICTE, DTE, Shivaji University which are in existence and that may be framed hereinafter.

16. Students will generally be in uniform dress for normal classes. Slippers, short plants and banyan type tee shirts without collar are not allowed in the classrooms. For specific

functions and events the students should have formal dress including a coat and tie, whatever the institute decides.

17. In case of any legal matter, the case shall be exclusively under the jurisdiction of Kolhapur District.

Any student violating the rules and regulations of the Institute may lead to his / her termination from studentship or debarring from examinations.

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

Dr Rashmi Jadhav

Dr. D. Y. Patil Pratishthan's College of Engineering, Salokhenagar, Kolhapur 416007
FACULTY APPRAISAL Form 2021-22

1		Name of Subject (odd+even)	No. of student appeared (SUK exam)	No. of Student Passed	Passing Percentage	40
a	Design of Steel Structures	84	84	100	
b	Design of concrete structures-I	91	91	100	40
c	Theory of Structures	83	83	100	
d	Design of concrete structures-II	91	91	100	
		Analytical Subjects 60% passing = Full Marks /Theoretical Subjects 80% Passing = Full Marks				
2		Name of Student Project (Btech)	Name of Journal/Conference		DOI (Digital Object Identifier)	5
a					
b					
c					
		UGC/Scopus Publication out of Student papers= 5 , Conference Proceedings =3				
3		Student Admission/Enrolment (F.Y/DSY)	Name of Jr College /Polytechnic	Promotional Activity		5
a			Satej Maths scholar Data collection and data entry of all students, student mentoring in college during admission process		5
b					
c					
		Satej Maths Scholar Test, Admission Campaign, MHCET Option Form filling = 5				
4		Students Placement	No. of Talks	No. of Pool Campus	No. of Student Placed	5
a	MOU with Vertex design	3	1	7	5
b					
c					
		Placement Talk to students, MoU with Employers, Technical Talk, Tech Competition = 5				
5		Professional Activities	ISTE Life Membership(Yes/No) If Yes mention Number	Any other Professional Body Membership?	Activity Conducted	2.5
a	ACI student chapter formation	yes - LM 60401	No	cholarship in house exam	
b				Received scholarship to 3 students Rs.	2.5
c					
		Workshops/FDP/STTP Organised under ISTE/ AICTE/UGC/DST/SUK= 2.5				

6		Faculty Qualification	Reg. for Ph D(Yes/No), Completed Ph D	If Yes Mention Details		5
a						
b	PhD	Completed	IIT Bombay		5
c						
	Ph D Enterance Qualified/ Course Work Completion/ Synopsis submission/ Literature Survey/ Paper Publication =5					
7		Faculties Competencies	NPTL/Other Certification Courses with details	SUK Question Paper Solved	Handwritten Notes	10
a		4	10	y	
b					10
c						
	One NPTEL Course Qualified = 5 , SUK QP Solving = 2.5, Handwritten/Typed Notes =2.5					
8		Innovation by Faculty in teaching & learning	ICT Tool used	No. of PPT'S for each Subject	Students Lab / Indl Visit	5
a						
b	Presentation		6 each subject		5
c						
	One PPT for Each Unit , 6 PPTs per subject = 5/ Use of PC for programming/labs = 5					
9		Faculty as participant in FDP/STTP	STTP with details	FDP with details	Workshop with details	5
a						
b		3		1	5
c						
	SUK /NITTTR/ AICTE / ISTE Sponsored FDP/STTP One = 5					

10]	Research & Development	TEQIP/ SUK/AICTE proposal	No. of Patent Filed with details		5
a		I - Research Sensitization Scheme for College Students - Low cost and sustainable Solar vegetable/ seeds drye- under process	3	A friction based analysis of heat transfer efficacy on grooved tubes on a diesel engine cylinder' (Application No.202121046848 A - Publication Date : 29/10/2021)	5
b		*		Development Experimental setup using low- cost filter Materials for Nitrate and Chromium (VI) Removal' (Application No. 202221033838. A - Publication Date :	
c					
	One Patent Application/Published/Grant =5, One Proposal to SUK/AICTE/DST = 5 Marks, Journal Paper Submission/ Publication=5				
11]	Laboratories Maintenance Safety in Lab	Maintenance & calibration(Yes/No)	Safety Posters/slogans, Students safety		2.5
a					
b					
c					
	One lab safety Posters Design & Display, Awareness to students on Safety /Sustainability = 2.5				
12]	Co Curricular & Extra Curricular Activities	Participating/Organizing Sports/Cultural/NCC/NSS/Swatch Bharat Abhiyan/Industry Institute Interaction/Conducting students Debate, Quiz/Guest Lectues/Seminars/Workshops			5
a	3	3			5
b		National level event Breathing earth 2021- Quiz and poster competition Lecture (Webinar) series for career enhancement			
c					
	Arranging One Guest Talks/ Social Connect by Students/ NSS activity/ Gathering, Youth Fest/ Sports/ Tech Fest = 5				
13]	Student Feedback	60 % Score Minimum			5
a		Design of steel structure - 90.4	Theory of Structures - 92.67		
b	4				5
c					
	Each Subject = 2.5 Marks, > 80% = 2.5 , 60-79 % = 2, < 60 = 1				
			Total Marks obtained out of 100		92.5

Dr. Rashmi Jadhav

(54) Title of the invention : PERFORM EXPERIMENTS ON FILTER COLUMN FOR NITRATE AND CHROMIUM (VI) REMOVAL WITH VARYING FILTER MATERIAL AND CONTACT TIME

(51) International classification	C02F0001440000, C02F0001463000, C02F0001520000, C02F0001000000, C02F0101300000
(31) International Application No	:NA
Filing Date	:NA
(87) International Publication No	: NA
(61) Patent of Addition to Application Number	:NA
Filing Date	:NA
(62) Divisional to Application Number	:NA
Filing Date	:NA

(71)Name of Applicant :
1)Monica Prakash Shinde
 Address of Applicant :DESIGNATION: Assistant Professor, DEPARTMENT: Civil Engineering COLLEGE FULL NAME : Dr. D. Y. Patil Pratishthans College of Engineering Salokhenagar,S. G. Balekundri Institute of technology, Vishweshvaraiya Technological University city: Kolhapur Pincode:416007 ----------- --

2)Dr. Vijaykumar
3)Dr. Rashmi Jadhav
4)Mr. Amar Damodar Patil
5)Vidhyashri Anand Hosamani
6)Mrs. Shweta S. Khandagale
7)Dr. Maya Rajnarayan Ray
8)Ms. Harshada Vallabh Vibhute
Name of Applicant : NA
Address of Applicant : NA
(72)Name of Inventor :
1)Monica Prakash Shinde
Address of Applicant :DESIGNATION: Assistant Professor, DEPARTMENT: Civil Engineering COLLEGE FULL NAME : Dr. D. Y. Patil Pratishthans College of Engineering Salokhenagar,S. G. Balekundri Institute of technology, Vishweshvaraiya Technological University city: Kolhapur Pincode:416007 ----------- -----------
2)Dr. Vijaykumar
Address of Applicant :DESIGNATION: Research Supervisor DEPARTMENT: Civil Engineering COLLEGE FULL NAME : S. G. Balekundri Instituteof Technology Belgum city: Belgum Pincode: 590001 ----------- ------
3)Dr. Rashmi Jadhav
Address of Applicant :DESIGNATION: Associate Professor DEPARTMENT: Civil Engineering COLLEGE FULL NAME : Dr. D. Y. Patil Pratishthans College of Engineering Salokhenagar city: Kolhapur Pincode: 416007 ----------- -----------
4)Mr. Amar Damodar Patil
Address of Applicant :DESIGNATION: Assistant Professor DEPARTMENT: Civil Engineering COLLEGE FULL NAME : Dr. D. Y. Patil Pratishthan's College of Engineering Salokhenagar, Kolhapu City: Kolhapur Pincode: 416007 ----------- -----------
5)Vidhyashri Anand Hosamani
Address of Applicant :DESIGNATION: Research Scholar DEPARTMENT: Civil EngineeringCOLLEGE FULL NAME : S. G. Balekundri Institute of technology City: Belagavi Pincode: 590006 ----------- -----------
6)Mrs. Shweta S. Khandagale
Address of Applicant :DESIGNATION: Assistant Professor DEPARTMENT: Civil Engineering COLLEGE FULL NAME : Dr. D. Y. Patil Pratishthans College of Engineering Salokhenagar city: Kolhapur Pincode: 416007 ----------- -----------
7)Dr. Maya Rajnarayan Ray
Address of Applicant :DESIGNATION: Associate Professor DEPARTMENT: Civil Engineering COLLEGE FULL NAME : Birsa Institute of Technology, Sundri Dhanbad, Jharkhand city: Jharkhand Pincode: 828123 --- ----------- -----------
8)Ms. Harshada Vallabh Vibhute
Address of Applicant :DESIGNATION: Assistant Professor DEPARTMENT: Civil Engineering COLLEGE FULL NAME :Dr. D. Y. Patil Pratishthans College of Engineering Salokhenagar city: Kolhapur Pincode:416007 ----------- -----------

(57) Abstract :
Perform experiments on filter column for nitrate and chromium (VI) removal with varying filter material and contact time ABSTRACT Nitrate can cause severe problems, including eutrophication and infection diseases, such as cyanosis and cancer of the alimentary canal. Also all forms of chromium can be toxic at high levels. The conventional treatments used for groundwater include coagulation and flocculation is not effective for the removal of nitrates. Ion-exchange, deionization, reverse osmosis, electrocoagulation are the methods widely used for removal of nitrates and chromium which have disadvantages like expensive, non availability of materials easily, sludge formation, the waste stream from reverse osmosis process is exceptionable. Overall the methods adopted for removal of nitrate and chromium generates some environmental pollution and therefore, there is need of the on technology which can be provided easily by using filter media available locally and naturally. The potential damage to water can be prevented by using this treatment for removal of nitrate and chromium (VI). The adopted technique is low cost because the filter medias to be used in the set up are non expensive and easily available. Also the adopted technique does not require skilled supervision, gives zero sludge formation. Process is simple, eco-friendly, and gives effective efficiency. In this invention we proposed the experiments on filter column for nitrate and chromium (VI) removal with varying filter material and contact time. It is seen that if the size of the filter media is decreases then there is more area available for adsorption. So the filter media size should be as possible as low, also there is problem of low size of filter media is observed that the very fine particles are come in the outlet sample. So the care should be taken regaurding selecting the filter media size.

No. of Pages : 20 No. of Claims : 7

M Gmail   rashmi jadhav <rashmijadhav.dypsn@gmail.com>

Scholarship for needy merit student

India Chapter of ACI <infoicaci@gmail.com>   Thu, Jan 12, 2023 at 12:28 PM
To: rashmi jadhav <rashmijadhav.dypsn@gmail.com>

Dear Madam,

Greetings from India Chapter of ACI.

This with reference to the details of students received from you for the "2022 IC-ACI Scholarship".

IC-ACI has offered its scholarship to the following students form your college.

1) Gauri Subhash Redekar: 2nd Year
2) Asmita Ramchandra More: 3rd Year
3) Sakshi Shivaji Musale: 3rd Year

IC-ACI had deposited cheques of Rs.15000/- each to the above student's bank account branches near by its office and all cheques have been cleared in their account.

Please ask your students to confirm the same to us through email.

Thanks & Regards,
For India Chapter of ACI,
Ujwala Pilankar,
Chapter Staff

[Quoted text hidden]

Ref. No. : DYPCOE / 2022-23/717

Date : 24/11/2022

Shivaji University, Kolhapur
Research Sensitization Scheme for College Students
Application for the Financial Support to research project

1	Name of the College	– Dr.D.Y.PatilPratishthan's College of Engineering, Salokhenagar, Kolhapur
2	Name of Students –	1. Jitendra D. Mane 2. Vivek R. Mohite 3. Rushikesh R. Joshi 4. Ashish S. Kambale 5. Aniket A. Mane
3	Title of the project	Low cost and sustainable Solar vegetable/ seeds dryer
4	Area of the research project	Energy and Environment /Rural Development
5	Details of the Research project Problems and its importance Objectives – Methodology Project output	A separate sheet is attached
6	Financial Requirement –	Expenses for main parts of Solar dryer 1. Storage battery for solar energy (3-5Kv) - Rs. 8000/- 2. Container for grains and vegetables – Rs. 1500/- 3. Miscellaneous – Rs. 500/- 4. Total approximate cost –Rs. 10000/-

Name and Signature of Project Advisor	Name and Signature of Students
Petha Dr.RashmiJadhav E-mail id - rashmijadhav.dypsn@gmail.com Ph. - 8459851670	1. Jitendra D. Mane 2. Vivek R. Mohite 3 Rushikesh R. Joshi 4 Ashish S. Kambale 5. Aniket A. Mane

Head Dep......
Dr. D. Y. Patil Pratishthan's
College of Engineering
Salokhe Nagar, Kolhapur

[Seal: Dr. D. Y. Patil Pratishthan's College of Engineering, Salokhe Nagar Kolhapur]

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

Approved by AICTE (New Delhi), Govt. of Maharashtra, DTE Mumbai and Affiliated to Shivaji University

Dr. D. Y. Patil Pratishthan's
COLLEGE OF ENGINEERING
865, 'A' Ward, Salokhenagar,
Kolhapur - Maharashtra India 416007

Ph. : 0231 - 2320914

dype472.ec@unishivaji.ac.in

coes.dypgroup.edu.in

18-01-2023 13:13:06
REP27

BANK OF INDIA, SADOLI KHALSA

GAURI SUBHASH REDEKARREGISTER

Report To   :M
Service Outlet   :09340 SADOLI KHALSA
Account Number   :093410510013440/INR   GAURI SUBHASH REDEKAR
Report for the Period   :01-09-2022TO18-01-2023

18-01-2023 13:13:06
REP27

BANK OF INDIA, SADOLI KHALSA

GAURI SUBHASH REDEKARREGISTER

Report for the Period   :01-09-2022TO18-01-2023

Date	Tran Id	Ref Num	Particulars	Debit Amt.	Credit Amt.	Balance Amt. Date	Contra
		Account Opening balance :	1234.00CR		1,234.00	1,234.00CR	
		Brought Forward :			387.50	1,621.50CR	
12-09-2022	897762012	0912003745	APBS CR INW – NA 4641466		10.00	1,631.50CR	
01-11-2022	S73527		093410510013440:SBInt.Pd:		387.50	2,019.00CR	
30-11-2022	874671949	1130002194	APBS CR INW – Credit Thro		15,000.00	17,019.00CR	
26-12-2022	S13414461		BY CLG-INB- 1418			519.00CR	
18-01-2023	BI324837		TO CASH	16,500.00			
		Total(Curr. INR) :		16,500.00	17,019.00	519.00CR	

Manager/Chief Manager
Date :18-01-2023

Signature

*** 2 pages printed. End of report ***

Dr. D. Y. Patil Pratishthan's College of Engineering, Salokhenagar, Kolhapur 416007

FACULTY APPRAISAL Form 2021-22 Mr. J.V. Ware, FY Dept.

1]	Name of Subject (odd+even)	No. of student appeared (SUK exam)	No. of Student Passed	Passing Percentage	40
a	PC-I	257	257	100 %	
b	PC-II	257	257	100%	
c	Soft Skills	72	72	100%	
d	Business English	71	71	100%	40
					40
	Analytical Subjects 60% passing = Full Marks /Theoretical Subjects 80% Passing = Full Marks				
2]	Name of Student Project (Btech)	Name of Journal/Conference		DOI (Digital Object Identifier)	5
a	—	~		~	0
b					
c					
	UGC/Scopus Publication out of Student papers= 5 , Conference Proceedings =3				
3]	Student Admission/Enrolment	Name of Jr College /Polytechnic	Promotional Activity		5
a			Worked as regional coordinator		5
b			of Kagal region		
c					
	Satej Maths Scholar Test, Admission Campaign, MHCET Option Form filling = 5				
4]	Students Placement	No. of Talks	No. of Pool Campus	No. of Student Placed	5
a		Conducted sessions for			
b		S.Y. T.y students on			
c		soft skills			5
	Placement Talk to students, MoU with Employers, Technical Talk, Tech Competition = 5				

5|	Professional Activities	ISTE Life Membership(Yes/No) If Yes	Any other Professional	Activity Conducted	2.5
a		yes		ISTE STTP	2.5
b					
c					
		Workshops/FDP/STTP Organised under ISTE/ AICTE/UGC/DST/SUK= 2.5			
6|	Faculty Qualification	Reg. for Ph D(Yes/No), Completed Ph D	If Yes Mention Details		5
a			P. hD. thesis is about		5
b			to submit		
c					
		Ph D Entrance Qualified/ Course Work Completion/ Synopsis submission/ Literature Survey/ Paper Publication =5			
7|	Faculties Competencies	NPTL/Other Certification Courses with	SUK Question Paper	Handwritten Notes	10
a		Completed		yes	7.5
b					
c					
		One NPTEL Course Qualified = 5 , SUK QP Solving = 2.5, Handwritten/Typed Notes =2.5			
8|	Innovation by Faculty in teaching &	ICT Tool used	No. of PPT'S for each	Students Lab / Indl Visit	5
a		Used DLL software	Used PPT's	updated	5
b		Provided e-resources	for each unit	language lab.	
c		to the students			
		One PPT for Each Unit , 6 PPTs per subject = 5/ Use of PC for programming/labs = 5			
9|	Faculty as participant in FDP/STTP	STTP with details	FDP with details	Workshop with details	5
a	Participated in STTP/ FDP				5
b					
c					
		SUK /NITTTR/ AICTE / ISTE Sponsored FDP/STTP One = 5			

10]	Research & Development	TEQIP/ SUK/AICTE proposal	No. of Patent Filed with details		5
a	–	–	—		.
b					
c					
	One Patent Application/Published/Grant =5, One Proposal to SUK/AICTE/DST = 5 Marks, Journal Paper Submission/ Publication=5				
11]	Laboratories Maintenance Safety in	Maintenance & calibration(Yes/No)	Safety Posters/slogans, Students safety		2.5
a			yes		2·5
b					
c				✓	
	One lab safety Posters Design & Display, Awareness to students on Safety /Sustainability = 2.5				
12]	Co Curricular & Extra Curricular Activities	Participating/Organizing Sports/Cultural/NCC/NSS/Swatch Bharat Abhiyan/Industry Institute Interaction/Conducting students Debate, Quiz/Guest Lectues/Seminars/Workshops			5
a		handled prize distribution committee took			5
b		for annual gathering			
c					
	Arranging One Guest Talks/ Social Connect by Students/ NSS activity/ Gathering, Youth Fest/ Sports/ Tech Fest = 5				
13]	Student Feedback	60 % Score Minimum			5
a					5
b					
c					
	Each Subject = 2.5 Marks, > 80% = 2.5 , 60-79 % = 2, < 60 = 1				
				Total Marks obtained out of 100	87·5

Department: General Science & Engineering

Academic Year: 2021-22

Class: F.Y.B.Tech.

Date: / /2022

Semester: Even
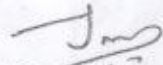
Divisions: A, B, C, D

Sr. No.	Name of Staff	FY A	FY B	FY C	FY D	AVG	Cumulative %
1	Prof. J. V. Ware	38.67	39.15	40.06	44.13	40.43	80.85
2	Prof. Parvez Maldar	NA	NA	48.41	48.36	48.39	96.78
3	Prof. P. R. Khot	NA	NA	33.71	44.23	38.64	77.28
4	Prof. Vinayak Gaikwad	NA	NA	NA	48.70	48.70	97.41
5	Prof. Suraj Gaikwad	NA	NA	43.72	NA	43.72	87.46
6	Prof. S. S. Khandagale	NA	NA	42.18	46.33	44.13	88.25
7	Prof. Kedar Gaikwad	NA	NA	43.74	43.8	43.77	87.53
8	Prof. A. B. Patil	42.43	41.78	NA	NA	42.13	84.26
9	Prof. Sanjay Powar	46.20	47.15	NA	NA	46.64	93.28
10	Prof. S. S. Patil	36.20	33.91	NA	NA	35.15	70.3
11	Prof. A. D. Patil	NA	48.76	NA	NA	48.76	97.52
12	Prof. G. S. Jadhav	29.72	NA	NA	NA	29.72	59.44
13	Prof. Y.D.Powar	NA	40.35	NA	NA	40.35	80.70
14	Prof.S.D.Mane	37.89	NA	NA	NA	37.89	75.78

Rating:

1. Excellent: 85% and above
2. Good: 71% to 85%
3. Satisfactory: 56% to 70%
4. Average:41% to 55%
5. Below average: Less than 40%

HOD

Academic Dean

Principal

Campus Director

Prof. Pravin K.Deo

Dr. D. Y. Patil Pratishthan's College of Engineering, Salokhenagar, Kolhapur 416007

FACULTY APPRAISAL Form 2021-22

1]	Name of Subject (odd+even)	No. of student appeared (SUK exam)	No. of Student Passed	Passing Percentage	40
a	BME	269	269	100%	40
b	EPE				
c					
d					
	Analytical Subjects 60% passing = Full Marks /Theoretical Subjects 80% Passing = Full Marks				
2]	Name of Student Project (Btech)	Name of Journal/Conference		DOI (Digital Object Identifier)	5
a	"Design and Manufacturing of Cattle Feed Machine				
b					
c					
	UGC/Scopus Publication out of Student papers= 5 , Conference Proceedings =3				
3]	Student Admission/Enrolment (F.Y/DSY)	Name of Jr College /Polytechnic	Promotional Activity		5
a	Satej Maths Scholar Test				
b			Visiting College		5
c					
	Satej Maths Scholar Test, Admission Campaign, MHCET Option Form filling = 5				
4]	Students Placement	No. of Talks	No. of Pool Campus	No. of Student Placed	5
a					
b					
c					
	Placement Talk to students, MoU with Employers, Technical Talk, Tech Competition = 5				

5]	Professional Activities	ISTE Life Membership(Yes/No) If Yes mention Number	Any other Professional Body Membership?	Activity Conducted	2.5
a					
b					
c					
	Workshops/FDP/STTP Organised under ISTE/ AICTE/UGC/DST/SUK= 2.5				
6]	Faculty Qualification	Reg. for Ph D(Yes/No), Completed Ph D	If Yes Mention Details		5
a					
b					
c					
	Ph D Enterance Qualified/ Course Work Completion/ Synopsis submission/ Literature Survey/ Paper Publication =5				
7]	Faculties Competencies	NPTL/Other Certification Courses with details	SUK Question Paper Solved	Handwritten Notes	10
a		Qualifying for exam	SUK Question Paper solving	Handwritten Notes	10
b					
c					
	One NPTEL Course Qualified = 5 , SUK QP Solving = 2.5, Handwritten/Typed Notes =2.5				
8]	Innovation by Faculty in teaching & learning	ICT Tool used	No. of PPT'S for each Subject	Students Lab / Indl Visit	5
a	Activity Based Learning,				
b	Visitis	yes	6	1	5
c					
	One PPT for Each Unit , 6 PPTs per subject = 5/ Use of PC for programming/labs = 5				
9]	Faculty as participant in FDP/STTP	STTP with details	FDP with details	Workshop with details	5
a	STTP(NITTTR)				
b					5
c					
	SUK /NITTTR/ AICTE / ISTE Sponsored FDP/STTP One = 5				

10]	Research & Development	TEQIP/ SUK/AICTE proposal	No. of Patent Filed with details		5
a					
b			2		5
c					
	One Patent Application/Published/Grant =5, One Proposal to SUK/AICTE/DST = 5 Marks, Journal Paper Submission/ Publication=5				
11]	Laboratories Maintenance Safety in Lab	Maintenance & calibration(Yes/No)	Safety Posters/slogans, Students safety		2.5
a					
b					
c					
	One lab safety Posters Design & Display, Awareness to students on Safety /Sustainability = 2.5				
12]	Co Curricular & Extra Curricular Activities	Participating/Organizing Sports/Cultural/NCC/NSS/Swatch Bharat Abhiyan/Industry Institute Interaction/Conducting students Debate, Quiz/Guest Lectues/Seminars/Workshops			5
a					
b		Arranged guest lecture			5
c					
	Arranging One Guest Talks/ Social Connect by Students/ NSS activity/ Gathering, Youth Fest/ Sports/ Tech Fest = 5				
13]	Student Feedback	60 % Score Minimum			5
a	yes	80%			5
b					
c					
	Each Subject = 2.5 Marks, > 80% = 2.5 , 60-79 % = 2, < 60 = 1				
				Total Marks obtained out of 100	82.5

Name:- Mr. Ganesh. I. Rathod
Dpt: CSP (Data Science)

Dr. D. Y. Patil Pratishthan's College of Engineering, Salokhenagar, Kolhapur 416007

FACULTY APPRAISAL Form 2021-22

2 Months

1]	Name of Subject (odd+even)	No. of student appeared (SUK exam)	No. of Student Passed	Passing Percentage	40
a	Big Data Analytics	73	73	100%	40
b	Cyber Security	69	69	100%	
c					
d					

Analytical Subjects 60% passing = Full Marks /Theoretical Subjects 80% Passing = Full Marks

2]	Name of Student Project (Btech)	Name of Journal/Conference	DOI (Digital Object Identifier)	5
a				
b				
c				

UGC/Scopus Publication out of Student papers= 5 , Conference Proceedings =3

3]	Student Admission/Enrolment (F.Y/DSY)	Name of Jr College /Polytechnic	Promotional Activity	5
a	12	Radhanagiri Region	Student counselling , campaign	5
b				
c				

Satej Maths Scholar Test, Admission Campaign, MHCET Option Form filling = 5

4]	Students Placement	No. of Talks	No. of Pool Campus	No. of Student Placed	5
a					
b					0
c					

Placement Talk to students, MoU with Employers, Technical Talk, Tech Competition = 5

5]	Professional Activities	ISTE Life Membership(Yes/No) If Yes mention Number	Any other Professional Body Membership?	Activity Conducted	2.5
a	–	Yes Membership ID: 135039	–	–	2.5
b					
c					
	Workshops/FDP/STTP Organised under ISTE/ AICTE/UGC/DST/SUK= 2.5				
6]	Faculty Qualification	Reg. for Ph D(Yes/No), Completed Ph D	If Yes Mention Details		5
a	P.hD(Persuing)	Yes	1. Registered to Mansarovar Global University, Bhopal 2. Two Course Work Completed		5
b					
c					
	Ph D Enterance Qualified/ Course Work Completion/ Synopsis submission/ Literature Survey/ Paper Publication =5				
7]	Faculties Competencies	NPTL/Other Certification Courses with details	SUK Question Paper Solved	Handwritten Notes	10
a	–	–	Yes for the Subject: BigData Analytics & Cyber Security	–	2.5
b	–	–	–	Yes	2.5
c					
	One NPTEL Course Qualified = 5 , SUK QP Solving = 2.5, Handwritten/Typed Notes =2.5				
8]	Innovation by Faculty in teaching & learning	ICT Tool used	No. of PPT'S for each Subject	Students Lab / Indl Visit	5
a	–	1.Projector 2. Google Classroom	6 ppt Sub: Big Data Analytics	–	5
b		1.Projector 2. Google Classroom	6 ppt Sub: Cyber Security	–	
c					
	One PPT for Each Unit , 6 PPTs per subject = 5/ Use of PC for programming/labs = 5				

9]	Faculty as participant in FDP/STTP	STTP with details	FDP with details	Workshop with details	5
a	Participated in 1 FDP	–	"SciLab Programming" under NITTTR, from 25/04/2022 to 29/04/2022	–	5
b	Participated in 1 STTP	"Faculty Orientation Program towards Self, Analysis, Academics & Indian Education System Approaches	–	–	
c					
	SUK /NITTTR/ AICTE / ISTE Sponsored FDP/STTP One = 5				

10]	Research & Development	TEQIP/ SUK/AICTE proposal	No. of Patent Filed with details	5
a	Submitted paper entiltled "A Social Distancing Hat using Passive Infrared & Ultrasonic Sensors" in International Conference (ICAIDS)			5
b				
c				
	One Patent Application/Published/Grant =5, One Proposal to SUK/AICTE/DST = 5 Marks, Journal Paper Submission/ Publication=5			
11]	Laboratories Maintenance Safety in Lab	Maintenance & calibration(Yes/No)	Safety Posters/slogans, Students safety	2.5
a				
b				
c				
	One lab safety Posters Design & Display, Awareness to students on Safety /Sustainability = 2.5			
12]	Co Curricular & Extra Curricular Activities	Participating/Organizing Sports/Cultural/NCC/NSS/Swatch Bharat Abhiyan/Industry Institute Interaction/Conducting students Debate, Quiz/Guest Lectues/Seminars/Workshops		5
a	Worked as Judge for "Tug of War" in Annual Sports			5
b	Worked as Judge for Drama& Skit Playing in Annual Gathering			
c				
	Arranging One Guest Talks/ Social Connect by Students/ NSS activity/ Gathering, Youth Fest/ Sports/ Tech Fest = 5			
13]	Student Feedback	60 % Score Minimum		5
a	73 (BDA)	85%		5
b	69 (Cyber Security)	82%		
c				
	Each Subject = 2.5 Marks, > 80% = 2.5 , 60-79 % = 2, < 60 = 1			
			Total Marks obtained out of 100	80

Prof: Apurva Londhe

Dr. D. Y. Patil Pratishthan's College of Engineering, Salokhenagar, Kolhapur 416007
FACULTY APPRAISAL Form 2021-22

1|	Name of Subject (odd+even)	No. of student appeared (SUK exam)	No. of Student Passed	Passing Percentage	40
a	Basic Circuit Theory	74	74	100	
b	Signals and Systems	54	54	100	
c	Power Electronics	74	74	100	
d	Digital Signal Processing	54	54	100	
	Analytical Subjects 60% passing = Full Marks /Theoretical Subjects 80% Passing = Full Marks				
2|	Name of Student Project (Btech	Name of Journal/Conference		DOI (Digital Object Identifier)	0
a					
b					
c					
	UGC/Scopus Publication out of Student papers= 5 , Conference Proceedings =3				
3|	Student Admission/Enrolment (F.Y/DSY)	Name of Jr College /Polytechnic	Promotional Activity		5
a	Darshan Patil	Maharashtra Highschool & Jr college	Admission : FY Civil		
b	Ritesh Pujari	Maharashtra Highschool & Jr college	Admission : FY Electrical		
c	Shreevallabh Pujari	Maharashtra Highschool & Jr college	Admission : FY Electrical		
d	Abhay Rokade	Y D Mane Kagal	Admission : DSY Electrical		
e	Piyusha Jagtap	New Polytechnic Uchgaon Kolhapur	Admission : DSY Electrical		
f	Vanayak Harale	New Polytechnic Uchgaon Kolhapur	Admission : DSY Electrical		
g	Prasad Jadhav	New Polytechnic Uchgaon Kolhapur	Admission : DSY Electrical		
h	Narsinh Balekundri	Y D Mane Kagal	Admission : DSY Electrical		
	Admission campaign				
	Satej Maths Scholar Test, Admission Campaign, MHCET Option Form filling = 5				
4|	Students Placement	No. of Talks	No. of Pool Campus	No. of Student Placed	0
a					
b					
c					
	Placement Talk to students, MoU with Employers, Technical Talk, Tech Competition = 5				

5|	Professional Activities	ISTE Life Membership(Yes/No). If Yes mention Number	Any other Professional Body Membership?	Activity Conducted	0
a					
b					
c					
		Workshops/FDP/STTP Organised under ISTE/ AICTE/UGC/DST/SUK= 2.5			
6|	Faculty Qualification	Reg. for Ph D(Yes/No), Completed Ph D	If Yes Mention Details		0
a					
b					
c					
		Ph D Enterance Qualified/ Course Work Completion/ Synopsis submission/ Literature Survey/ Paper Publication =5			
7|	Faculties Competencies	NPTL/Other Certification Courses with details	SUK Question Paper Solved	Handwritten Notes	10
a	NPTEL	Principals of Signals and Systems	Basic circuit theory	Notes provided to students	
b		12 weeks course, 70% marks	Signals and systems		
c					
		One NPTEL Course Qualified = 5 , SUK QP Solving = 2.5, Handwritten/Typed Notes =2.5			
8|	Innovation by Faculty in teaching & learning	ICT Tool used	No. of PPT'S for each Subject	Students Lab / Indl Visit	5
a	PPT	MS OFFICE	6		
b	Lab	MATLAB-simulink			
c					
		One PPT for Each Unit , 6 PPTs per subject = 5/ Use of PC for programming/labs = 5			
9|	Faculty as participant in FDP/STTP	STTP with details	FDP with details	Workshop with details	0
a					
b					
c					
		SUK /NITTTR/ AICTE / ISTE Sponsored FDP/STTP One = 5			

10|	Research & Development	TEQIP/ SUK/AICTE proposal	No. of Patent Filed with details	0
a				
b				
c				
	One Patent Application/Published/Grant =5, One Proposal to SUK/AICTE/DST = 5 Marks, Journal Paper Submission/ Publication=5			
11|	Laboratories Maintenance Safety in Lab	Maintenance & calibration(Yes/No)	Safety Posters/slogans, Students safety	05
a	Power Electronics		student safety	
b				
c				
	One lab safety Posters Design & Display, Awareness to students on Safety /Sustainability = 2.5			
12|	Co Curricular & Extra Curricular Activities	Participating/Organizing Sports/Cultural/NCC/NSS/Swatch Bharat Abhiyan/Industry Institute Interaction/Conducting students Debate, Quiz/Guest Lectues/Seminars/Workshops		5
a	Poster presentation	Arranged poster presentation on "Cogeneration"		
b				
c				
	Arranging One Guest Talks/ Social Connect by Students/ NSS activity/ Gathering, Youth Fest/ Sports/ Tech Fest = 5			
13|	Student Feedback	60 % Score Minimum		5
a	Digital signal processing			
b	Signals and systems			
c				
	Each Subject = 2.5 Marks, > 80% = 2.5 , 60-79 % = 2, < 60 = 1			
			Total Marks obtained out of 100	70+5=75

Ladhe

Ms. Apurva A. Londhe

Head of Department
Electrical Engineering
Dr. D. Y. Patil Pratishthan's
College of Engineering

Prof: Sanjeev. Deshpande

Dr. D. Y. Patil Pratishthan's College of Engineering, Salokhenagar, Kolhapur 416007
FACULTY APPRAISAL Form 2021-22

1		Name of Subject (odd+even)	No. of student appeared (SUK exam)	No. of Student Passed	Passing Percentage	40
a	Electrical Machine Design	54	54	100	
b	Electromagnetic Engineering	74	74	100	
c	Advanced Control System	54	54	100	
d	Basics of Electrical Engineering	60	60	100	
	Analytical Subjects 60% passing = Full Marks /Theoretical Subjects 80% Passing = Full Marks				40
2		Name of Student Project (Btech)	Name of Journal/Conference		DOI (Digital Object Identifier)	5
a	NA	NA		NA	
b					
c					
	UGC/Scopus Publication out of Student papers= 5 , Conference Proceedings =3				0
3		Student Admission/Enrolment (F.Y/DSY)	Name of Jr College /Polytechnic	Promotional Activity		5
a	NA	NA	NA		
b					
c					
	Satej Maths Scholar Test, Admission Campaign, MHCET Option Form filling = 5				0
4		Students Placement	No. of Talks	No. of Pool Campus	No. of Student Placed	5
a	NA	NA	NA	NA	
b					
c					
	Placement Talk to students, MoU with Employers, Technical Talk, Tech Competition = 5				

5|	Professional Activities	ISTE Life Membership(Yes/No) If Yes mention Number	Any other Professional Body Membership?	Activity Conducted	2.5
a	No	YES (LM39980)	No	No	
b					
c					
	Workshops/FDP/STTP Organised under ISTE/ AICTE/UGC/DST/SUK= 2.5				2.5
6|	Faculty Qualification	Reg. for Ph D(Yes/No), Completed Ph D	If Yes Mention Details		5
a	M.E.	No	NA		
b					
c					
	Ph D Enterance Qualified/ Course Work Completion/ Synopsis submission/ Literature Survey/ Paper Publication =5				5
7|	Faculties Competencies	NPTL/Other Certification Courses with details	SUK Question Paper Solved	Handwritten Notes	10
a	NPTEL Course	Electrical Machines - I			
b	SUK QP Solving				
c	Handwritten notes				
	One NPTEL Course Qualified = 5 , SUK QP Solving = 2.5, Handwritten/Typed Notes =2.5				10
8|	Innovation by Faculty in teaching & learning	ICT Tool used	No. of PPT'S for each Subject	Students Lab / Indl Visit	5
a	PPT	Projector	10	-	
b		MATLAB			
c					
	One PPT for Each Unit , 6 PPTs per subject = 5/ Use of PC for programming/labs = 5				5
9|	Faculty as participant in FDP/STTP	STTP with details	FDP with details	Workshop with details	5
a	NITTR, Chandigarh		Accreditation Criteria & Process		
b	NITTR, Chandigarh		SciLab Programming		
c	AICTE		UHV Workshop		
	SUK /NITTTR/ AICTE / ISTE Sponsored FDP/STTP One = 5				5

10]	Research & Development	TEQIP/ SUK/AICTE proposal	No. of Patent Filed with details		5
a	NA	NA	NA	NA	
b					
c					
	One Patent Application/Published/Grant =5, One Proposal to SUK/AICTE/DST = 5 Marks, Journal Paper Submission/ Publication=5				0
11]	Laboratories Maintenance Safety in Lab	Maintenance & calibration(Yes/No)	Safety Posters/slogans, Students safety		2.5
a	Machines Lab	YES	Yes	Yes	
b					
c					
	One lab safety Posters Design & Display, Awareness to students on Safety /Sustainability = 2.5				2.5
12]	Co Curricular & Extra Curricular Activities	Participating/Organizing Sports/Cultural/NCC/NSS/Swatch Bharat Abhiyan/Industry Institute Interaction/Conducting students Debate, Quiz/Guest Lectues/Seminars/Workshops			5
a					
b					
c					
	Arranging One Guest Talks/ Social Connect by Students/ NSS activity/ Gathering, Youth Fest/ Sports/ Tech Fest = 5				0
13]	Student Feedback	60 % Score Minimum			5
a	Basic Electrical Engineering	90%			
b	EMD	85%			
c	ACS				
d	EMT				
	Each Subject = 2.5 Marks, > 80% = 2.5 , 60-79 % = 2, < 60 = 1				5
				Total Marks obtained out of 100	

Head of Department
Electrical Engineering
Dr. D. Y. Patil Pratishthan's
College of Engineering

Prof. Vanashri S. Shinde

Dept: CSE (Data science)

Dr. D. Y. Patil Pratishthan's College of Engineering, Salokhenagar, Kolhapur 416007

FACULTY APPRAISAL Form 2021-22

1]	Name of Subject (odd+even)	No. of student appeared (SUK exam)	No. of Student Passed	Passing Percentage	40/40
a	Database Management System	73	73	100%	
b	Object Oriented Programming	77	77	100%	
c	Adavnced Computer architecture	69	69	98%	
d	Object Modelling Design	73	73	95%	
	Analytical Subjects 60% passing = Full Marks /Theoretical Subjects 80% Passing = Full Marks				40
2]	Name of Student Project (Btech)	Name of Journal/Conference		DOI (Digital Object Identifier)	5
a					
b					
c					
	UGC/Scopus Publication out of Student papers= 5 , Conference Proceedings =3				
3]	Student Admission/Enrolment (F.Y/DSY)	Name of Jr College /Polytechnic	Promotional Activity		
a	FY	Gokhale College, S.M.College, Chate classes, Private Jr.College	Data collection, Campainingn, out of 10 Provisional students 7 students are admitted in our college		
b	DSY(Cordinator)	Govt. Poly, Bapuji Salunkhe, New polytechnique	Data collection, Campainingn		
c	MHT-CET	Form filled approximate 50 Students			
	Satej Maths Scholar Test, Admission Campaign, MHCET Option Form filling = 5				5
4]	Students Placement	No. of Talks	No. of Pool Campus	No. of Student Placed	
a					
b					
c	Coding Club Co-ordinator	Data Structure activity			2.5
	Placement Talk to students, MoU with Employers, Technical Talk, Tech Competition = 5				5

5]	Professional Activities	ISTE Life Membership(Yes/No) If Yes mention Number	Any other Professional Body Membership?	Activity Conducted	
a	ISTE Life Membership	LM135054			
b	NITTR Organized				
c					
					5
	Workshops/FDP/STTP Organised under ISTE/ AICTE/UGC/DST/SUK= 2.5				
6]	Faculty Qualification	Reg. for Ph D(Yes/No), Completed Ph D	If Yes Mention Details		
a	SUK PHD Entrance Exam Qualified				
b					
c					
					10
	Ph D Enterance Qualified/ Course Work Completion/ Synopsis submission/ Literature Survey/ Paper Publication =5				5
7]	Faculties Competencies	NPTL/Other Certification Courses with details	SUK Question Paper Solved	Handwritten Notes	
a	SUK QP Solving		Yes		
b	Handwritten/Typed Notes				
c				Yes	
					5
	One NPTEL Course Qualified = 5 , SUK QP Solving = 2.5, Handwritten/Typed Notes =2.5				2.5
8]	Innovation by Faculty in teaching & learning	ICT Tool used	No. of PPT'S for each Subject	Students Lab / Indl Visit	
a	Vlab For Data Structure	PPT, Vlab	6		
b	Use of PC for programming/labs				
c					
					5
	One PPT for Each Unit , 6 PPTs per subject = 5/ Use of PC for programming/labs = 5				5
9]	Faculty as participant in FDP/STTP	STTP with details	FDP with details	Workshop with details	
a	FDP Attended		Universal Human Value	AICTE	
b	STTP Attended	Faculty orientation program towards self, Analysis, Academics & Indian Educational System Approches		ISTE Approved	
c	NITTR			Scilab	5
	SUK /NITTTR/ AICTE / ISTE Sponsored FDP/STTP One = 5				5

		TEQIP/ SUK/AICTE proposal	No. of Patent Filed with details	
10]	**Research & Development**			
a				
b				
c				
	One Patent Application/Published/Grant =5, One Proposal to SUK/AICTE/DST = 5 Marks, Journal Paper Submission/ Publication=5			2.5
11]	**Laboratories Maintenance Safety in Lab**	Maintenance & calibration(Yes/No)	Safety Posters/slogans, Students safety	
a				
b				
c				
	One lab safety Posters Design & Display, Awareness to students on Safety /Sustainability = 2.5			5
12]	**Co Curricular & Extra Curricular Activities**	Participating/Organizing Sports/Cultural/NCC/NSS/Swatch Bharat Abhiyan/Industry Institute Interaction/Conducting students Debate, Quiz/Guest Lectues/Seminars/Workshops		2.5
a	Sports	Ledies Badminton coordinator		
b	Cultural	Organized Poster Presentation		
c	Gathering	Cultural Head		
	Arranging One Guest Talks/ Social Connect by Students/ NSS activity/ Gathering, Youth Fest/ Sports/ Tech Fest = 5			5
13]	**Student Feedback**	60 % Score Minimum		5
a	Database Management System	85%		
b	Advanced Computer Architectu	80%		
c				
	Each Subject = 2.5 Marks, > 80% = 2.5 , 60-79 % = 2, < 60 = 1			5
			Total Marks obtained out of 100	

(Vanashri S. Shinde)

Dr. D. Y. Patil Pratishthan's College of Engineering, Salokhenagar, Kolhapur 416007

FACULTY APPRAISAL Form 2021-22

Prof. Gaurav R. Desai

1		Name of Subject (odd+even)	No. of student appeared (SUK exam)	No. of Student Passed	Passing Percentage	40
						40
a	Strength of Materials	78	78	100	
b	Concrete Technology	78	77	99	
c	Engineering Management	74	74	100	
		Analytical Subjects 60% passing = Full Marks /Theoretical Subjects 80% Passing = Full Marks				

2		Name of Student Project (Btech)	Name of Journal/Conference		DOI (Digital Object Identifier)	5
a	Zero Energy Buildings				
b	Intelligent Transport systems				
c	Microbial Induced concrete corrosion				
		UGC/Scopus Publication out of Student papers= 5 , Conference Proceedings =3				

3		Student Admission/Enrolment (F.Y/DSY)	Name of Jr College /Polytechnic	Promotional Activity		5
a	Total Admissions done from region for First Year for A.Y. 2022-23 = 14	Vyankatrao Junior College, Ajara, Ajara Mahavidyalaya,	Worked as **Regional Admission Coordinator** of Ajara-Gadhinglaj Region for last 3 years, Admission campaign in Gadhinglaj Ajara region, Counsellor in CAP Round system, Admission option form filling		5
b	Total Admissions done from region for First Year for A.Y. 2021-22 = 21	Jagruti Junior College, Gadhinglaj, M.R.Junior Junior College, Gadhinglaj,			
c	Satej Maths Scholar 2023- Total students appeared Test from Gadhinglaj Ajara region = 150	Vivekanand Junior College, Gadhinglaj, Sadhana Junior College, Gadhinglaj, Chh.			
d	Satej Maths Scholar 2022-Total students appeared Test from Gadhinglaj Ajara region = 130	Shivaji Junior College, Nesari			
		Satej Maths Scholar Test, Admission Campaign, MHCET Option Form filling = 5				

4		Students Placement	No. of Talks	No. of Pool Campus	No. of Student Placed	5
						5
a	Seminar on RERA for Civil students	1			
b	Guest Lecture on CPM & PERT	2			
c	Project Management Seminar	1			
d	Group Discussion Competition - 1				
e	Poster Presentation Competition - 1				
		Placement talk to students, MoU with employers, Technical talk, Tech competition = 5				

Faculty Appraisal form 2021-22
MR. GAURAV R. DESAI
CIVIL DEPT.

	5] Professional Activities	ISTE Life Membership(Yes/No) If Yes mention Number	Any other Professional Body Membership?	Activity Conducted	2.5
			YES		2.5
a	ISTE LIFE MEMBERSHIP	LM 119458		STTP- towards self analysis, academics and Indian educational system approaches	
b	INSITUTE OF ENGINEER'S INDIA (IEI) LIFE MEMBERSHIP	35104 AM184396-9	YES (IEI)		
c	AMERICAN CONCRETE INSTITUTE (ACI) MEMBERSHIP and INSTITUTE CHAPTER FORMED	AN. 2022.134	YES (ACI)	ACI INSTITUTE CHAPTER ESTABLISHED	
d	SEMINAR ON RERA FOR CIVIL STUDENTS			Expert Talk by CA Mr. Aditya Bedekar from CREDAI	
e	Attended Virtual Lab IIT workshop				
	Workshops/FDP/STTP Organised under ISTE/ AICTE/UGC/DST/SUK= 2.5				

	6] Faculty Qualification	Reg. for Ph D(Yes/No), Completed Ph D	If Yes Mention Details		5
a	M.E. (Construction Management)	Interview scheduled in First Week of January, 2023	Qualified VTU PhD Entrance Test (70% weightage for Entrance 30% for Interview)		5
b	Qualified PhD Entrance of VTU & SUKfor A.Y. 2022-23 and will get assured admission to both the Universities for this Year as per weightage criteria and my Final admission preference will be for VTU.	Interview scheduled on 10th January, 2023	Qualified SUK PhD Entrance Test (70% weightage for Entrance 30% for Interview) Total vacancy for Phd in SUK = 26, Total Candidate eligible for Interview = 17		
c	Experimental Analysis of Black Cotton Soil using Lime Stabilisation Technique	International Journal of Scientific Research in Engineering and Management (ISSN 2582-3930) Volume 5: July 2021			
	Ph D Enterance Qualified/ Course Work Completion/ Synopsis submission/ Literature Survey/ Paper Publication =5				

	7] Faculties Competencies	NPTL/Other Certification Courses with details	SUK Question Paper Solved	Handwritten Notes	10
a	Introduction to Multimodal Urban Transportation Systems (MUTS)- 12 week NPTEL course	NPTEL Course	Yes	STRENGTH OF MATERIALS	7
b	Technical skills	STAADPro Software Course in Civil Engineering	Paper setter Chairman for SUK Exam	ENGG MANAGEMENT	
c	Technical skills	REVIT Software Course in Civil Engineering	Paprer setter for Autonomous College	CONCRETE TECHNOLOGY	
	One NPTEL Course Qualified = 5 , SUK QP Solving = 2.5, Handwritten/Typed Notes =2.5				

Mr. GAURAV R. DESAI

		ICT Tool used	No. of PPT'S for each Subject	Students Lab / Indl Visit	5
8]	Innovation by Faculty in teaching & learning				5
a	Explained the Communication Process in Management for Third Year Student in offline mode using Chinese Whisper technique	Chinese Whisper Technique used	Unitwise, Topicwise PPTs for subjects SOM, CT, EM		
b	Guest Talk on RERA for subject Legal Aspects in Construction	Guest Speaker Mr. Aditya Bedekar (CA)			
b	Visit of TY & Btech students to CREDAI-DALAN (Builder's Exhibition) to gain Practical knowledge in Civil Engineering and concrete Technology	Use of Microsoft Teams, Google Forms, Google Classroom, Youtube videos, Virtual Labs,		Visit to CREDAI DALAN Exhibition	
c	Visit of SY Civil students to College Construction site to understand Concrete Technology subject			Visit of SY Civil students to College Construction site	
	One PPT for Each Unit , 6 PPTs per subject = 5/ Use of PC for programming/labs = 5				
		STTP with details	FDP with details	Workshop with details	5
9]	Faculty as participant in FDP/STTP				
a	Artificial Intelligence & IoT Applications in Civil Engineering	NITTR Chandigarh			5
b	Remote Sensing, GPS and GIS in Engineering	NITTR Chandigarh			
c	Outcome Based Curriculum Design	NITTR Chandigarh			
d	Construction Management	NITTR Chandigarh			
e	Earthquake Engineering	ATAL FDP	ATAL PORTAL	College of Engineering Pune.	
f	FDP on Intelligent Transport Systems	ATAL FDP	Hindustan Institute of Technology and Science.		
g	Design, Modeling and Simulation of Sustainable Building Energy Systems"	ATAL FDP	Pimpri Chinchwad College of Engineering.		
h	Application of Sustainable Construction Engineering for Enhancing Durability of Existing Structures "	ATAL FDP	Visvesvaraya National Institute of Technology.		
i	Energy Environment Science Technology and Management for sustainable development	International FDP (1 week)	D'Y Patil Institute of Technology, Pimpri		
j	Research Methodology	National level FDP	PPG College, Coimbatore		
h	Recent Trends In Water Resources and Environmental Engineering- 2021	FDP	MGM's Polytechnic, Aurangabad		
j	One day National Workshop on Concrete mix design	National Workshop in association with ICI	K. D. K. College of Engineering, Nagpur		
k	Other FDPs attended		2		
	SUK /NITTTR/ AICTE / ISTE Sponsored FDP/STTP One = 5				

MR GAURAV R. DESAI

10] Research & Development	TEQIP/ SUK/AICTE proposal	No. of Patent Filed with details		5
a	Experimental Analysis of Black Cotton Soil using Lime Stabilisation Technique	International Journal of Scientific Research in Engineering and Management (ISSN 2582-3930) Volume 5: July 2021			5
One Patent Application/Published/Grant =5, One Proposal to SUK/AICTE/DST = 5 Marks, Journal Paper Submission/ Publication=5				
11] Laboratories Maintenance Safety in Lab	Maintenance & calibration(Yes/No)	Safety Posters/slogans, Students safety		2.5
a	Strength of Materials Lab	Yes	Safety Posters	Yes	2.5
b	Concrete Technology Lab	Yes	Students safety	Yes	
One lab safety Posters Design & Display, Awareness to students on Safety /Sustainability = 2.5				
12] Co Curricular & Extra Curricular Activities	Participating/Organizing Sports/Cultural/NCC/NSS/Swatch Bharat Abhiyan/Industry Institute Interaction/Conducting students Debate, Quiz/Guest Lectues/Seminars/Workshops			5
a	Head - Annual Sports also Incharge Physical Director	Planned, Organized and conducted Annual Sports activity INFINITO- 2022			5
b	Head- Annual Social Gathering	Planned, Organized and conducted Annual Social gathering SPANDAN-2022			
c	Head- Traditional Day celebration	Planned, Organized and conducted College Traditional Day smoothly.			
d	Head- Blood Donation camp	Planned, Organized and conducted Blood Donation camp with 92 blood donors			
e	Head of College Team for SUK Youth Festival	Planned and participated with College Cultural Team for SUK Youth Festival at District and Central Level held at Gadhinglaj and Atpadi			
Organized number of Guest lectures, seminar, event, cultrual, sports, NSS activity, Industry-Institute interaction, group discussion sessions at College level.				
Arranging One Guest Talks/ Social Connect by Students/ NSS activity/ Gathering, Youth Fest/ Sports/ Tech Fest = 5				
13] Student Feedback	60 % Score Minimum			5
a	SOM	.			5
b	CT				
c	EM				
Each Subject = 2.5 Marks, > 80% = 2.5, 60-79 % = 2, < 60 = 1				
		Total Marks obtained out of 100		92

Mr. GAURAV R. DESAI

Head Dept. of Civil
Dr. D. Y. Patil Pratishthan's
College of Engineering
Salokhe Nagar, Kolhapur

Document Attached
1) PhD Qualified -VTU
2) PhD Qualified - SUK
3) All FDP, STTP, Training
Paper published Certificat
Total = 2 + 11 = 13

Faculty Annual Appraisal Report

Sr. no.	Name of Faculty	Total Marks Scored	Grdae- Average /Good/Excellent	Remark for Improvement
1	Dr.Rashmi Jadhav	92.5	Excellent	Apply for funded Projects
2	Mr.Jagannath Ware	87.5	Excellent	Increase Research Publications
3	Mr.Pravin Desai	82.5	Excellent	Register for Phd
4	Mr.Ganesh Rathod	80	Excellent	Increase Research Publications
5	Ms.Apurva Londhe	75	Very good	Register for Phd
6	Mr.Sanjeev Deshpande	75	Very good	Increase Research Publications
7	Ms.Vanashri Shinde	95	Excellent	Register for Phd
8	Mr.Gaurav Desai	92	Excellent	Register for Phd

Note: Grades on the basis of marks Scored

0-49 --Poor

51-59 --Average

60-69 --Good

70-79--Very Good

80-100--Excellent