



LOKNETE DR.BALASAHEB VIKHE PATIL. (PADMA BHUSHAN AWARDEE) Establishment 4 August 2004
PRAVARA RURAL EDUCATION SOCIETY'S

ARTS, COMMERCE & SCIENCE COLLEGE, ALKUTI

ID.No. PU/AN/ACS/78/2004

College code No.757

A/p. Alkuti, Tal. , Dist.Ahmednagar.Pin-414305



Code of Conduct and Standard Operating Procedures

Pravara Rural Education Society's,
ARTS, COMMERCE AND SCIENCE COLLEGE, AIKUTI

Tal-Parner, Dist-Ahmednagar -414305

Founder Father



Padmashri Dr. Vithalrao Vikhe Patil

Source of Inspiration



Late Dr. Balasaheb Vikhe Patil

(Padmabhushan Awardee)

Dynamic Leadership



Shri. Radhakrishna Vikhe Patil

Chairman, Pravara Rural Education Society



Founder Father: Padmeshri Dr. Vitthalrao Vikhe Patil

A legendary in the history of co-operative enterprise in the country, and humble farmer by birth, pioneered co-operative movement as a tool for social, educational and economic upliftment of the rural masses. His untiring efforts changed rural scene of Maharashtra and created awareness amongst the people to lead a prospective purposeful life. He was awarded **Padmeshri**, the distinguished title in

Appreciation of his life's work with co-operative movement, in the hands of the **First President of India, Late Dr. Rajendra Prasad in 1961**. He was felicitated with the honorary **D.Lit. degree by University of Pune in 1978 and Doctor of Science in 1979 by Mahatma Phule Krishi Vidyapeeth, Rahuri**. Padmeshri Dr. Vithalrao Vikhe Patil, the pioneer of Sugar Co-operative movement, who had a humble beginning, was chiefly instrumental in, organizing the much-exploited sugarcane growers of the 44 villages, in and around Pravaranagar, way back in 1948, and establishing **Asia's first co- operative sugar factory**, which was commissioned in 1950. Born in a farmer's family at Loni in 1901, he was distressed by the pitiable plight of the poor, the illiterate and the downtrodden peasantry who were exploited by the money-lenders, feudal lords, and private sugar factory owners. In those days the local peasantry of Pravara area had to face difficulties in marketing of sugarcane, as conversion of sugarcane into Sugar was totally uneconomical and the Jaggery Prices, reached the rock bottom.

The keel of **Pravara Rural Education Society** was laid by founder Chairman Padmeshri Vikhe Patil in the year 1964. Pravara Rural Education Society is widely recognized as Rural India's novel Education Society. Today it has blossomed into an ultra-modern and multidimensional education complex. It was Padmeshri Vikhe Patil's firm conviction that rural youth play dominant role in the nation building, if they were provided quality education. He also advocated that education of a women mean education of the whole family. He knew that the success of social transformation in rural area depended a good deal on gradual upliftment and active participation of the women folk bringing the girls for enrollment was an uphill task. Undaunted in spirit, Padmeshri Vikhe Patil went from door to door motivating the parents; and to ease their financial constraints, he founded Late Mrs. Gangubai Eknathrao Vikhe Patil Trust. Similarly he introduced Earn and Learn Scheme to intelligent and needy students pursuing higher studies. Subsequently a chain of several institutions mushroomed in this Pravara region for providing education in Technical, Vocational, Medical streams turning the founder father's dream into a reality.

Source of Inspiration: Late Padmabhushan Dr. Balasaheb Vikhe Patil



"Think Globally Act Locally"

Dr. Eknathrao alias Balasaheb Vikhe Patil, (5th May 1932 - 30th December 2016) was a member of the 14th Loksabha of India. He represented the **Kopergaon and Ahmednagar (South) constituency of Maharashtra** and was a member of the **Indian National Congress (INC)** political party. He took upon himself the task of translating the dreams of Padmashri into concrete realities by providing dynamic and pragmatic leadership to the society, true to the tradition of illustrious family. He was Prominent Leader of Maharashtra and eldest son of Padmashri Vithalrao Vikhe Patil. Throughout his life, he strived to translate the dreams of Padmashri into concrete realities. He provided dynamic and pragmatic leadership to the society. He worked for the Social Educational and Economic improvement of the rural masses. He acted on the maxim **"Think globally and act locally"**. He was elected as MP for eight times. He was the **former Union Minister-Finance and Heavy Industries, Government of India**. He was awarded with prestigious civilian award **"Padma Bhushan"** on 31st March 2010 for his outstanding social work.

Dynamic Leadership: Hon'ble Shri. Radhakrishna Vikhe Patil



Financial Minister, Legislative Assembly, Government of Maharashtra Chairman, Pravara Rural Education Society, Pravaranagar

Pravara Rural Education Society is bound to grow enormously under the dynamic leadership of **Hon'ble Shri. Radhakrishna Eknathrao Vikhe Patil**, whose entire life was dedicated to the service of the farmers and the rural community, He persevered to provide them educational facilities, employment, and ushered reforms in the rural agro-industries, water conservation and its distribution, agriculture, financial, and health sectors. Under his dynamic leadership the Pravara Rural Education Society is working earnestly to achieve the goals set by his father.

The need of hour is '**Excellence in Education**' and in every field of operations. Starting an educational institution in such a remote place and making it run successfully was a task next to impossible. The challenge was taken by the visionary Padmashri Vikhe Patil and his associates. English medium public school and a separate school for girls were started in the early days. Further for the Higher Education he started Arts, Science and Commerce College. It was the humble beginning to provide urban amenities to rural area. Many centers of Primary, Secondary and Higher Education in and around, recognizes Pravara as an Educational hub. In today's competitive world, our aim is to equip the aspiring students with the knowledge that will help them to excel in life and contributing in the development of our economy. Most of the institutions have expanded vertically as well as horizontally and Pravara has become a role model of rural educational center in the country under dynamic leadership.

Pravara Rural Education Society: At the Glance

The keel of Pravara Rural Education Society was laid by founder **Chairman Padmashri Vikhe Patil** in the year **1964**. Pravara Rural Education Society is widely recognized as Rural India's novel Education Society. Today it has blossomed into an ultra-modern and multidimensional education complex. It was Padmashri Vikhe Patil's firm conviction that rural youth play dominant role in the nation building, if they were provided quality education. He also advocated that education of a women mean education of the whole family. He knew that the success of social transformation in rural area depended a good deal on gradual upliftment and active participation of the women folk. In order to accomplish these objectives, **Pravara Public School, Pravara Kanya Vidya Mandir**, the residential schools were established. Bringing the girls for enrollment was an uphill task. Undaunted in spirit, Padmashri Vikhe Patil went from door to door motivating the parents; and to ease their financial constraints, he founded **Late Mrs. Gangubai Eknathrao Vikhe Patil Trust**. Similarly, he introduced **Earn and Learn Scheme** to intelligent and needy students pursuing higher studies. Subsequently a chain of several institutions mushroomed in this Pravara region for providing education in Technical, Vocational, Medical streams turning the founder father's dream into a reality.

Late Dr. Eknathrao Balasaheb Vikhe Patil was a member of the **14th Lok Sabha of India**. He took upon himself the task of translating the dreams of Padmashri into concrete realities by providing dynamic and pragmatic leadership to the society, true to the tradition of illustrious family. Such a visionary who quoted and acted as per his own maxim "**Think globally and act locally**", was awarded with prestigious civilian award "**Padmabhushan**" on 31st March 2010 for his outstanding social work.

Pravara Rural Education Society is bound to grow enormously under the dynamic leadership of **Hon'ble Namdar Shri. Radhakrishna Eknathrao Vikhe Patil**, whose entire life was dedicated to the service of the farmers and the rural community, He persevered to provide them educational facilities, employment, and ushered reforms in the rural agro- industries, water conservation and its distribution, agriculture, financial, and health sectors. The challenge was taken by the visionary Padmashri Vikhe Patil and his associates. Further for the Higher Education he started Arts, Science and Commerce College. It was the humble beginning to provide urban amenities to rural area. Many centers of Primary, Secondary and Higher Education in and around, recognizes **Pravara as an Educational hub** and become a **role model of rural educational center in the country**

HANDBOOK

ON

Code of Conduct

And

Standard Operating Procedure

Rules and Regulations for the Students:

1.	Student must report the commencement day of every term.
2.	Student should carry identity card with them while present in Campus.
3.	Attendance for Independence, Republic Day, Birth and Death Anniversary of great Indian personalities is mandatory for all the students.
4.	Student must be in uniform every day as per the dress code Except Thursday.
5.	Student should read the notices and emails regularly.
6.	It is mandatory for the student to make minimum 80 % Attendance in theory as well as practical course.
7.	It is necessary for all students to make hygiene everywhere in Campus.
8.	Use of mobile phone is strictly not allowed in classrooms, Library and Laboratories.
9.	Student should attend the guest lecturers/seminars organized By college.
10.	Active participation from student in extra-curricular activities Is expected.
11.	Student must be present in every mentor mentee meetings conducted through the year.

12.	Home assignments, test, tutorials, seminars are Compulsory for all students.
13.	Damage of any college property caused by students will be duly recovered by them.
14.	During examination, student should carry admit card and hall ticket.
15.	Any type of misbehavior in college campus is strictly prohibited.
16.	Student should always avoid the use of plastic as well as tell other to do the same.
17.	Student should maintain the green campus by not destroying the garden.
18.	Turn off the electricity when not in use.
19.	Maintain the environment consciousness.

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Code of Conduct

Governing Body

- ✓ To ensure that the institute is well run, meets the needs for which it has been set up.
- ✓ To use reasonable care and skill in their work as members of the governing body and must seek professional advice where appropriate.
- ✓ To regularly attend meetings of the governing body and the committees on which they serve, and acquire appropriate knowledge to contribute effectively to decision making.
- ✓ Make such provisions, as may enable institute to undertake specialized studies with proper provision for laboratories, libraries.
- ✓ Establish colleges, institutes of higher learning, research in specialized studies, departments, schools and hostels.
- ✓ Present the budget estimates as received from the finance and accounts committee with modifications, if any, to the principal for its final approval.
- ✓ Provide infrastructure, premises, furniture, apparatus, consumables and other means needed for the smooth conduct of the work of the institute.
- ✓ Consider the perspective plan for the academic development of the institute.
- ✓ Take overall responsibility for student welfare.

Constitution of College Development Committee

<ul style="list-style-type: none">• Chairman of the Education society
<ul style="list-style-type: none">• Management Representative
<ul style="list-style-type: none">• Member from Educationalist
<ul style="list-style-type: none">• Member from Industrialist
<ul style="list-style-type: none">• Member from Researcher
<ul style="list-style-type: none">• Member Social Worker
<ul style="list-style-type: none">• Member HOD Representative
<ul style="list-style-type: none">• Member Coordinator, IQAC
<ul style="list-style-type: none">• Member Teacher's Representative
<ul style="list-style-type: none">• Member Teacher's Representative
<ul style="list-style-type: none">• Member Teacher's Representative
<ul style="list-style-type: none">• Member Non-Teaching Representative
<ul style="list-style-type: none">• Principal and Member Secretary

Principal

The conduct of Institute administrators should be characterized by integrity.

Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large.

Principal Procedures to be followed for implementation of SOP: Academic:

- Comply with applicable governmental laws, rules, and regulations.
 - Act with competence and strive to advance competence, both in self and in others.
 - Devote time, thought, and study to the duties and responsibilities of one's job and be able to render effective and creditable service.
 - Understand the Institute's objectives, policies, contribute constructively to their ongoing evaluation and reformulation.
 - Maintain the confidentiality of privileged information that infringes upon another's right to privacy and not disclose information to secure personal or financial gain.
 - Refuse to accept any gift, favor, service, or other item of significant value from any person, group, private business, or public agency which may affect the impartial performance of one's duties.
 - Refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.
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- ☐ Staff shall use various formats prescribed and approved by Principal.
 - ☐ At the end of year, Principal shall take the choice of subject for next year from each faculty. Each faculty must give subject choice.

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- ❑ After taking the subject choice, HOD shall allocate the subjects to each faculty within one week. Principal shall allocate senior faculties for teaching to First Year. One faculty shall not be assigned to teach more than one subject to the same class.
- ❑ Once teaching workload is assigned, each faculty shall prepare course file (if the subject is new) or update the course material. The file should be ready a week before the start of semester.
- ❑ Principal shall take the review of course file and teaching plan one week before the start of academic year.
- ❑ HOD shall prepare academic calendar including dates of start and end of year, dates of various examinations, class test I & II, Seminar etc. before one week of start of year or immediately after receiving academic calendar of Board; whichever is earlier.
- ❑ Based on the academic calendar provided by HOD, principal shall prepare the customized academic calendar which may include the information about guest lecture/seminar/workshop/placement activity, industrial visits, the events organized by student's association etc.
- ❑ HOD shall prepare the time table one week before the start of semester and the approval of Principal shall be taken.
- ❑ Principal must send the letter to each parent through class teacher, indicating the date of start of year and other information one week before the start of year.
- ❑ Principal shall appoint the class teacher. The class teacher shall appoint the faculty mentors.
- ❑ The teaching learning process should start from the first day of start of year.
- ❑ The class teacher along with the mentors must take the follow-up of the absent students on daily basis and prepare a bar-graph of 'date versus number of absent students'. Also, weekly attendance report shall be evaluated by Principal.
- ❑ Principal shall appoint the various portfolios of department to the faculties in the first week of the start of the semester. Various portfolios may include the coordinator for, NSS, Sports, Time table, academic activities, event, writing and maintaining MoM, ERP, T&P, attendance monitoring, mentoring scheme monitoring, alumni cell, student association, any club (if

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available), departmental library, Board examination, website, class teacher, cultural, women's grievance cell, student's grievance cell etc.

- ☐ The result analysis shall be done immediately after the declaration of result by University and should be observed by the Principal.
- ☐ Principal shall send the summary of events conducted at the end of each month to the Director Non-technical.
- ☐ Principal shall go through student's feedback (online/offline) before the end of first term. Principal shall send the summary of feedback to the Director Non-technical for necessary action.
- ☐ Principal shall go through the defaulter list of students after every month. The defaulter list shall be displayed on the college notice board.
- ☐ The monthly attendance report shall be sent to the parents by the class teacher / Mentor.
- ☐ Principal shall arrange parent-teacher meet minimum one per semester.
- ☐ The feedback of such meeting should be sent to Director Non-technical for necessary action.
- ☐ Principal should send the proposals for attending workshops/conferences, paper publication, research proposals, QIP with supporting documents and required financial support to Director Non-technical for necessary action. At the same time Principal should guide and encourage the faculties to publish their work in standard and reputed conferences or Journals. The list of journals is available on UGC portal.
- ☐ At the end of year, Principal shall take his own feedback from all the staff in the college in the prescribed format.
- ☐ After end of semester Academic Monitoring Report (AMR) shall be prepared and send to Director Non-technical.
- ☐ Principal shall prepare API (Annual appraisal of Teaching and non-teaching staff) at the end of year and submit to Director Non-technical.
- ☐ The confidential reports of the non-teaching staff to be submitted to Director Non-technical at the end of the year.

Vice Principal

Standard Operating Procedure for monitoring the academic activities conducted throughout the year.

Implementation of SOP:

- ☐ At the end of semester.
- ☐ Collect the choice of next semester elective subjects (wherever is it applicable) from class teacher at the end of the semester.
- ☐ Take the choice of subject for next semester from each faculty. Each faculty must give minimum one choice of subject.
- ☐ Vice Principal and HoD shall take the review of course file and teaching plan one week before start of semester.
- ☐ Based on the academic calendar provided by Principal, Vice Principal shall prepare the customized academic calendar which may include the information about guest lecture/seminar/workshop/placement activity, industrial visits, the events organized by student's association etc. with concern HoD.
- ☐ Take the review of time table from time table In-charge one week before the start of semester and the approval of HOD and Principal shall be taken.
- ☐ The teaching learning process should commence from the first day of semester.
- ☐ The Vice Principals will take the overall review of the registration process from respective class teacher from the first day of semester.
- ☐ The Vice Principals along with the class teacher and mentors must take the follow-up of the absent students on daily basis.
- ☐ The Vice Principals along with class teachers to prepare monthly Academic and Attendance defaulter report should be send to Vice Principal through HoD.
- ☐ With coordination of all class teachers arrange Students feedback (online/offline) after completion of First unit and before the end of semester and shall send the summary of feedback to the HoD for necessary action.

- ❑ To prepare monthly Academic and Attendance defaulter list of students with coordination of respective class teacher after every month and send the list to the Vice Principals through HoD for necessary action. The defaulter list shall be displayed on the departmental notice board.
- ❑ The monthly attendance report shall be send to the parents with coordination of respective class teacher.
- ❑ With coordination of respective class teacher shall arrange parent-teacher meet minimum one per semester. The feedback of such meeting should be send to the Vice Principals through HoD for necessary action.
- ❑ With coordination with lab coordinator check the lab file, dead stock register, Notice board, Manuals and continuous assessment.

Internal Quality Assurance Cell (IQAC)

Standard Operating Procedure of Internal Quality Assurance Cell (IQAC) is to attain uniformity and consistency in the academics with all departments. Also to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution and to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Implementation of SOP:

- ❑ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- ❑ Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- ❑ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- ❑ Dissemination of information on various quality parameters of higher education.

- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality-
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

IQAC will facilitate / contribute-

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

Roles and Responsibilities:

Chairperson:

- Overall supervision of activities of IQAC.
- To approve the minutes of meeting.
- Communication of decisions taken during IQAC meeting to the management.
- Approval authority for SOPs.

Coordinator:

- To ensure active participation of all members in meetings/deliberations.
- To co-ordinate activities of IQAC.
- To ensure adherence of IQAC functioning as per SOPs.
- Preparation of Annual Quality Assurance Report (AQAR).

Secretary:

- Scheduling of meetings, preparation of the agenda and minutes of the meeting.
- Maintain documents relating to IQAC activities, communication (within the organization) and archival.
- Assist coordinator in matters related to IQAC.
- Updating of SOPs as and when required.

Members:

- To attend the meetings of IQAC regularly.
- To participate actively in preparation of AQAR.
- To contribute actively in academic audit.
- To participate actively in all other activities of IQAC.

Tenure of membership:

- The membership of members shall be for a period of three years.

Functioning of IQAC:

Criterion In-charge:

- ☐ HOD's are members of IQAC are made in-charge of a criterion. Criteria In-charge will be responsible for the activities falling under their respective criterion.

- ☐ In-charge shall co-opt members other than IQAC members. Members of each criterion shall hold meetings as and when required.

Meetings of IQAC:

- ☐ Members will meet six monthly.
- ☐ Additional meetings may be held as and when required. Secretary in consultation with chairperson and coordinator decides the agenda and sends communication to all members.
- ☐ The date, time, venue and agenda of the meeting will be communicated to the members at least one week in advance.
- ☐ Minutes of the meeting will be sent to the members by e- mail and uploaded to institutional website also.

Academic audit:

- ☐ HOD will responsible to carry out the Audit in consultation with Principal & IQAC coordinator.
- ☐ Academic audit will be done after completion of each semester of the academic year.
- ☐ Schedule of the audit will be finalized by the Chairperson after discussion with the members during IQAC meeting.
- ☐ Audit will be done as per the Academic audit module. Audit reports submitted by the auditors are sent to the departments for corrective action.

Teaching Staff

Preamble

Teaching is a very sacred profession and plays a very important role in nation building. In a developing nation like ours, a teacher has a great role to play in shaping the character and career of the students. Besides this, good character of a teacher has an everlasting impression in the society at large. All this is expected to contribute a long way to make our country a vibrant and strong nation. All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model.

The code of conduct is imperative for each faculty of college:

- A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self-motivated. Such students may need regular counseling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
- In order to achieve this, a faculty member must go to take lectures well prepared with theory and practical examples of the subject. Use pictures and videos to explain the subject. Encourage students (if required; make compulsory for the students) turn by turn to participate and explain the subject in class during the discussion. Use English to the extent possible as medium of communication for such discussion.
- A quality and high standard teaching is only possible when a faculty member is dedicated to the profession, its students and the subject he / she are teaching. Dedication and motivation are complementary to each other. A dedicated faculty member must seek his future in teaching profession. A faculty member must display his / her dedication for the students so that it is felt

by the students. Needless to say that although dedication is un-measurable and intangible but its impact can be felt.

- A faculty member who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.
- General counseling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counseling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wiser to explain what is best in the interest of a student.
- Faculty member should not enter into the arguments with students in front of everybody. Converse and communicate with the student, outcomes which he may face, today or in future jobs, due to the poor way of talking with the faculty members/ seniors etc.
- Many a times, it happens that the student is not always at fault. So, communicate politely and respectfully so that a good rapport with students gets maintained. In such situations, keep this proverb in mind: –give respect to command respect.
- Behavior of the faculty member with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty member should be able to convey to the students that they are being taken care for their all-round growth.
- It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus. Also, as far as possible, faculty member should interrupt in the act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.
- Although everybody has a right to look for his / her own career development. However faculty member should refrain during college hours from any such activity like preparing for competitive examinations to seek employment outside college and / or applying outside in other organizations for seeking employment. All such activities are private matters of individual faculty member and the same should not be performed during institute hours or within the academic area of the institute. It is expected that faculty members shall not keep any material with them or in their departmental cabin other than subject text books, class notes and the

related material like the answer sheet submitted by the students etc. Anybody found indulging in such activities will call for a disciplinary action against him / her.

- ❑ Except during the lunch hours, a faculty member must be present within the department and / or within the academic area of the institute and must avoid holding private meetings with other staff member / faculty member during the college hours to discuss the topics other than academics.
- ❑ Behavior of the faculty member with the fellow staff member / faculty member during the college hours, especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff member / faculty member and the management especially before the students.
- ❑ A faculty member must follow law of the land and should not indulge him/her in an activity which can be detrimental to the reputation of the institute.

Head of the Department (HOD)

Standard Operating Procedure for monitoring the academic activities conducted throughout the year.

Implementation of SOP:

- ❑ Head of the Department (HOD shall use various formats prescribed by IQAC and approved by Principal.
- ❑ At the end of semester, HOD shall take the choice of elective from the students (wherever is it applicable) for next semester.
- ❑ HOD shall take the choice of subject for next semester from each faculty. Each faculty must give minimum one choice of subject from First Year to Final Year
- ❑ HOD shall allocate the subjects to each faculty within one week. One faculty shall not to be assigned more than one subject to the same class.
- ❑ HOD shall assign the senior faculty for teaching to First Year & Final Year.

- Each faculty shall start the preparation of the course file and ready one week before start of the new semester.
- The HOD shall take the review of lab maintenance from the lab In-charges and take the financial approval of the maintenance from the Principal. The lab In-charge and Lab Assistant should complete the maintenance of all equipment during the vacation.
- Before one week start of new semester,
 - HOD shall prepare the department academic calendar including all activities after receiving the college academic calendar from IQAC.
 - The Time Table In-charge should prepare the Class wise Time table.
 - Each faculty must prepare the teaching plan of theory as well as practical subjects.
 - The IQAC, HOD shall take the review of course file & Teaching Plan.
 - HOD shall appoint the class teachers and other duties at department level.
 - Class Teacher should prepare the Academic Book and circulate among all the faculty and students.
 - The mentoring in-charge must appoint the mentor.
- The teaching learning process should start from the first day of start of semester.
- The class teacher shall initiate the process of registration of students in the department from the first day of semester.
- The HOD and Vice Principal must monitor the classes and practical as per the time table.
- The class teacher along with the mentors must take the follow-up of the absent students on daily basis.
- The HOD shall take the review of the absent students from the class teacher on every week; submit the report to respective vice principal for necessary action.
- The project allotment shall be done to students in the first week of starting of first semester.
- Any grievance shall be brought to the notice of the Principal through IQAC for necessary action.

- The class teacher shall prepare the monthly attendance and academic progress report and shall be sent to the Principal through the HOD and Vice Principal.
 - HOD shall display the monthly defaulter list of the students on notice board.
 - The monthly attendance shall send to the parents.
- The counseling of the defaulter students must be done by the class teacher, mentor, Vice Principal, HOD and Principal.
- The Vice Principal takes the monthly syllabus coverage review and sent to the IQAC and Principal through the HOD.
- The class teacher shall prepare the result analysis immediately after the declaration of result by University and should be sent to the Principal through IQAC.
- Event coordinator must prepare the event conducted report in the prescribed format and sent to the IQAC and Principal through the HOD.
- HOD shall prepare the summary of the event conducted at the department on monthly and sent to the IQAC and Principal.
- The Vice Principal and class teacher take the students feedback (Online/Offline) and made the feedback analysis. HOD shall send the action taken report of the student's suggestions to the IQAC and Principal for necessary action.
 - The frequency of the feedback is 02 times in a semester (in mid semester & end of the semester)
- The Class Teacher & HOD shall organize the Parent-Teacher Interaction meet for giving the information to the department, Students progress, Result analysis, placements and discussion the academic issues of the students with their parents. The feedback of such meeting should be send to the Principal through IQAC for necessary action.
- The internal assessment marks shall be display on the notice board after approval of the Principal.
- The HOD shall take the time to time review of the academics and arrange fortnight meetings of all faculties for discussion of the issues. The minutes of the meeting must be record.

- ❑ HOD should be send the proposals for attending the workshops /conferences, paper publication, research proposals, QIP with supporting documents and required financial support to the Principal for necessary action.
- ❑ The HOD should be encouraging the faculties to publish their work in standard and reputed conferences or Journals and to participate in the workshops/seminars/FDPs/STTPs.
- ❑ HOD shall prepare API (Annual appraisal of Teaching and non-teaching staff) at the end of Second semester and submit to Principal through IQAC.

FACULTY COORDINATORS

- ❑ Coordinators must compile and update the database of students of Final year & year in prescribed formats as sent by Training & Placement Officer from time to time.
- ❑ Coordinators must submit the list of company HRs relevant to the respective departments and assist TPO in organizing HR Meet.
- ❑ Departmental Placement coordinators will assemble the data of students & activities and submit to the Placement Officer.
- ❑ Physical presence of coordinators is must during Assessment Test and for the entire process of campus drive.
- ❑ Coordinators must help in selection of candidates after assessment test.
- ❑ Feedback form for the Training and placement related events is collected from the participants. A summary report along with relevant photographs is submitted in the TPC for future record.
- ❑ Campus recruitment dates should be conveyed to the students by coordinators & necessary preparations must be completed prior to recruitment process.
- ❑ Once the students receive the offer letter by mail, they have been asked to submit the same to the department staff coordinator. Coordinators must collect the offer letters from all placed students and submit the copies to placement officer.
- ❑ Coordinators must facilitate the internships of students by issuing letters to communicate with companies for getting internships.

Time Table Coordinator

- Standard Operating Procedure of Time Table committee is for smooth conduction of academic activities in the department.

Implementation of SOP:

- Prepare draft copy of time table based on distribution of teaching load of the faculty members before 15 days start of the semester.
- If laboratories sharing with other department, all overlaps of lectures and practical should resolve in consent with concern HOD and time table in charge.
- Prepare the final copy of departmental Time table of class wise and master time table in concern with HOD and Vice Principals.
- To take the approval from the principal and communicate to all faculty and students one week before semester start.
- Submit one copy to Vice Principals for preparation of master time table of institute.
- Allocation of practical batches.

Class Teacher

Standard Operating Procedure of Class Teacher for monitoring and guide the individual class students.

Implementation of SOP:

- Class Teacher first do the registration of respective students & allocate the roll number according to the registration forms.
 - Prepare the Roll Call List.
 - The final copy of roll call list to each faculty by email.
 - The students' database as per format described and sends the final copy to each faculty by email.

- ☐ Provide the Time Table & Academic Book to the students before academic year starts via emails and what's app group.
- ☐ Proper maintenance of all furniture's, fittings and power supply in the classroom.
- ☐ Overall responsibilities of the class in discipline, conduct, character and cleanliness.
- ☐ Responsibility of teacher to provide user name & password to each & every students for Student information module.
- ☐ To appoint a Class Representative of the class.
- ☐ To check whether the mentor is allocated to the students or not.
- ☐ To check the effective execution of lectures and practical as per the given time table of respective class room.
- ☐ Monthly Attendance to be maintained and submitted to the Vice Principal, HOD and display it on notice board. In case of low attendance immediate action to be taken.
- ☐ Counseling of the students those have less attendance and arrange make-up classes for the same with respective subject teachers.
- ☐ Contact Parents and inform about the academic progress & attendance.
- ☐ Organize parent Teacher Interaction Meet once in year and inform the parents regarding PTI meet well in advance at least one week before. The parent should be intimated through SMS, calling. To maintain a record of PTM and immediate action to be taken.
- ☐ All Leave letters, medical certificates, history cards and parent touch students should be carefully preserved and filled in individual files which will be used for future purposes.
- ☐ Aware the students about examination & practical.
- ☐ Take the Feedback of each & every student with the help of mentors
- ☐ Solve the problems which have been mentioned by the students.
- ☐ If a student is found ill implant of theft or loss is registered by student/parent the class teacher should try and enquire about the same and respond appropriately to the parent.
- ☐ Inform the students that no mobile phones or any digital device to be allowed during lectures, or college premises.
- ☐ Every class teacher has liberty to organize and implement scheme for the welfare of the students

in matter of studies, classroom arrangements, interpersonal relationships etc.

- ❑ In case of any industrial visit or field trip class teacher should inform parents and have proper permission for the same.
- ❑ Class Teacher should not seek personal favors from parents.
- ❑ Prepare the Result Analysis of respective class within one week after declaration of the result.
- ❑ Counseling of the students those have failed in particular subject and arrange remedial classes for the same with respective subject teachers.

Assistant Professor

- Teaching and ensuring attendance of students as per university norms.
- Planning and implementation of instructions received from Head/principal.
- Student's assessment and evaluation.
- Developing resource material for teaching and learning.
- Extension of services to the industry and community.
- Continuing education activities, Co-curricular and extra-curricular activities.
- Student's counseling/mentoring implementation.
- R&D work on industrial problems & consultancy.
- Lia is on with parents and community.
- Publication of research papers, at least one in a semester.
- Participate at least in one seminar/conference/workshop in an academic year.
- Participation in departmental administration.(Lab Management)
- Shall become member of at least two relevant professional bodies at his/her own cost.
- Contribute to the activities sustaining accreditation of the institute.

- Examination work pertaining to College University such as organizing supervision and assessment etc.
- Arrangement of bridge & remedial classes.
- Generation of resources from various funding agencies, Upgrading of qualifications.
- Writing of books & monographs.
- Any other duties as signed by the Management and Principal from time to time.

Library

- Every student should carry identity card in Library.
- Every student is required to enter her name in library entry register at the entrance of the library.
- Every student should carry her identity card and should be produce it on demand.
- All the students will be issued two books at a time for 7 days (it will be renewed for two times, if the books are not on demand)
- Books will not be renewed which are on demand.
- Digital Library and Internet facility use is only for academic purpose not for entertainment.
- Smoking, spiting, eating are strictly prohibited in the library premises.
- Maintain silence in the library.
- Keep your mobile switch off.
- Sleeping in the library is strictly prohibited.
- The library material included books, magazines, journals; CD's, PC's and equipment should be handled with care.
- The library reserves the right to search any personal item and does not accept liability for loss or damage to them.
- Keep your belongings on rack.

- Return the book in time and delaying the return is fined as per the rules of Library Committee.
- Any damage detected at the time of return of the book is punishable have to pay the penalty as well as the appropriate cost of the book or replace the book.
- In case the Identity card is lost, inform to the Librarian immediately to prevent its misuse.
- Cordial relationship with library staff by uses must be maintained.

Submit Identity card to library at the time of clearance by the users.

Librarian

- To prepare and issue of Library cards to students and staff.
- To receive demand slips from students and issue books to students as per their demand and library rules.
- To follow up return of books issued to students and staff members.
- To maintain fine collection register and instruct students to deposit the fine in the bank through challan.
- To receive requisitions and issue and receive books from students, staffs following complete procedure.
- To display new arrivals by photo copy of the cover page of the books and journals
- To receive international journals & magazines and highlight important articles, news.
- To compile back volumes of journals and periodicals and arrange for binding and stacking.
- To see that library is in a presentable and tidy condition at all the time.
- Display of cutting so newspapers on education/social matters on notice boards.
- To conduct the meeting of library committee as per guideline & work as a secretary of library committee.
- To Compile requirement of books & periodical periodically & submit to the principal for further procurement.
- To take care of library automation & update the same from time to time.

- To effectively encourage faculty & student to use - journals - books keeping the IEL,IEEE always in working condition.
- To carry out 100% annual verification prepare list of books which one out dated & damaged beyond use.
- To undertake binding of books which are damaged.
- To make report to HOD/section heads books not at all referred by faculty and students.
- To receive expert committee & present to them effectively.

Administrative Staff

- Staff members should display the highest possible standards of professional behavior that is required in an educational establishment.
- Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.
- Staff members should not use their position in the institute for private advantage or gain.
- Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of other (staff /students / parents).
- Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
- Staff members should be aware of, and should follow institute policies, systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.
- Continuing professional development and support shall be provided by the institute and, where appropriate and agreed, will be based on the objectives of the Institute Development Plan. Periodically, employees will be required to attend certain training activities.

- Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.

Office Superintendent

- Scrutinize Admission & Eligibility documents and registers of admission.
- Supervise and maintain personal files of staff and faculty.
- Maintaining P.F. account as the case may be.
- Keeping discipline and work schedule of class IV employees.
- Scrutinize attendance register of staff and put up to the Principal for his counter signature daily.
- Maintain records of compensatory off and see that the same are availed in the subsequent week / Month.
- Maintain casual leave register.
- Maintain movement register for staff under office administration.
- Supervise daily reports received from security section and other sections of the college.
- Maintain key board and supervise key movement register.
- Initiate disciplinary action wherever necessary on instructions of principal
- Render Guidance /Assistance to Accounts & other Sections whenever required/ask for.
- Organize printing of brochures and placement documents for the institute.
- Assistant to Principal in receiving guests and visiting dignitaries in a dignified manner.
- Initiate and record all correspondence & put up the same to Principal/HOD & section heads.
- Liaising with University/*UGC* and Social Welfare department on related matters.
- Maintaining of all the files duly numbered up dated in all respects in a systematic format as per requirement
- He shall be responsible for all the matters assigned to establishment section, Students section, stores section, maintenance section and security section.
- To supervise control of admission section, he shall not deal with admission matter directly or

Indirectly.

- General discipline & Healthy relations maintained among the staff of Institute.
- To receive parents/Visitors/students in a dignified & delightful manner so that nobody gets hurt & sort out problem in concern with HOD/section heads.
- To see that all the minor grievance so students in respect of administration, personal problems if any sympathetically & sort out the same in time bound manner & always student happy of contained.
- To take care of biometric requirement.

Accountant

- To maintain account records pertaining to construction work.
- To prepare documents for submission of six monthly and annual audit.
- To prepare budget estimate of the college under guidance of Principal and Vice-Principal/HOD/section heads and take periodical review of the same.
- To verify bills for payment.
- To check the monthly pay sheet.
- To file E-TDS returns.
- To maintain all statutory books of accounts such as dead stock registers, ledgers, consumable register, register of fixture and fittings, printing and attest the same every month. To hold custody of receipt books and vouchers.
- To prepare all the records as required by the statutory auditors and present the same regularly to the statutory auditors.'
- To control and check the advance register and ensure timely recovery of advances.'
- To supervise maintenance of all the files and records pertaining to Accounts Section held by Accounts Assistants.
- To hold one of the duplicate key of the cash box.
- To receive record of fees collections from bank & maintain its records.

- To notify & collect dues from students & ensure that all fees are collected in same academic year under guidance of Vice Principal (Administrative).
- To reconciliation of bank statement and fees received.
- To verify bills for payment
- To maintaining register for advance and ensure timely settlement of the advances.
- To maintain all the files duly numbered updated in all respects.
- To Preparing of monthly pay sheet and payment to parties.
- To Settlement of journey claims and advances.
- To prepare TDS statement and submit to Chartered Accountant.
- To type all the letters pertaining to section and at the time of emergency typing other work assigned by Office Supernatant and Officers.
- To maintain Fee Collection register.
- To maintain cash book and attest the same by Accountant daily and Principal once in a week.
- To ensure writing of ledger by the cashier.
- Follow up with Social Welfare Office for balance fee payment receivable transactions with SBI treasury branch for cheque clearance.
- To receive record of fee collections from bank counter & maintain record.
- Any other duties assigned by the Principal from time to time.
- To prepare various grant proposal utilization.

Clerk in Establishment section

- Checking website of UGC and University of Pune.
- Maintain personal files of teaching and non-teaching staff.
- Maintain attendance registers of teaching and non-teaching staff.
- Maintain servicebooks.
- Maintain leave record of staff.

- Issue of advertisement for recruitment of teaching and non-teaching staff.
- Getting approval from PRES/ University in concern with OS & Principal.
- Preparing proposals for approval of staff by University of Pune.
- Completion of attendance of faculty and non-teaching staff and forwarding the same to accounts section for preparation of payment.
- Maintaining of all the files duly numbered updated in all respects.
- Typing all work pertaining to the section and at the time of emergency typing other work assigned by OS & Officers.
- Any other duties assigned by the Principal from time to time.

Clerk Students Section (Admissions)

- Custody of original documents of students and their final disposal.
- T.C. Eligibility forms.
- Issuing Air, Bus, Railway concessions.
- Maintaining of the files and registers pertaining to the section duly numbered update in all respects. To maintain all the current and back volumes of files neatly, labeled and numbered.
- To receive scholarship forms for Economical Backward Class students 'and the students belongs to SC, ST, NT, VJ, DT, OBC and SBC, SEBC submit the same to the Social Welfare department along with caste validity and other documents complete in all respect in the time limit prescribed by
- To receive applications for Minority scholarship (Central and State Govt.) and submit the same to Directorate of Technical Education, Maharashtra complete in all respect in the time limit prescribed by Directorate of Technical Education under the supervision of Principal.
- To prepare merit list of all the students admitted to first year category wise as required by Directorate of Technical Education, Maharashtra and submit the same to Directorate of

Technical Education, Maharashtra for their approval in a time bound manner.

- To take regular follow up of approval of sanction" to the ESC Scholarship, Scholarship from Social
- To issue 'No Dues Certificate' to students promptly whenever they approach the section.
- To issue Transfer Certificate to students whenever they approach promptly ensuring that 'No Dues Certificate' is receivable from the students.
- Typing all the letters pertaining to the section and at the time of emergency typing other work assigned by Office super indent and Officers.
- While interacting with students, past students, faculty and staff, he shall always behave courteously and extend all the assistance willingly.
- Any other duties assigned by the Principal and Vice Principal from time to time.

Laboratory In charge

Standard Operating Procedure of Laboratory In charge is to achieve uniformity & consistency in the academics with all departments.

Implementation of SOP:

- At the end of semester maintenance must be done before proceeding to vacation.
- If any requirement it must be submitted before proceeding to vacation.
- Lab timetables must be displayed on notice boards of Lab.
- According to time table the lab plan must be displayed on notice board.
- Maintain the lab Record like lab utilization, lab file, and continuous assessment sheet.
- Maintain lab Equipment.
- Preparing lab requirement at the end of academic year.
- Maintenance of hardware and software of labs.
- Maintain the cleanliness of lab.
- Maintain dead stock register, inward/outward register of lab.
- Maintain & Keep Lab file in lab.

- Suggest new configuration and updating of software's and hardware.
- Maintain lab testing report.
- Provides instruction to all lab users on proper use of all equipment.
- Motivate students to do some research work using available resources in lab.
- Consult HOD on more difficult issues in lab.
- If required authorize temporary shifting & use of equipment outside the lab.
- Display models, charts, slides etc.

Lab Assistant OR Technical Assistant

- Standard Operating Procedure of Lab Assistant or Technical Assistant for assist to the teacher and conduct the experimentations during the practical sessions and help to lab In-charges for keeping the laboratories records and maintenance of lab equipment.

Implementation of SOP:

- Disseminate Vision, Mission statements in the laboratory;
- Maintain dead-stock register;
- Prepare laboratory manual.
- Display information related to Lab time-table, Total laboratory cost, List of major Equipment, Lab area, and Standard operating procedures (SOPs);
- Monitor condition of equipment, conduct preventive and predictive maintenance, calibration, and annual maintenance contract of laboratory equipment;
- Suggest new equipment to meet the needs of teaching, erection/installation and commissioning of new equipment, procurement of consumables etc. before the implementation of revised syllabus (if any);
- Determine size of the batch, number of sets, demonstration kits etc. to be arranged;
- Preparation of Continuous Assessment Sheet for allotted batch;

- Preservation of sample journal copy;
- Maintain laboratory utilization register and equipment utilization for specific work;
- Maintain testing and consultancy (if any) records conducted in laboratory;
- Collect periodic feedback from students about working of instruments and special need;
- Prepare laboratory budget; and
- Monitor laboratory safety and cleanliness.

Electrical Maintenance Team

Standard Operating Procedure of Electrical maintenance team is for smooth conduction of the campus regarding electrical issues.

Electrical Maintenance Team:

1. Electrical supervisor
2. Wiremen

Implementation of SOP:

A) MAINTENANCE IN-CHARGE:

- Compile the complaints, Requirements, Electrical related work from the various departments and sections.
- Assigned daily work to all the Wireman as per work/ complaint/ requirement of the PTEC.
- Checking/ supervise of all the wiremen team for smooth conduction of all electrical related work.
- Taking exit report from all the wiremen before leave the campus.
- If any emergency fault/ accident/ power outage happened than immediately report to Campus Director/ Principal, after taking the permission, take immediate action with help of wiremen.
- If any new electrical work, than taking approval of budget from Campus Director/ Principal, call quotation, make comparative chart, finalized the purchase order.

- If any big Maintenance- requirement /work /complaint come in the campus, than take the approval from Campus Director/ Principal through E-mail and after getting approval work will be started.
- For Electricity saving timely instruct to the entire stakeholder.
- If any Power outage from HT line than contact to MSEDCL.
- If load shading in the campus, then immediate give the instruction to on the DG-Set.
- At the end of every month supervise the reading of all energy meter in the campus, for internal billing purpose
- Regular inspection of batteries (UPS / Invertors)

B) WIREMAN:

- Complete the task every day those assigned by Maintenance In-charge
- Report to Maintenance In-charge in the Moring & Evening.
- Collect the Maintenance requirement/Work/complaint from entire campus & submitted to Maintenance I/C.
- If minor complaint is come than take own decision and completed the task.
- If any emergency fault/ accident/ power outage than report to Maintenance I/C & rectify the problem immediately.
- If power outage during the night time than immediately report to campus & solve the problems.
- If any unwanted power is using, then take immediately action and report to Maintenance I/C.
- Alternate day visit to Hostel (Boys/ Girls), Canteen, Guest House, staff quarter of the Campus & Give to the report Maintenance I/C.
- If load shading in the campus than immediate on the DG-Set & inform to Maintenance I/C
- At every fortnight check Oil level, Temperature, Diesel level, overall maintenance of DG-Set, & give the report to Maintenance I/C.

- Go to outside for diesel purchase along with vehicle I/C of Campus by written permission of the Campus Director/ Principal.
- Taking Electrical Material (Switch, Board, Flexible Wire, MCB, ELCCB as per requirement from Campus Stores by written permission of the Campus Director/ Principal.
- Off the unwanted fan, Tube, etc. if running in the day time & instruct to respective place In-charge.
- Check all the Street /Corridor Light Maintenance weekly & give the report to Maintenance I/C.
- At the end of every month take the reading of all energy meter for internal billing purpose & hand over to Maintenance I/C.
- All Water Pumping of the Campus Check the maintenance regularly on monthly basis.
- Taking the HT Electricity bill from MSEDCL & Handed over to Account Section By prior permission of the Campus Director/ Principal.
- One wireman available in the campus during the Night time.

C) SAFETY PRECAUTION FOR ELECTRIC HAZARD:

- Buckets: it should contain coarse aggregate or sand.
- Fire extinguisher shall be available at different location of the Campus.
- Water resources shall be available at different location of the Campus.
- Hand gloves, insulating sticks, Dielectric Shoes and other safety Electrical devices should be available in the campus.
- Always used ISI mark Wire, cables, Switches, fuse, MCB, ELCCB, etc.
- As far as possible wiring work should have fewer joints.
- Loose connection should not provide in the wiring system.
- Control panel & other distribution boxes of the campus should be neat & clean.
- Insulating Ladders with good mechanical strength shall be available in the Campus.

- ISI mark Electricals Tool (Plier, Tester, Screw Driver, Nose plier, Clamp meter, Multi-meter) shall be available in the Campus.
- If any Electric Fire/ Accident happened than disconnect supply immediately.
- Victim must be provided first Aid such as pure O₂ by standard method.
- Check Victim breathing is proper or not.
- Inform to MSEDCL Substation (220/33 KV) about Electric fire in the campus.

D) PROCEDURE FOR FAN/ MOTOR/ WATER PUMP/AC/ WATER COOLER- MAINTENANCE /REWINDING:

- Institute/ Department/ Section In-charge make requirement/ complaint/ any Maintenance and submit to Maintenance In-charge
- Maintenance In-charge sends to wireman for spot verification about complaint.
- Wireman should prepare a report and submits to Institute Head & Maintenance In-charge.
- External Agency already decided and Rate of various machinery / parts also decided by the Head Office.
- Maintenance In-charge take an approval from campus Director/ Principal and sends item/ machinery to the outside agency by gate pass.
- Maximum time limit as per the work of repairing also decided by Head Office.
- Bill those given by external agency, take approval from campus Director & submit to Campus Store.

E) SCRAP ELECTRICAL MATERIAL:

- After replacement of new accessories, old not working material should collect at Electrical maintenance room.
- Wireman prepares list of category wise all scrap material and submit to maintenance In-charge.
- Maintenance In-charge takes approval from campus director/ Principal and submit list with machinery to the campus store.
- Campus Store sends this list to the Head office for further process.

- Head office sells these scrap item through open Tender in presence of the Director Body of HO.

Store Department

- Standard Operating Procedure of Store is for compiled the requirement and issue the all type of dead stock and consumable materials.

Implementation of SOP:

- Collection of all type of requirement like dead stock (Equipment, machinery, computers, printers, furniture etc.), consumables like chemicals, stationeries, civil and electric material etc. from department and sections as per the budget provision made by the account section.
- All type of collected requirement should compile and send to the Head Office for purchasing process.
- Any type of material coming in the campus should be registered at Security Office (Gate).
- All type of material issued should be registered in the General Purchase register.

- If requires, the purchased material Installation to be done and testing report should be collected from Department.
- The bill of the purchased material should be submitted to the account section after received the testing report from the concern section or department.
- Material is issued as per the requirement by the Departments on Indent by HoD sign with the permission of the Principal.
- For civil And Electrical Maintenance material will be issued after submitting damaged/old Material.
- Records Material Issued and received will be get verified from Head office as per their Instructions.
- Scrap of Items will be done as per the committee decision made by the Principal of college and also by time to time instructions from the Head Office.

Examination

College Examination Officer (CEO)

- Opportunity of performance. It is the role of the CEO to ensure smooth conduct of exam for all classes and subjects in the college.
- Overall coordination of
 - (a) Theory examination
 - (b) Practical Examination
- CEO to Communicate with University of Pune in cases of
 - (c) Change/Correction in names in mark sheets.
 - (d) Forwarding revaluation requests of students.

- (e) Dealing with photocopying requests of answer sheets.
- (f) Dealing with delay in arrival of result.
- (g) Questions appearing in the exam that are out of the syllabus or wrong.
- CEO to print and handover appropriate number of printed question papers as pertaining to the subject, date and time of the exam to the senior supervisor at least 20 mins before the commencement of the exam, maintaining absolute confidentiality.
- CEO to ascertain that security setup including recording of proceedings in control room is in place and functional.
- CEO to liaison with external senior supervisor and ensure his/her availability.
- CEO to ensure the availability of PCs and related paraphernalia
 - (h) One PC with CEO with CCTV for the confidential purpose of downloading question papers
 - (i) Second PC for the general purpose of conduct of exam
 - (j) Printer
 - (k) Mobile
 - (l) PCs must be provided with secured internet connection
- CEO should record and issue answer books, Holograph and other exam related stationary.
- CEO to provide any other support needed by the exam control room.

Senior Supervisor

Preamble: Examination being solemn activity, the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with equal and fair opportunity of performance.

- Block size recommended by University of Pune is in the range 30 to 40.

- In case of more than one paper being assigned to a block reasonable number of subjects and examinees to be allotted to a block so that there is ample time for invigilation rather than writing reports.

Preparation of Blocks:

- Cleaning of the Block
- Repairing of the furniture's, fans and lights etc.
- Power Backup, Sanitization of toilets, flush out probable hidden copying material.
- Assignment of duties / alternate arrangement's, Preparation and display of exam schedule and postponement if any.
- Initiate action on unfair means.
- Receiving question papers from the CEO and distributing it to the blocks as per schedule of the examination.
- Collecting answer scripts from Junior Supervisors.
- Packing of written answer sheets, dispatch and maintenance of necessary records including documents pertaining to the CAP center.
- Appointing of Standby and Reserve Junior Supervisor to cater for emergencies.

Junior Supervisor

Preamble: Examination being serious activity the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with equal and fair opportunity of performance.

- Report 20 minutes before the commencement of the examination.
- Distribute blank answer papers to the students, 10 min before the start of examination.
- Do not allow students to exchange any kind of material.
- Do not allow students to communicate amongst them.

- Point number 3, 4 and any other malpractices to be immediately brought to the notice of the senior supervisor.
- Verify that correct Question Papers based on the pattern and subject is distributed to the students.
- Do not talk on mobile phones or indulge in any other activity which distracts your attention from invigilation.
- Ensure that students are not disturbed due to any reason during the examination.
- Do not allow student to leave the examination hall in first 30 minutes.
- Receive the answer papers and arrange them serially before submitting it to the senior supervisor.

Observations:

1. Many times, a person entering examination hall or even movements inside the examination hall are not noticed by the supervisor.
2. Supervisor should be active, alert and moving in the examination hall.
3. In case of emergency Jr. Supervisor to make mutual exchange of duties and submit it in writing to the senior supervisor or CEO.

Support Staff

- **Preamble:** Examination being serious activity, the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with equal and fair opportunity of performance.
- The support staff should report 30 minutes before the start of examination.
- The blocks should be opened 20 minutes before the start of examination.
- Carry out duty as assigned by the senior supervisor.
- Avoid last minute leave unless absolutely necessary.

- Do not leave the examination venue without intimating and without the permission of the senior supervisor.
- Assist the senior supervisor in Preparation of the blocks. (Shifting and rearranging furniture, cleanliness.)
- Promptness in case of urgent examination-based needs.
- They should be present at the respective blocks, venue or task assigned.
- Any examination related task assigned by the senior supervisor or the CEO.
- Even after completion of the examination do not leave without the permission of the senior supervisor.

Observations:

It is commonly noticed that peons and water-man allotted to the blocks gather together and chit- chat at one place and are not found in blocks. This should be strictly avoided in the vicinity assigned.

Examination Advisory for Students

Preamble: Examinees must behave like good cultured students upholding high moral, ethical values and do not attempt to take advantage by employing any kind of unfair means. It is the purpose of the examination system to provide each examinee equal and fair opportunity.

- DO's Occupy your seats 15 minutes before start of the examination. Ensure that you have necessary stationery (pen, pencil, eraser, scale etc.) and calculators of the permitted model and type (non-programmable electronic calculators).
- If there is any emergency / urgent needs of any sort speak to the examination supervisor only. Follow the instructions of the examination supervisor.
- Visit the University of Pune Website to educate yourself about the punishment for indulging unfair means.
- Do not borrow stationery material / calculator from other students.
- Do not speak or even look at any other student in the examination room for whatever reason.

- Do not argue with examination supervisor for any reason.
- Do not bring in the examination room any material for purpose of copying either deliberately or unknowingly.
- Do not attempt to copy even by employing non-written communication means. (Visit the University of Pune website for ordinances on this issue).
- Do not leave the examination hall for any reason unless permitted by supervisor. Do not bring cell phones or tablets or electronic gazettes to the examination hall.
- Do not move the benches and disturb the seating arrangements which may have been arranged for purpose of taking rounds by examination officials.

Internal Marks

The Internal marks in all the courses/subjects will be awarded based on continuous internal assessment made during the semester concerned. For each subject 30 marks are allotted for internal assessment and 70 marks are allotted for the End Semester Examination

Professional Behaviors

Professional behavior is a generic term, but within this Code of Conduct includes such aspects as:

- Acting in a fair, courteous and mature manner to students, colleagues and other stakeholders.
- Co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
- Endeavoring to assist the institute achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality.
- Respect for institute property.
- Maintaining the image of the institute through standards of dress, general courtesy, correct use of institute stationery, etc.
- Taking responsibility for the behavior and conduct of students in the classroom and sharing such responsibility elsewhere on the premises.

- Being fit for work (i.e. not adversely influenced by drugs, alcohol, etc.).
- Being familiar with job requirements (e.g. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc.), including keeping up-to-date with developments relevant

General Rules and Regulations for Students

Students shall behave with dignity and courtesy inside and outside the college.

1. Students shall observe strict modesty in dress. Girls can wear Salwar-Suit, Trousers and Shirt. Girls must not wear T-shirt and tight fit wears. Sleeveless shirt and T-shirt, Tight fit leggings and other wears are strictly banned.
2. Students should wear identity cards inside the campus and also when attending any meetings outside the campus. I-Cards are to be worn round the neck and this drill is compulsory. Any violation of these orders will lead to disciplinary action.
3. Possession of mobile phones during the college hours in the campus is strictly prohibited. Anybody found with a mobile, a fine of Rs.500/- and deduction of marks from general proficiency will be imposed.
4. Students are not allowed to leave the institute premises during the institute timings. If a student wants to leave the institute for some valid reasons before the closing of institute timing she has to take Gate Pass.
5. Students shall not entertain visitors without prior permission in the campus. Students are expected to read notices/circulars displayed on the college notice board. Ignorance of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
6. Spitting, smoking and throwing bits of paper inside the institute campus are harmful and must be avoided. Refrain from possessing, consuming or distributing alcohol, harmful drugs, narcotics, ghutkas, chewing gums and smoking cigarettes. Any violation of these orders will lead to disciplinary action.
7. Do not possess firecrackers of any kind in the college campus.

8. Do not smear colored powder and splash color water in the guise of festivals and functions on or during any other occasion in the college campus.
9. Do not scribble on the desks or the black board or on the walls of the college.
10. Students are forbidden from entering the institute office during unspecified hours.
11. Students are advised not to harm the reputation of the institute or individual (fellow students and institute staff) through social and electronic media.
12. Respect the institute property. Destroying or damaging the institute property is punishable. Students should not destroy/ damage/ deface, remove the institute property, disturb or injure a person under the pretext of celebrating/inducting/pledging or for any other reason like rivalry etc. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
13. It is unlawful for any person to mutilate any tree, shrub, or herbaceous plant or remove any identification sign or tag attached to it.
14. Students are not allowed to convene any kind of meeting in the campus or any sort of fund collected without the permission of the Principal/Vice-principal/HOD or to circulate/display any kind of notice among students or on black boards or on notice board without the written permission of the Principal/Vice-principal/HOD.
15. No information or report should be sent to press or board-casting agencies and placement companies without the permission and approval of the Principal/Vice-principal/HOD.
16. Do not be a part of any union or group or organization. Any move to form unions or groups of any type unauthorized by the Management and the Director is an offense. Students are strictly forbidden from engaging themselves in any political or other activities. Gathering in groups at roads, entrance, exit, pathways, gardens etc., is strictly prohibited.
17. Students shall not indulge in any kind of misdemeanor bringing opprobrium to the institution. Inform the college of any changes in personal details or address.
18. All vehicles should be parked in the allotted place. No vehicle will be allowed to enter the institute premises during the institute timings. Students coming by two wheelers have to compulsorily wear

Helmet. Two wheelers will not allow enter in campus without Helmet. Vehicles found parked in unauthorized places shall be impounded.

19. While attending college functions, the students will conduct themselves in such a way as to bring recognition to themselves and to the institution.

Committee

As per existing orders and instructions, various committees are formed to look into the various aspects of Discipline and Grievances. These are given in succeeding Para:-

Anti-Sexual harassment (The Internal Complaints Committee)

The Internal Complaints Committee for prevention of sexual harassment of women at workplace, as per The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013⁴ to deal with the sexual harassment complaints of women at workplace has been established in the college.

Composition:

- Presiding Officer.
- As per the act the Presiding Officer shall be a woman employed at a senior level at workplace from amongst the employees. Either a Woman HOD or at-least a Woman Associate professor will be the PO.
- Two employees with experience in social work or have legal knowledge.
- An external member from an NGO or any association committed to the cause of women or a person familiar with the issues relating to sexual harassment.
- At least half members to be women.

Role:

- For any further clarification refer to the Act mentioned above.

The committee has to ensure enough steps are taken to create awareness on the topic. If in case any person approaches any of the committee members, the member is immediately required to inform others. A written complaint is required to be taken from the aggrieved person. The

aggrieved person is within her rights to submit complaint within 90 days of the incident / last incident. Necessary action to be taken will include settling the matter through counseling and conciliation (only on request of the complainant) as soon as possible. In case the matter is not resolved, inquiry is to be conducted and matter to be sorted out within 10 days from the date of complaint. The members are to be vigilant all the time and ensure that there is no such incident taking place in campus by creating awareness and having an open dialogue with all the students.

Sexual Harassment:

This includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

- (i) Physical contact and advances; or
- (ii) A demand or request for sexual favors; or
- (iii) Making sexually coloured remarks; or
- (iv) Showing pornography; or
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Implementation of SOP:

The Process for Complaint and Inquiry

Step I: An aggrieved woman should give a written complaint either in person or through post or email. It should be submitted to the __Prevention of Sexual Harassment and Atrocities against Women Committee‘within 3 months of the date of the incident. The time limit may be extended for a further period of 3 months if, on account of certain circumstances, the woman was prevented from filing the complaint. If the aggrieved woman is unable to make a complaint, her legal heirs may do so.

Step II: On receipt of the complaint, the ICC will proceed to make an inquiry in accordance with the service rules or in their absence, in accordance with rules under the Act. The inquiry will be completed within 90 days. And the inquiry report will be submitted within 10 days from the date of completion of the inquiry.

Step III: If the ICC finds that the allegations against the respondent are proven, it will submit a report to the Principal to take action for sexual harassment as misconduct in accordance with the provisions of the applicable service rules or where no service rules exist, in accordance with rules framed under the Act.

Step IV: The college management will act on the recommendations of ICC within 60 days of the submission of the inquiry report.

Step V: Appeal against the decision of the ICC is allowed within 90 days of the recommendations.

Committee for prevention of sexual harassment and atrocities against students and women

The Committee seeks to achieve these goals through:

- **Complaint Redressal:** As per the act ‘The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013’, appropriate action will be taken once the complaint is filed.
- **Dissemination of Information:** Through production, distribution and circulation of materials, posters and handouts etc. to SPPU campus community.
- **Awareness Workshops:** For faculty, non-teaching staff and students with an aim to develop non-threatening and non-intimidating atmosphere of mutual learning.
- **Counseling:** Confidential counseling service is an important service as the sexual harassment cases are rarely reported and are a sensitive issue. Counseling provides a safe space to speak about the incident and how it has affected the aggrieved woman.

1. Grievance and Discipline Committee for Employees. This will consist of the following:

- Principal
- HoD
- One senior staff member (in rotation)

2. Handling of Grievances, Complaints/Disciplinary Proceedings for Employees:

On receipt of grievance from / complaint against or report of an act in violation of college rules / regulations / ethical and moral code, the Principal will examine the same. If suitable merit is found, he/she will order the inquiry to be conducted by appropriate committee. Such inquiry should be ordered within seven days of grievance / complaint received unless found in fructuous. The inquiry must be completed within 30 days of such order, and extension if any will be sought only if deemed unavoidable, from the Director. In case of disciplinary inquiry for faculty and staff the informal inquiry will only be a preliminary enquiry.

3. Grievance and Disciplinary Committee for Students:

This committee is empowered to handle both the serious grievances of the students and disciplinary issues of the students. Handling of –grievances of the students will be on the lines of As per UGC (Establishment of Mechanism for Grievance Redressal) Regulations, 2013,

The composition of the committee will be as follows:

- Principal
- Head of Department
- Teaching Faculty (Male)
- Teaching Faculty (Female)
- General Secretaries

Anti-Ragging Committee

Ragging is a Criminal Offense.

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student

2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student

Punishment

Following punishments for students involved in ragging

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship and other benefits

4. Debarring from appearing in any test/examination or other evaluation process
5. With holding results
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel
8. Rustication from the institution for period ranging from 1 to 6 semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution
10. Lodging of an FIR with the police
11. Penalty of up to Rs. 10,000/- to (Rs. 50,000/-)
12. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Anti-Ragging Squad

Some senior faculty members are nominated to the Anti-Ragging Squad. All students are encouraged to approach them without any hesitation in case of ragging.

Constitution of Committee:

- Principal as Chairman
- Committee Secretary
- Member from Govt. Organization
- Member from Local resident
- Member from local Police Station
- Media Member
- Parent Member

Natinal Service Scheme

- Teacher Representative
- Teacher Representative
- Lady Teacher Representative
- Non-teaching Staff Representative
- Student Representative

Student Development Officer

Standard Operating Procedure of Student Development Officer for smooth running of the students' council and effectively implements the various schemes of the University in the institute.

Implementation of SOP:

- Apply to various schemes like Earn and Learn, NSS as well as other schemes of Board of student development of SPPU Pune probably in the month of July.
- To form the student council as per the norms and guidelines given by the SPPU Pune for smooth conduction of academic as well as other activities like annual social gathering, sports, cultural events etc.
- Student's council should be elected from the students. All class representatives are members and other posts like General Secretary, Sports Coordinator, Gymkhana Secretary, Cultural Secretary, Magazine Secretary, NSS Coordinators, University Representative, and Ladies Representative should be filled by arranging election as per the guidelines given by the SPPU Pune. .
- Get the approval from the board of student development, SPPU Pune for the various programs and schemes.
- Organize the approved programs and schemes in the institute.
- Preparation of reports and accounting of every program.
- Audit of every scheme should be completed through university in the month of March.

Standard Operating Procedure of National Social Scheme (NSS) for effectively implement for purpose of create the social awareness among the students.

National Service Scheme (NSS) has been playing an important role in enriching the souls and minds of the students. The overall objective of this scheme is 'Education and Service' to the community by the students. It is a program for students to cater the needs of the community. It will also help the students to communicate with the society. The students joining this scheme develop many behavioral interactive skills. They visit the rural areas as NSS volunteers during the camps organized by the colleges. The NSS volunteers take initiative in developing a environment and also help the people for their rights and advantages to develop themselves. The scheme promotes the ability to present them in a better way. Thus due to this scheme students inculcate the human values such as patriotism, national integration, cooperation, communal harmony.

Motto of NSS: **NOT ME BUT YOU'**

Implementation of SOP:

- Every year college has to take approval from university for the N.S.S. Unit
- Also, approval of program officer from university. Once program officer approved, he has to work for three years as a program officer.
- Our college has sanctioned unit of 100 students. The students are selected from the college as per their work, interest and attitude towards scheme. Students selected for N.S.S. known as NSS volunteer.
- The Final selected list is uploaded on N.S.S. portal
- Under N.S.S. regular activities and one 07 days camp is conducted in nearby village.
- For the camp permission of only 50 students are given by university.
- Students have to work in N.S.S. for two years and one camp. He /She has to complete 120 hour per year. Then students are eligible for N.S.S. certificate and benefit of ordinance 0.163.

- For the smooth conduction of activities one N.S.S. faculty member is appointed from each department.
- N.S.S. Student representative is selected from N.S.S. volunteer.
- Program officer is conducting Regular activities with permission of the Principal.
- PO prepares report of regular activities and uploads on N.S.S. portal.
- For conduction regular activity university sanction grant of Rs. 21000/- and Rs. 29500/- for camp
- At end of year audit of regular activity and camp is done by the University.

Training and Placement Cell

Standard Operating Procedure of Training & Placement Cell for conduct the training activities and recruitment of the students.

Implementation of SOP:

A) Training & Placement Officer

- To look after day-to day activities of placement.
- To have liaison with industries, Government and non-Government organization.
- To arrange skill development training such as soft skills, communication, interview skill, inter personal skill etc.
- To prepare the students for competitive examinations.
- To create data base on Alumni and their present position.
- To arrange expert lectures by industry professional.
- To collect feedback from industries coming for placement.
- To arrange workshop for entrepreneurship development.
- To develop Management Information System (MIS) on placement of passed out students and to create data base of recruiting industries and organization.
- Call meetings of departmental coordinators on regular basis to plan the activities of training and placement. Members of the committee propose names of companies/organizations which can offer placements to the students.

- Invitation to companies for placement through T&PC coordinator via mail/letter.
- Collection and segregation of database of eligible students is collected from respective departments for the scheduled placement drive.
- Conduct replacement formalities after receiving positive response from company, to get in depth information about the profiles being offered, pay package, number of posts, etc.
- All the information regarding the company and the placement drive is discussed among the members of cell in a meeting and it is shared with students.
- Required approval for conducting placement drive in the campus premises is taken by TPO from Principal with other necessary expenses.
- Coordination for smooth conduction of placement drive and training programmers.
- To organize HR Meet to develop rapport with companies.
- Any other duties assigned by higher authorities from time to time.
- Collection of students' data (Phone No. Email etc.) of final year students

B) STUDENTS

- Students should register themselves for placements with Training & Placement Cell in the beginning of the 6th Semester.
- Training and Placement Cell functions just as a facilitator and counselor for Placement activities. Registering with TPC does not guarantee a Job or Internship.
- Based on the company request students database after obtaining willingness from students will be shared with the company.
- The students participating in On Campus Recruitment Drive is required to carry the institute ID card with them at the time of PPTs, Tests, Interviews and any other TPC related activities. The students need to produce the ID when asked by the TPC representatives. In no scenario will a student be allowed to take part in these activities without the above identification documents
- Attending the Pre-Placement Talk (PPTs) conducted by the companies is mandatory for the students who have applied for that particular company. Attendance will be taken 5 minutes before

the PPT begins. Record of the same will be handed over to the company for record keeping purposes.

- Campus recruitment dates will be confirmed on the mutual convenient days.
- Students will be informed about the company visit three days in advance.
- Results will be announced to the students at the end of the recruitment process.
- A student is free to apply for as many companies as he/she wants.
- Once the students receive the offer letter by mail, they have been asked to submit copy to the department staff coordinator.
- Those students selected for the internship will submit the internship request form (held in Placement Office) to the Department along with the Internship offer letter received from the company

RULES OF APPLICATION:

- Students are advised to check the company background and profiles on offer well before applying for the company.
- Once applied, application cannot be withdrawn under any condition.
- There is no restriction on the number of companies; a student might apply until the first job is secured.
- Under no circumstances, application deadline will be extended, unless explicitly requested by the company itself.
- Students are required to be well assured of meeting all the required criteria of a company(CGPA/Medical Condition etc.)
- It is necessary to appear in the test/interview if shortlisted. Absence from such activities may attract the severest action from the TPC.

STUDENT CODE OF CONDUCT:

- Students found in possession of any such gadget will be expelled from the test location.
- Any student found indulging in any form of cheating will attract punishment in form of deregistration from the entire Placement season.
- No concession shall be provided in cases involving cheating under any circumstances.

- If any placed student is found to be indulging in any such activity either on the spot or remotely shall be reported the TPO and a request to cancel their offer shall be forwarded to the concerned company.
- In case of discrepancies the decision taken by the TPC will be non-revocable and binding.

D. SUPPORTING STAFF

1. Arrangement of seminar hall for placement related activities such as seminars, expert lectures and placement activities.
2. Prior permission of principal on Indent, DP book and mess coupons book for hospitality of guests visiting the college campus for placement drives or training and placement related activities.
3. Help to maintain discipline amongst students throughout the placement process.
4. Keep written record of attendance of students in attendance register of TPC
5. To maintain the documentation of placement related activities in the form of separate files of each activity.
6. To maintain the record of visitors, experts, students, Alumni visiting the placement office.
7. Not to leave the department without the permission of TPO.
8. Any other task as assigned by Training and placement officer or Principal.

E. PEON

1. To maintain cleanliness in Training and placement cell by supervising over the housekeeping contract cleaners
2. To offer water, tea/coffee to the visitors visiting Training & Placement Cell.
3. Get the signatures of principal on DP books, Notices and letters issued to the students by placement coordinators.

4. To issue the materials such as Cordless Mice, Collar Mice for various functions and programme which are organized in seminar hall of TPC.
5. Not to leave the department without the permission of TPO.
6. Any other task as assigned by Training and placement officer or Principal.

Research and Development Cell

Standard Operating Procedure of Research & development Cell for improving high-quality scientific research is a necessary requirement for creating successful applications. The objective of Research & development (R&D) initiatives undertaken by the Institute is to build research careers, internationalization of human potential, support to strengthen the knowledge foundation and promote the creation of new applications, as well as societal impact of education, research and innovation. All education, research and innovation of this Institute should aim to be of a high standard. The goal of creating technological and social innovations has emerged alongside R&D-based activities.

Implementation of SOP:

- The development and enhancement of the Department Research capacities.
- Motivate all Faculties and Students to pursue research in their respective areas of expertise.
- Motivate all faculties to participate in various I/N Conferences, seminars, workshops and FDPs.
- The protection and commercialization of the Department intellectual property.
- Consultancy activities related to R&D
- The provision of research and development opportunities for academic staff and students to maintain enthusiasm, awareness of current scholarship and relevance in teaching and other Institutional activities.
- The development of infrastructure conducive to promoting the quality and quantity of research and development.
- Promote emerging areas of research and development.

- To promote building strategic, durable partnerships and develop funding solutions with Industries and research Institutions for steering, funding and cooperation.
- To apply for getting financial assistance for research projects from various funding agencies
- To submit the audited statements of utilization of all grants during central audit conducted by the University.
- To motivate students and faculty for publishing research papers in reputed UGC approved journals
- To attend meetings of research coordinators called by University and Head office from time to time.
- To prepare and maintain the record of minutes of meetings.
- Overall coordination of research activities in college.

Skill Development Cell

Standard Operating Procedure of Skill Development Cell for implement the skill development courses for students and staff.

Implementation of SOP:

- Register for the skill development scheme available for their respective field by studying the requirements of industry in the surrounding areas in order to provide employment to drop out youth.
- Conduct a Skill Mela for counseling drop out students in the surrounding areas, collecting drop out student data, and understanding the needs of local youth.
- Monitor the individual college which is completing the process of approval of the Training Center from the respective organization.
- Shall find dropout students and enroll them in affiliated courses.
- Shall appoint the staff necessary to complete training of the students, use biometrics to verify attendance of trainees, and provide Quality Assurance.
- Enroll eligible students for assessment and pay their fees from the received grants.
- Complete the assessment and obtain the results from the respective assessment agency.

- Prepare and maintain the record of the recruited students as required by the skill development agency, and submit such updated records to the respective governing authority.
- Follow-up with the relevant agencies for 100% recovery of applicable grants.

Mentor Mentee Scheme

Preamble

A large number of students admitted in the institute are from rural area and they face financial back- up, academic and adjustment challenges. To cope with such problems and to enable them to excel in academics and professional as per their potential, a Mentor Mentee Scheme for all students is essential.

Objectives

Student-mentorship has the following objectives:

- To enhance teacher-student contact hours
- To enhance students' academic performance and attendance
- To identify and understand the status of slow learners and encourage advanced learners
- To render equitable service to students
- To minimize student drop-out rates

College Level Committee for Mentor Mentee Scheme and its Function

There is a need to have a committee at each constituent College consisting of Head of Institute/ College as Chairman, IQAC Coordinator as member secretary & Head of the Departments. The Head of the College will nominate required members of the Committee from various departments.

The constituent institute/ Committee may develop their own scheme according to the number of students of respective streams, faculty members and needs of the discipline as well as of the scheme. Following are the guidelines for the Mentor-Mentee scheme:

- a. Students shall be assigned to Mentors (Teaching faculty) right from the first year of the degree programme.
- b. A mentor shall assign a minimum 15 and maximum 30 mentees.
- c. The mentees preferably (may not be possible in some cases) be attached to the same mentor for the entire duration of their degree programme.
- d. The mentor shall take a meet of mentees at least twice in a semester and keep record of outcome of the meeting either in hard copy or in the software, if available.
- e. Mentors shall meet mentees regularly individually or in a group as per requirement.
- f. The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the institute/departments for providing further motivation.
- g. The mentor shall also identify the students whose performance/ attendance is below par. The mentor shall interact with the students and try to find out the cause of the problem. If required the mentor will involve the parents or head of the departments/institute.

Areas of Review

- a. **Attendance:** The mentor shall observe and monitor the attendance of the mentee. He/she shall advise and take necessary follow up actions with regard to irregular students.
- b. **Academics:** The mentor shall also keep track of the academic performance of mentees and help them through counseling or by arranging additional lectures, if necessary.
- c. Behavioral and discipline matters.
- d. Achievements, talents and co-curricular activities.
- e. Health and physical well-being.

Duties/Responsibilities of Mentor

- a. Introduce and discuss the concept of mentor-mentee scheme with the assigned mentees.
- b. Call a meeting of all mentees at least twice in a semester and record the details of the meeting, also note any specific requirement of a mentee.

- c. Keep track of the attendance, academic performance and behavioral aspects of the mentee by interacting with the respective subject teacher and hostel authorities.
- d. If a student is identified as having weakness in particular subject, mentor shall apprise the concerned subject teacher.
- e. Support students academically and emotionally.
- f. Contact parents of the mentee in case of irregularity.

Duties/Responsibilities of Mentee

- a. Mentee shall attend meetings regularly.
- b. Fill personal information in the form at the time of joining the mentor mentee system.
- c. Provide details of attendance, continuous assessment, term end examination, co-curricular, extra-curricular activities to the mentor whenever asked for.
- d. Mentees can seek advice from mentors about personal problems, career choice, achievements etc.

Cultural Activity

Standard operating procedures (SOPs) for cultural activities are instructions intended to document how to perform Institute sponsored cultural activities and other events within the premise. Standard operating procedures are also useful tools to communicate important University policies and best practices.

Implementation of SOP:

- The Principal of the Institute should prepare the cultural committee at the beginning of academic year. The staff and students must be included in the cultural committee.
- Cultural Secretary (CS) elected from the student (Student council member) must coordinate for Institute sponsored cultural activities along with staff members and coordinator in the cultural committee. They are entitled to make volunteer groups to perform different activities and communicate the same to the authority.

- Students, with permission from the Principal and/or cultural coordinator are entitled to put notice related to cultural activities on institute notice board as well as for all Departmental Board.
- All cultural coordinator meeting is being held and proper instructions are being given with distribution of their duties. After the meeting of all cultural coordinators at institute level and departmental level the auditions are being held with proper selection committee.
- The responsibilities assigned by Principal or cultural coordinator to students and staffs for managing the programme should be delivered with sincerity.
- All expenditure details must be submitted within 2 weeks after the programme. The financial matters related to cultural programme is under the discretion of the Institute's approving authority, i.e. Principal. Institute authorities are the final decision maker regarding financial support of any event.
- Decision regarding inclusion-exclusion of any performance related to cultural event is under the discretion of the cultural coordinator. A student can participate in any number of events, depending on availability of time, for the event where he/she wants to perform and depending on the number of participant's participation for that programme within a timeframe.
- Maintain the record of all events and make one page report of all the cultural related activities with the sign of the Principal.

Sport Committee

Standard Operating Procedure of Sport Committee for smooth conduction of the sport events in the campus as well as participation of students in a sport at inter college, district, state, national, and international competitions.

Content and management:

Content is based on actions of the physical director and subsequent approval by the Principal and Director. The Management will look after sanctioning the budget of annual sport requirement and also giving approval to annual sport plans.

Objectives:

- 1) Promote goodwill among the students through sports.
- 2) Promote a positive image of the institute through sports.
- 3) Provide the incentive and encourage physical fitness by promoting a highly competitive sports program.
- 4) Provide a venue for student athletes to participate in national and international competitions.

Implementation of SOP:

A) Physical Director

- ☐ Taking regular periodic meetings with all College level Sport Coordinators
- ☐ Planning for annual sports to be conducted and submitting to principal
- ☐ Preparing various sport schedules
- ☐ Attending meetings of physical directors at university level
- ☐ Instructing to sports coordinators
- ☐ Preparing notices and passing it to college level sport coordinators
- ☐ Taking care of rules and regulations to be followed by all sport coordinators
- ☐ Preparing the annual budget for sports & getting sanctioned it by higher authority
- ☐ Looking after maintenance & marking of sport ground
- ☐ Issuing materials and instruments to students for various sports
- ☐ Maintaining records of issued material
- ☐ Completing the procedures related to sport competitions
- ☐ Preparing sport reports and keeping record

B) Sport Coordinators

- ☐ To attend the annual sport meeting with physical director
- ☐ Passing the instructions & notices to the departmental sport coordinators
- ☐ Taking inputs from various departments regarding budgets and passing it to physical director
- ☐ Conducting periodic meetings with departmental sport coordinators.

C) Departmental Sport Coordinator

- ☐ To encouraging students in organizing and taking active part in various outdoor and indoor games
- ☐ Making schedules for various sports and informing students about it.
- ☐ Selecting sport persons for various posts related to sport.
- ☐ Preparation of reports of sports activities
- ☐ Making arrangements for smooth conduction of games
- ☐ Fine tuning the skills of students by assuring participation of students in sports.

D) Student Sport Coordinator

- ☐ Attending meetings with departmental sport coordinators
- ☐ Passing notices and instructions to the students
- ☐ Collecting information of students and submitting to departmental coordinator
- ☐ Participating in organizing and managing sport activities

Alumni Activity

Let us all join hands together to make our Alumni relations stronger!

Ethical Protocol:

- ☐ Stay connected with the Alumnus.
- ☐ Develop a sense of belonging.
- ☐ Be courteous not authoritative. They aren't your students anymore!! Treat them professional

Duties of the Head of the Institution:

Pre-Event:

- ☐ Coordinate with the Alumni in charge of the institution.
- ☐ Identify Alumni for planning the activity.

- Communicate to the Alumni Cell, Pravara Rural Education Society about the identified alumnus, along with Know your Alumnus (KYA) form (Performa 1).
- The Alumni Cell, Pravara Rural Education Society shall contact the Alumnus, decide the dates for the activity and make all arrangements for local logistics.
- The dates/activity shall be decided by Alumni Cell, Pravara Rural Education Society in coordination with the Head of the Institution.
- The Head of the Institution along with institutional IT team shall ensure that the venue identified is suitable for hosting the event. While deciding the venue the following factors are to be taken into consideration:
 - The strength of the Target Audience.
 - The acoustics of the venue (Kindly ensure that the same is perfect since all Alumni related activity shall be live streamed to sister concerns).
 - Ease of access.
 - Internet connectivity.
 - Audio-Visual Facility. Sound technician to remain present and ensure that the sound system is working flawlessly.
- Pre-event check is to be done and report submitted to Alumni Cell, Pravara Rural Education Society in prescribed format.
- Arrangements to be made for felicitation & stage seating.
- Registration link shall be given to the head of the institution. The same is to be passed on to target audience for registration.

During the Event:

- Ensure that discipline is maintained.
- Ensure that the protocol as previously communicated is being followed.
- Photographs to be taken by photographer/suitable person from the rear end of the hall covering the entire audience as well as depicting the speaker/videoconferencing/webinar. One photo specifically to be taken from front view of the venue too. (These photos are to be submitted along with the metrics form, additional photos can be incorporated in the event report).

- Attendance report as per registration data shall be signed by the participants.

Post Event:

- Prepare the activity report and email to Alumni Cell, Pravara Rural Education Society.
- Maintain the documentation of the same for accreditation purpose.
- Distribute the participation e-certificates.

Duties of the members of Alumni Cell, Pravara Rural Education Society:

Pre-Event:

- Coordinate with the Head of the institution.
- Procure the KYA form and coordinate with the head of the institution for planning of activity.
- Make all arrangements for local logistics.
- Inform the IT team for issues related to IT setup and live streaming.
- Generate the feedback form and provide the link to IT for bulk SMS posting to target audience during event.
- Prepare feedback form link for Alumnus.
- Prepare the Thank you letter signed by Honorable Chairman.
- Send the details of the event to all institutions.
- Generate the registration link.
- Generate the attendance sheet.
- Generate the participation e-certificates

During the Event:

- Ensure that discipline is maintained.
- Ensure that the protocol as previously communicated is being followed.

Post Event:

- Communicate the –Thank youll courtesy email to Alumnus along with the photographs of the event.
- Check the activity report sent by the Head of the Institution.

- ❑ Maintain the documentation of the same for accreditation purpose.
- ❑ Prepare the news for print media & social media.
- ❑ Transfer the participation e-certificates to Alumni in-charge of the institution.

Duties of the IT team, Alumni Cell, Pravara Rural Education Society:

Pre-Event:

- ❑ Prepare for live streaming.
- ❑ Check Performa 2 (Pre-event IT/AV check).

During the Event:

- ❑ Ensure that IT/AV work is flawless.
- ❑ Ensure that the protocol as previously communicated is being followed.

Post Event:

- ❑ Update the event details on the institution website.
- ❑ Process the news for print media & social media

Magazine

Standard Operating Procedure of Magazine committee is for publishing college magazine.

Implementation of SOP:

- ❑ Institute level magazine committee is formed at the beginning of the semester. The committee must include one departmental coordinator for magazine data collection.
- ❑ Conduct magazine data collection meeting at the end of every month and assign the work among the coordinators and students.
- ❑ Departmental magazine coordinator must prepare group of 2-3 students under them.

- Consider all areas of success in the institute and prepare short essays on them.
- Collect all departmental and sections information from coordinators which they want to put in magazine.
- Collects topper student information with their photographs department wise.
- Collect the extra-curricular activity data from interested students to print in the magazine such as student drawings, poems, articles etc. in Marathi, English or Hindi language.
- After collecting all the information, printing committee will decide the layout of magazine, quality and quantity of magazine.
- Magazine must be published on the day of annual social gathering by respective guest.
- The copies of magazine are distributed among all the students of institute by departmental coordinators.
- One copy of the magazine should be send to the University

Website

Standard Operating Procedure of Website for maintaining and updating the regular activities on the institute website

Implementation of SOP:

- Send the department level updates to website coordinator on regular basis to upload it on college website.
- Visit the website on regular basis & suggests the changes if ay to college website coordinator.
- Take follow-up of data sent to upload on college website till it is not uploaded on college website.
- Upload the Department event photos on college Facebook Page & on College Twitter account regularly.
- Promote students to visit our college website, to like our college Facebook Page & to follow on

- To send all department level Staff/Students activities information to college coordinator on regular basis.
- Upload Updated data received from department website coordinator on college website.
- Upload News & circulars received from various departments on college website.
- Upload Results/Academic Book/Event Photos/Invitation Letters etc. Received from various departments on college website.

Green Campus

Standard Operating Procedure of Green Campus for operational practice developed to control the pollutant discharges by using routine maintenance procedures for mowing and debris control.

Implementation of SOP:

MAINTENANCE OF GARDEN/GREEN AREA

- **STEP 1:** Plants/Tree Care: Regular watering of plants and lawn. Pruning of trees and plants/shrubs as and when required. Regular mowing and sweeping of lawn. Removal of garden refuse from garden to the designated place. Conversion of garden garbage to compost its use as manure. Encourage plantation of seasonal flowers and trees. Report damage/compromise to landscape areas or bare areas void of vegetation that may result in sediment being transported off site; prepare a repair schedule and implement repairs fortnightly.
- **STEP 2:** Lawn Care and Signage in Garden proper maintenance of garden benches, if any. Educate students to respect the utility of the lawns. Classify trees and plants by proper signage and prepare report monthly.

PROCEDURE: MAINTENANCE FOR GARDENING

- Civil Engineer/ Site Engineer instruct to supervisor of the Garden about gardening maintenance.
- Supervisor instruct to labor (Mali) about gardening maintenance.
- A supervisor verifies the given assignment to the labor every day. He prepares a report and submits to Site Engineer.
- Site Engineer makes report based on supervisor report and submits to Green campus In-charge.
- Green campuses I/C prepare a report based on site Engineer report and submit to the Campus Director/ Principal.

AUDIT

- The intention of organizing Green/Energy/Water Audit is to upgrade the environment condition in and around the institutes, colleges, companies and other organizations.
- Awareness program related to green campus initiative should be conducted.
- The objective of carrying out Green/Energy/Water Audit is securing the environment and cutdown the threats posed to human health.
- To make sure that rules and regulations are taken care of
- To avoid the interruptions in environment that are more difficult to handle and their correction requires high cost.
- To suggest the best protocols for adding to sustainable development
- Yearly audit should be done.

PLASTIC BAN POLICY

- Ban on the use of plastic in all important parts of College.
- Awareness program related to Ban on use of plastic should be conducted.
- To all teaching and non-teaching staff ban on plastic is mandatory.

Promote to all staff as well as students to use alternate solution on plastic via use of paper folders, jute files, cloth bags, etc.

COLLECTION AND SEGREGATION OF GENERATED WASTE

- **Say NO to Plastics:** The first and most critical element for success of waste management is the rejection of non-biodegradable materials such as plastic covers and plastic bottles etc.
- **Say Yes to Plastic Alternatives:** Instead of plastic, utilize biodegradable materials such as cloth bags, jute baskets, reusable bags, reusable glass bottles etc.
- Process for replacing plastic bottles and bags:
- Assess the current usage of plastic bottles and bags through a survey form, observation from the collected waste and general usage across the institutions.
- Deliver a one week notice to everyone in the institution to eliminate all their current non-recyclable plastic bottles and bags as well as to ban the carrying of plastic bottles or bags.
- Arrange collection points at all convenient locations to collect discarded bottles and bags.
- Arrange cloth and paper bag counters across the institution for anyone to purchase if required.
- The Principles of Refuse and Reuse will be promoted for eliminating usage of plastic in the Institutions.
- All the bags will be checked at the entrances of the Institution for any possible plastic bags or bottles being brought in and have they replaced with paper, cloth or jute bags.
- Segregation of the waste at source i.e. primary segregation will be executed at the laboratory, household, hostel kitchen, hostel dining halls, and canteen levels.
- Appropriate bins should be placed at every feasible location in Institutions i.e. wet waste in green bin, recyclable waste in blue bin, and hazardous waste in the red bin. Have a hazardous materials logo on the red bin to prevent its use for disposing e-waste.

WET WASTE TREATMENT:-

- Green Campus In-charge should instruct to girls & Boys hostel mess and Canteen manager about wet waste treatment.
- Waste, particularly from kitchen, such as vegetable refuses, food scraps, etc. is wet waste. Wet waste is to be sent for composting using aerobic or anaerobic methods.
- Aerobic Method: Windrow composting, vermi-composting, and NADEP composting are some of the popular methods.
- A list of useful guides that explain each of these methods is provided in the web links below and can be employed by the campus

RAIN WATER HARVESTING

- Civil Engineer can prepares a report based on availability of infrastructure/ natural Location and submit to Green campus In-charge.
- Green campus I/C can prepare a report based on civil engineer report & take approval of the civil work from Campus Director/ Principal.
- Measure the College Terrace area, Height.
- To get calculation done for rain water harvesting.
- To know the Capacity of water to be collected.
- To give appropriate solution for filtration of water & Reusing of water
- Do determine the cost for Pipeline work
- Do determine the cost for Storing water that is storage tank work.
- To give appropriate solution for filtration of water & Reusing of water collected.
- Do determine the cost for Filtration Plant.
- Design of Filtration Plant & Suitable Filtration Unit.

Human Values and Professional Ethics

For providing a quality education to all students in the classroom teachers treat their students with love, care, affection and commitment and inculcate good values among them without favoritism and discrimination.

- ☐ The teachers are role models to the student by showing concern for students and motivating them.
- ☐ The teachers are fair in assigning marks/grades to the students for internal and external assessments.
- ☐ Teachers respect the right and dignity of the students in expressing his/her opinion.
- ☐ Teachers recognize the difference in aptitude and capabilities among students and try to meet their individual needs and aspirations.

The College provides Divyangjan students equal opportunities for accessing all the facilities available in the campus.

- ☐ Classrooms and examination rooms for the differently abled are arranged at convenient places.
- ☐ The College provides the service of scribes as well as additional time for physically challenged students during examinations as per the rules of Government and University.
- ☐ Ramps/rails are provided at the entrance of the buildings. Special toilet is set apart for the disabled person.

Standard Operating Procedures for using

Chemistry Lab

Laboratory safety rules and safe work practices or standard operating procedures should be established by lab to meet specific operational needs and to reduce the risks associated with laboratory hazards.

As a condition of entry to a laboratory, all individual must complete a laboratory safety induction.

General safety rules

1. Listen carefully before attempting to do anything in laboratory.
2. Notify your teacher if any spills or accident occur.
3. Use apron while entering in the laboratory.
4. Always wear gloves while working in the laboratory.
5. After handling chemicals, always wash your hands with soap and water.
6. During Lab work keep your hands away from your face.
7. Tie back long hair.
8. Label all material with name, Date and any other applicable information.
9. Dispose of wastes in proper container.
10. No food or drink permitted in the laboratory at any time.
11. Know the location of fire extinguisher and First aid box.
12. Never put anything into your mouth during experiment.
13. Never horse around or play practical jokes in the laboratory.
14. Clean your lab area at the conclusion of the laboratory period.

Though learning real science can be fun and exciting, hazards might also be lurking in many lab situations. Pay close attention to the safety practices that go with your lab activities, such as handling chemicals and glassware or using instruments.

Be on time. At the start of the lab period, there will be a short introduction to the experiment you will perform that day. It is unfair to your partner and to others in the lab if you are not in time when the work begins.

Do Wear Eye Protection

Science labs contain glassware, chemicals, vapors, open flames and other substances that may harm your eyes. Goggles or safety glasses help protect your eyes in case of accidents or spills.

Do Practice Fire Safety

Open flames from Bunsen burners are necessary for experiments that involve heating, boiling and burning chemicals or other specimens. Keep your hands and arms away from the open flames, wear safety glasses, tuck in loose clothing, and keep long hair tied back.

Do Handle Glassware Safely

Eliminate potentially dangerous chemical reactions by thoroughly washing beakers, test tubes, flasks and other glassware before and after use. This also helps ensure that results are not tainted by chemical residue from previous experiments. Glassware can break, leaving behind potentially harmful shards. Report any broken glass immediately and dispose it properly.

Do Keep Notes

Write proper laboratory procedures, observations and instructions in a laboratory notebook. Lab notebooks help keep track of data, maintain records of experiments and facilitate thinking.

Do Wear Gloves

Protect your hands with the proper gloves for each job. Handle hot and cold items with insulated gloves, wear latex gloves during dissections, and use chemical-resistant gloves when working with chemicals.

Do Practice Electrical Safety

Some experiments require electrical equipment. Before plugging in anything, make sure the plug includes a ground prong. Whenever plugging or unplugging equipment, hold the plug by its insulating cover. Never unplug anything by pulling or tugging the cord. Reduce the risk of shock or shorts by keeping electrical equipment away from water and other liquids. Be aware of others in the laboratory. Areas of the room may be crowded at times and you should take care not to disturb the experiments of others in the laboratory. Bring your laboratory notebook and an open mind to every laboratory meeting.

Don't Eat or Drink in the Laboratory

Eat before entering or after leaving the laboratory. Food, gum, mints, cough drops and beverages are messy. They may get equipment dirty, contaminate samples, absorb chemicals or cause accidents.

Don't Use Excessive Force

- Some experiments require connecting glassware with glass tubes and rubber grommets or plugging glassware with stoppers. Using excessive force can potentially chip or break the glass.
- Do not work with chemicals until you are sure of their safe handling. This includes some awareness of their flammability, reactivity, toxicity, and disposal.
- Do not use the phone or computer with gloves on your hands.

Botany and Zoology Lab Practices and Safety Rules

- Always keep your lab environment neat and tidy.
- Wash your hands with disinfectant soap when you arrive at the lab and again before you leave.
- Absolutely no food, drinks, chewing gum, or smoking is allowed in the laboratory.
- Do not put anything in your mouth such as pencils, pens, labels, or fingers.
- Do not store food in areas where microorganisms are stored.
- Use a lab coat and safety glasses, bring them to class, and use them in the laboratory.
- Avoid loose fitting items of clothing. Wear appropriate shoes in the laboratory.
- Keep your working table clean of everything. Never keep books, purses, bags, etc. on the working table. Nothing should be lying on the table.
- Disinfect work areas before and after use with 70% ethanol or fresh 10% bleach. Laboratory equipment and work surfaces should be decontaminated with an appropriate disinfectant on a routine basis, and especially after spills, splashes, or other contamination.
- Label everything clearly.
- Replace caps on reagents, solution bottles, and bacterial cultures. Do not open Petri dishes in the lab unless absolutely necessary.
- Inoculating loops and needles should be flame sterilized in a Bunsen burner before you lay them down.
- Turn off Bunsen burners when not in use. Long hair must be restrained if Bunsen burners are in use.
- When you flame sterilize with alcohol, be sure that you do not have any papers under you.
- Treat all microorganisms as potential pathogens. All microbial cultures should be either incubated or refrigerated. Cultures should not be kept in drawers, cupboard or desk.

- Never pipette by mouth. Use a pipetting aid or adjustable volume pipettes.
- Consider everything a biohazard. Do not pour anything down the sink. Autoclave liquids and broth cultures should be sterilize before discarding.
- Dispose of all solid waste material in a biohazard bag and autoclave it before discarding in the regular trash.
- Handle the glass equipment carefully. If it breaks report it to the lab in charge. Dispose of broken glass in the broken glass container.
- Dispose of razor blades, syringe needles, and sharp metal objects in the –sharps container.
- Report spills and accidents immediately to your instructor.
- Report all injuries or accidents immediately to the instructor, no matter how small they seem.
- All the electric supplies must be plugged out if not in use.
- Water supplies should be closed tightly after use.
- You should save electricity and water at least for your future needs.

Physics Laboratory

- Arrive to laboratory prepared and read study each lab exercise before coming to class to make you aware of potential hazards.
- Do not eat, drink, apply cosmetics or handle contact lens in teaching laboratory.
- Be aware of laboratory environment.
- Take notice of where fire extinguishers are should be stored. Open flame ,gas burner should be turn of when not in use and before leaving laboratory
- Keep your work area organized bring only your lab notebook to the lab
- Work slowly and carefully.
- Tie long hair back to avoid contamination and fire hazards.
- Clean your working area with ethanol or phenol.

- Don't put anything of the laboratory in your mouth, ear, nose and eyes.
- Don't eat talk or drink while doing practical.

Computer Lab

- The use of the computer lab is a privilege. Treat equipment and each other with respect at all times.
- Please walk quietly when coming into the computer lab.
- Keep your hands in your lap and wait for instructions when entering the computer lab.
- If you have technical problems check with an adult. Do not touch any wires.
- Stay in your seat in the computer lab.
- If you need help raise your hand or use the signal your teacher asks you to use. Patience is needed.
- You must have permission to print.
- When you have permission to print press print only once. If the printer is not working, respective staff will solve the problem.
- Be sure to save your work often while working.
- Think before you leave the lab.
 - Did you save your work?
 - Did you close all programs?
 - Did you restart the computer for the next class and Login?
- ☐ Please leave the lab neat and clean for the next class.
- ☐ Push in your chair.
- ☐ Put the computer station in good order.
- ☐ Take all of your things with you.

- To maintain the network and PCs.
- To allocate login and passwords to students and staff.
- To attend any complaints received from students and staff regarding PC or the network.
- To maintain peripherals like printers, scanners etc. in service able condition all time.
- To assist the management in procurement of hardware, software and equipment.
- To ensure backup of critical information regularly and at specific intervals.
- To maintain discipline in the lab and the server room.
- To dispose of write off items in accordance with the procedure Laid down by PRES.
- To maintain internet connectivity and take step stop revert misuse.
- To assist faculty member in conducting lab sessions of their students.
- Any other duties assigned by the Principal/Head/Professor.

Guidelines for leaving the laboratory

For a responsible laboratory worker

- All gas lines are turned off.
- Water points are turned off and there are no overflowing containers.
- No hot plate or any other heating device is left on.
- Reagent bottles are returned to their respective shelves and working table is free of clutter.
- No bottle is left uncapped and in particular those containing acids or other corrosive materials
- Remove all your laboratory protective clothing and safety gear such as lab coats, gloves, safety goggles, etc. inside the lab before leaving laboratory.
- Switch off lights, fan and other electrical facilities before leaving the lab.
- Ensure that the main exit gate has been locked and the laboratory security has been informed that there is no one inside the laboratory.

General Laboratory Safety Procedures

DO

- You must have a practical basic record, field book, a pen or pencil, a laboratory coat, a head cap to work in the laboratory.
- Know the potential hazards of the materials used in the laboratory.
- Know the location of safety equipment such as telephones, emergency call numbers etc.
- Wear the appropriate personal protective apparel for the chemicals you are working with.
- Shoes must cover the entire foot. Open toed shoes and sandals are inappropriate footwear in laboratories. Fabric and athletic shoes offer little or no protection from chemical spills. Leather shoes with slip-resistant soles are recommended.
- Street clothing is to be chosen so as to minimize exposed skin below the neck. Long pants and shirts with sleeves are examples of appropriate clothing.
- Wash skin promptly if contacted by any chemical, regardless of corrosively or toxicity.
- Label and store chemicals properly.
- Restrain and confine long hair and loose clothing.
- Record your results at time. For any difficulty, ask your laboratory in charge.
- Record every single calculation in your book and every step involved in the procedure.
- Be economical with every resource/reagent. Only required quantities of the reagents should be used.
- Handle the glass equipment carefully. If it breaks report it to the lab in charge.
- Dispose all the waste liquids in the sink; allow water to run for some time by opening the water tap.
- Never spill any chemicals in or on the lab equipment. Clean the equipment after its use.
- All the electric supplies must be plugged out if not in use.

DON'T

- Eat, drink, chew gum, or apply cosmetics in rooms or laboratories where chemicals are used or stored.
- Store food in laboratory refrigerators or ovens.
- Drink water from laboratory water sources.
- Use laboratory glassware to prepare or consume food.
- Smell chemicals, taste chemicals, or pipette by mouth.
- Avoid chemical work or hazardous activities during off-hours.
- While doing test no phone calls/ cell calls should be attended to avoid any type hazards and carelessness while performing the test.

Standard Operating Procedures (SOP)

For Taking Leave

This leave rules are subject to the law applicable to the Institution. Statues Governing Terms and Conditions of Service of Teachers appointed in the University/Colleges and Institutions conducted by the University/Affiliated Colleges/Constituent Colleges/ Recognized Institutions of the University of Poona(Under Section 42 and / or 73 of the Poona University Act, 1974 (By sub- section (3) of section 5 of the Industrial Employment (standing order) Act,1946)

- The leave shall not be claimed as a matter of right; Grant of leave to a permanent employee shall depend on the exigencies of the work Institution and shall be at the discretion of the leave sanctioning authority.
- The permanent employee who desires to obtain leave of absence shall apply in writing to the leave sanctioning authority.
- The Competent Authority may sanction or refuse the leave applied.
- If the employee is required to proceed suddenly on any leave and for reasons beyond the control, the leave sanctioning authority may on satisfying himself sanction such leave on his request application, which is submitted latter.
- No employee shall start on leave before obtaining the leave pass except in urgent cases or unforeseen circumstances when it is not possible for him to do so.
- If the leave is refused or postponed the fact of such refusal or postponement shall be communicated to the employee immediately.
- If a permanent employee after preceding on leave desires an extension of leave, shall make an application in writing before the period of his originally sanctioned leave expires. A written reply of the grant or refusal of the extension of leave shall be communicated to the employee at his known address. If an employee overstays the originally sanctioned leave without prior sanction, he/she will not be eligible for the payment during such overstayed leave also it will be treated as misconduct.
- The Instruction has every right to call the employee who is on sanctioned leave if his services are essentially required and the remaining sanctioned leave automatically canceled and the same shall be credited to his leave account.
- Study leave with pay/without pay may be granted by the Management depending on the duration of the course.
- The leave year shall be recognized as from June to April for teaching staff and from January to December for Non-teaching staff every year.

- Holidays declared by the Institution and PRES and weekly holidays shall be prefixed or suffixed to Casual leave and earned leave.
- Every employee shall be provided his leave record showing up to date leave balance on his credit. The leave record shall be open to inspection by the employee during the office hours.
- The category of the leave sanctioning authority: Principal, all kinds of leave by Chairman/CEO of Management. For teachers & Non-teaching by Principal.

Casual leave

- Every permanent employee including probationer shall be entitled 15 days Casual leave every year, prescribed by UGC and accepted by the Government & University.
- Every permanent non-teaching employee shall be entitled 8 days Casual leave.
- Casual leave shall be non-cumulative and no leave of any kind shall be combined with casual leave.
- In case teacher is unable to attend his duty for natural calamity, the principal may sanction the same as Casual leave
- Casual leave shall not be availed more than 3 days at a time.
- The Casual leave for half day can be granted only for non-teaching staff.
- Casual leave cannot be encashed at any circumstances.

Sick Leave

- Every permanent employee including probationer shall be entitled to 10 days full or 20 days half pay sick leave during each year of completed service.
- If such leave is taken for a period less than 3 days, with intimation medical certificate is not essential.

- Sick leave more than 3 days shall be sanctioned only on the submission of medical certificate.
- Application for leave on medical ground shall be accompanied by a certificate of registered medical PR actioner.
- Holidays including weekly holidays falling within the period of sick leave shall be treated as sick leave.
- Sick leave cannot be encased in any circumstances.

Maternity Leave

- A permanent female employee, who has completed 2 years' service in the Institution, shall be entitled for 180 days Maternity Leave.
- Sick leave if due shall be granted in continuation of maternity Leave to a female employee.
- The teacher may prefix or suffix this leave to other leave to her credit.

Earned Leave

- A permanent non-Vocational employee who has completed one year service in Institution, in PRES in time scale shall be granted 30 days earned leave.
- No compensatory benefit in the form of cash/leave shall be paid in lieu of lapsed / unveiled Earned leave.
- Earned leave shall be availed minimum 4 days at a time.
- An employee who has not served for 300 days in Institution shall not be entitled for Earned leave in respective calendar year.

Standard Operating Procedure (SOP) for Seminar, Conference and University Work

Rules relating to Eligibility of teacher for Special Leave/On Duty for attending University Work and Conference, Seminars, Workshop etc.

- 1) These rules are applicable to full time teaching faculty and other academic staff working in all the constituent Colleges.
- 2) Those rules shall come in to force on the date of its approval by the Board Management.

A) Duty Leave:

- 1) The teacher shall be entitled to special leave/ on duty financial assistance with prior approval of the principal / Director and in case of Principal / Director / H.O.D. with prior approval of the Executive Chairman / CEO of PRES and subject to contingency of services.
- 2) Minimum required teaching and other required staff necessarily attend duty during the period of absence of faculty granted permission for attending seminar, Conference, and Workshop Symposia etc.
- 3) The teachers attending National/International, Conference/Seminar/Workshop, any other non-remunerative official business of the PRES constituent College/Institution/ University/ UGC/ State/ Central Government or any other Central or State Government bodies, professional association located in India and examinations work of PRES / its colleges and other Universities shall be treated on duty, if the work is within campus and on special leave if the work/conference if the work/Conference/Workshop/Seminar etc. is outside the PRES.
- 4) The teacher shall be entitled for special leave not exceeding 15 days in a calendar year for the purpose and reasons mentioned above and 5 days for any other affiliating University related work.

- 5) The teacher attending / conducting examination work of the PRES and its College affiliated to the respective university, in the campus, he/she may be treated to be on duty. Or if the examination work involves Colleges, located outside campus he/she will be treated on special leave.
- 6) The teacher who is deputed/sponsored by the College /institute /university for any special training/teaching /academic staff visit to other places out of country /countries / or cultural exchange scheme or collaboration scheme or under similar schemes of the university Grants Commission or of Government of India or of the State Government or the similar other bodies shall be treated on duty for the period of his absence from duty.
- 7) In case of sponsorship & special training or staff exchange program the respective faculty / staff should execute a service agreement with applicable bank guarantee as per PRES policy in force from time to time.
- 8) The teacher being the examined or is assigned duty by the authorities for the examination work of the PRES constituent College/institution on non-working days or holidays during the academic term (non during vacation) shall be granted compensatory holiday for the period.

B) Presenting Scientific Papers:

- 1) If a teacher is presenting a scientific paper (in person only) or is chairing or co-chairing scientific session of international /national level professional Conference /seminar /Workshop, the Reader (Associate Professor) and above shall be eligible to travel by first Class or Second A.C. Sleeper including Reservation Charges and other teachers shall be eligible to travel by second sleeper for International / National level within in India and for state level in a year. D.A. will be paid as per PRES rules subject to submission of original tickets /registration fee will be borne by the concerned institution subject to ceiling of Rs.2000/-. The period of absence will be treated as special leave.
- 2) The permission for attending Conference/Seminars/ Workshop etc. without presentation of scientific paper or chairing the session may be granted for International /National and for state

level activity by the Principal subject to special leave rules and contingencies of services. Registration & TA/DA will be admissible.

- 3) Undergraduate and Post- graduate student are permitted to present selected Scientific Paper/Poster presentation in State /National /International Conference in India and will be entitled to special leave only. However, the period of absence will be counted towards his attendance. No Financial assistance shall be provided.
- 4) To stream line the procedure, no claim will be settled unless all the requirements mentioned above are complied with within a period of 15 Days post event, after that no claim shall be entertained or shall be treated as lapsed.
- 5) These rules will be applicable to regular and contractual teachers as well.
- 6) The period of absence is treated as special leave, which entails duration of the Conference and travel time.
- 7) The faculty should apply to their respective Principal or Head of the institute who are authorized to sanction such leave if the assignment is of routine nature and within stipulated rules. In case of any deviation, the matter is referral to Hon'ble Executive Chairman or CEO. His decision in the matter shall be fine and binding.

Feedback analysis, Action taken Report & follow up

Introduction:

Feedback Analysis plays an important role in quality assurance. Hence the educational institutions must follow standard operating procedure to use inputs from students, parents, teachers and Stakeholders for improvement in quality of teaching learning process, infrastructure and learning resources.

Overview of feedback process:

- As a means of Quality assurance, feedback analysis of various stakeholders has primary importance. Hence all higher education institutes must follow structured standard format to obtain feedback from stakeholders including students, teachers, employers, professionals, alumni and parents.
- The Head of the College / Institution shall be responsible for the implementation of this SOP (Processes and Systems).

The institute/college shall ensure the feedback and its analysis from the following stakeholders:

Sr. No.	Stakeholder	Frequency	Sample	Standard Norm	Manual
1	Students-UG	Per semester	All students	yes	Manual
3	Teachers	Once a year	All teachers	yes	Manual
4	Resource Persons	yearly	Random sample	yes	Manual
5	Alumni	yearly	Random sample	yes	Manual
6	Parents	yearly	Random sample	yes	Manual
7	Professional (experts in the field), Visitors	yearly	Random sample	No	Visitor's book

While the feedback from all the students and teachers is expected to be taken at regular interval i.e., per semester, feedback from other stakeholders can be taken randomly once a year.

For obtaining feedback through manual process, there is need for having data templates comprising of questions to elicit feedback in specific and unambiguous manner from all stakeholders.

College Level Committee for Feedback Analysis and its Function.

There is a need to have a committee at each constituent College, consisting of Head of Institute/ College as Chairman and college Coordinator as member secretary. The Head of the College will nominate required members of the Committee from various departments.

It will be responsibility of all the Heads of College to ensure the following through College Feedback Committee:

1. To obtain feedback from all students at end of each semester/ term. For example: terms starting from June, first feedback in month of October, December may be obtained in month of February. For Teachers, feedback is obtained at each semester.
2. For other stakeholders, randomly chosen sample may be sufficient. But a greater number of stakeholder's response is always welcome.

Role of Principal and Coordinators of the Feedback Committee and their teacher members

- The Head of the College – Principal shall announce the **Academic** schedule for obtaining feedback from students and teachers.
- The **Performa** for obtaining the Feedback from stake holders are given in Annexure.
- **The report is prepared** by respective Feedback Committee headed by Principals. **It is presented** in respective college council meetings by respective coordinators. **Action Taken Report** to be prepared by respective Principals.
- The HOI and the college committee shall ensure that all their students (U.G) give feedback twice a year and their entire teacher once a year. For others random sampling nearing to 10 for each stake folder is expected.

Role of Coordinator for feedback Analysis system

To finalize feedback formats, make them available to respective Committee.

To offer suggestions and review feedback process from time to time.

1. Coordinator will compile reports and further check them, arrange them and forward it to IQAC.

Role of IQAC:

1. To put up consolidated reports to principal/CDC, who then forwards it to BOM with his remarks/remedial actions, thus completing the cycle.
2. To upload on college website (formats, report, ATR on feedback).

Flow chart of feedback process:			
1	Level 1	Heads of Institutions and coordinators	To ensure collection of Feedback as per determent schedule and Analyses it and TakeAction – ATR
2	Level 2	IQAC	Forward reports to Principal, & to upload report on website
3	Level 3	CDC	To take appropriate decisions as per ATR related to infrastructure, learning resources and other aspects of educational environment

- A) The Students Feedback submission process by using Questionnaires with option.
- B) The Teachers Feedback submission process by using Questionnaires with option.
- C) The Parents Feedback submission process by using Questionnaires with option.
- D) The Alumnae Feedback submission process by using Questionnaires with option.
- E) The Stakeholder's Feedback submission process by using Questionnaires with option.

Guidelines for Conducting Value Added/Certificate Courses

Course Structure

1. The request for approval of syllabus along with the schedule for the value-added course should be communicated to Institutional Interdisciplinary Board of Studies (IIBOS) during meeting before the date of commencement of the course. The Syllabus (at least 30 periods), Schedule and the Details of Faculty handling the course approved by the Head of Institution should be enclosed.
 - a. The course offered should not be the same as any course listed in the curriculum of the respective program
 - b. The value-added courses may be also conducted during weekends / vacation period.
 - c. The course can be offered for all students studying UG Program and in any semester.
 - d. Industry experts / eminent academicians from other Institutes are eligible as subject experts for the value-added course.
 - e. The course can be offered only if there are at least 5 students opting for it.
 - f. The students may be allowed to take value added courses offered by other departments after obtaining permission from Head of the Department offering the course.

Duration

The duration of value-added courses is 30 periods or a maximum of theory and laboratory courses and the course can have a maximum of three hours per day.

For the courses either 30 periods of theory or a combination of theory and laboratory may be offered.

Where, **2 periods** of Theory = **1 period** of Laboratory

Evaluation

The value added / Certificate courses can be evaluated through **internal assessments/Practical assessment/Seminars/Viva/Presentations.**

- a. A committee consisting of the Head of the Department and staff handling the course (coordinator) shall monitor the evaluation process.
- b. The coordinator for the course is responsible for maintaining and processing the records with regard to assessment marks and results.
- c. The internal assessments/practical assessments/seminars/viva/ Presentations shall carry minimum 30 marks & shall be conducted at the end of the course by the Department concerned.
- d. The coordinator should declare the result within 15 days after examination.
- e. The scored marks/ Grade shall figure in the Certificate provided to the students.

Maximum Number of Courses

A student can attend maximum any number of value added/certificate courses during the entire programme of study.