



*Knowledge is Power*

**Kamala Education of Society's  
PRATIBHA INSTITUTE OF BUSINESS MANAGEMENT**

## **Policy Manual V.3**



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## Chapter 1 – Institute Information

### Introduction:-

Established in 2008 by a group of eminent educationists, under Kamala Education Society which was established in 1992 and is dedicated to the cause of quality education starting from school right up to professional studies. Further to boost the work being done, in the year 2000, Dr. Deepak Shah, a well-known activist, social worker and an educationist took over the reins of the trust and gave it the much needed growth path. Dr. Shah is assisted in all his endeavors by the very dynamic Mrs. Pratibha Shah, also a prominent activist, who proactively participates in the growth of the trust on all the fronts.

Under their able guidance and the vision shared by them, the management institute, approved by AICTE, affiliated to Savitribai Phule Pune University, namely Pratibha Institute of Business Management (PIBM) was established in 2008. In a very short time, the PIBM has achieved many milestones with its students not just performing well in their academics but also having proven their mettle in the corporate field. Infrastructure, faculty and a conducive learning environment, all make PIBM an institute that gives its students the edge to face the corporate world. Well chalked out courses, a gamut of activities, excellent corporate interface, are some of the aspects that makes PIBM stand apart from the rest.

PIBM has a clearly defined vision and mission with major focus on **quality education, creating professional and employable youth and social sensitization**. The methodology and educational plans support the mission and vision of the Institute. The Goals and objectives are aligned with vision and mission of the institute.

The quality policy and work pattern of the Institute ensures well through academic calendar, specific time lines and compliance of norms and standards set by the regulatory bodies as AICTE and Savitribai Phule Pune University.

### **Vision**

To Emerge as Premium Business School in Transforming Students into Management & Technology Professionals and Make Them Good Citizens.

### **Mission**

Up skilling managerial, technical capabilities and inculcate ethical values in the students

<p><b>Goals</b></p>	<ul style="list-style-type: none"> <li>• Develop strong leadership skills and the ability to effectively manage teams</li> <li>• Enhance students' technical expertise and keep them updated with the latest industry trends.</li> <li>• Emphasize on soft skills, emotional intelligence, and adaptability</li> <li>• Foster a resilient sense of ethical responsibility and integrity among students.</li> <li>• Develop a lifelong learning attitude and encourage students to pursue continuous self-improvement.</li> </ul>
<p><b>Activity/ Tasks</b></p>	<p>Apart from regular classroom sessions, following activities/tasks shall be performed to achieve the goals.</p> <ol style="list-style-type: none"> <li>1. Organizing workshops, seminars on management and technical skills.</li> <li>2. Encourage students to take up challenging roles, participate in intercollegiate competitions</li> <li>3. Facilitate case studies and practical scenarios for decision-making and problem-solving exercises.</li> <li>4. Develop a culture of open communication and feedback.</li> <li>5. Offer specialized training programs and certifications in relevant management and technical areas.</li> <li>6. Collaborate with industry experts to deliver guest lectures or workshops on emerging technologies.</li> <li>7. Encourage participation in hackathons and coding competitions</li> <li>8. Facilitate internships and live projects to gain practical experience</li> <li>9. Conduct special sessions on communication skills, interpersonal skills and emotional intelligence.</li> <li>10. Encourage students for public speaking, presentations and debates.</li> <li>11. Encourage participation in extracurricular activities such as sports, arts and cultural events.</li> <li>12. Create a supportive environment that encourages personal growth and self-reflection.</li> <li>13. Promote social responsibility activities to inculcate human values and compassion.</li> </ol>
	<p>The core values guide our actions, decisions, and interactions within the institution. By upholding these values, we aim to create a transformative educational</p>

**The Core  
Values:**

experience that produces competent management and technology professionals and shapes them into responsible, ethical, and socially conscious citizens.

- a. Excellence: “**Whatever you do, do it best**” is the motto of our Management Secretary. We strive for excellence in all aspects of our institution, including academic programs, faculty, research, and student services. We are committed in providing a learning environment that generates excellence and empowers students to reach their full potential.
- b. Integrity: We sustain the high standards of integrity, honesty, and ethical conduct. We imbibe these values in our students, emphasizing the importance of ethical decision-making, responsible behavior, and social responsibility.
- c. Innovation: our foreword “Knowledge is Power” Inspires us to illuminate a spirit of innovation and entrepreneurship, encouraging students to think creatively, explore new ideas, and solve complex problems. We provide a conducive environment that cultivates innovation and supports the development of entrepreneurial skills
- d. Professionalism: We emphasize professionalism and prepare students for successful careers in management and technology. We impart professional etiquette, effective communication, and the importance of accountability, time management, and self-discipline.
- e. Adaptability: We believe in change. The institute promotes a culture of lifelong learning and continuous updates. We encourage students, faculty, and staff to embrace new knowledge, engage in professional development, and adapt to emerging trends and technologies.
- f. Student-Centric Focus: We prioritize the need and performance of our students. We provide personalized support, mentorship, and guidance to help students navigate their academic and career journey. We care students’ feedback and continuously strive to enhance the students’ experience
- g. Social Responsibility: We believe in the responsibility of individuals and organizations to contribute to society. We encourage students to be socially responsible and make a difference in their communities through volunteering, sustainability initiatives, and ethical business practices.
- h. Respect and Inclusion: We value diversity, respect differences, and create an

	<p>inclusive environment where all individuals are treated with fairness, dignity, and respect. We celebrate diversity of backgrounds, perspectives, and ideas, fostering an atmosphere of openness and acceptance.</p>
<b>Quality Policy</b>	<p>We aim to provide expertise in management and technical field through conducive educational environment and cater the expectations of Industry.</p> <p>We are committed in providing a quality education that transforms students into competent management and technology professionals while fostering their development as responsible citizens.</p>

<b>Quality policy</b>	<b>Strategies for implementation</b>
<b>Caters expectations of Industry</b>	<ul style="list-style-type: none"> <li>• The most important stakeholders of the Institute are the students which will go on becoming useful asset of industry. The expectations of industry and students regarding curriculum development, infrastructure, teaching learning, evaluation processes and students development programmes are mapped effectively. Feedback from students and employees and Alumni is considered very important for future changes as per the expectation of industry.</li> <li>• The Institute is closely associated with various industries from all sectors. The Industry Institute cell implements various connect programmes with industry like expert lectures and FDPs, Visits, Projects, Consultancy and also students mentoring by Industry experts.</li> <li>• The Institute has signed MOUs with many prestigious organizations and industries for collaboration at various levels.</li> <li>• The Institute has strong placement cell which supports the students by conducting various pre-placement activities.</li> </ul>

<p><b>Competent Management and skilled professionals</b></p>	<ul style="list-style-type: none"> <li>• Knowledge and skill are interdependent attributes which create ability to perform. At PIBM along with creating strong knowledge base for students through various subjects in the syllabus, due importance is given to develop technical in students through soft skill training , case study approach , practical orientation and problem solving techniques.</li> </ul>
<p><b>Development as Responsible Citizens.</b></p>	<ul style="list-style-type: none"> <li>• The human skills are equally important and to imbibe them with qualities for becoming responsible citizens, students are involved in various socially responsible initiatives.</li> </ul>

## Chapter 2- Institute Governance

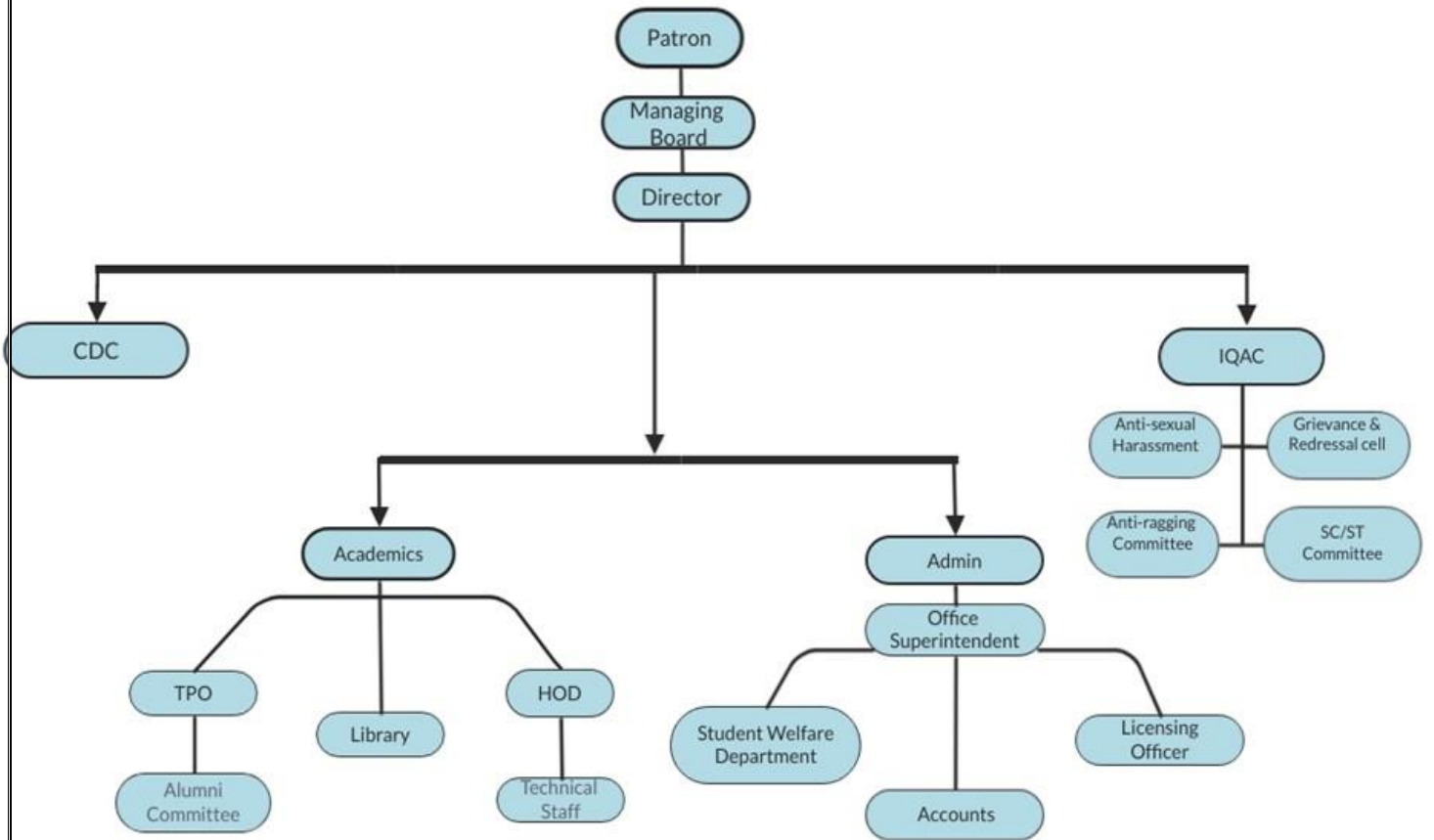
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# Organogram



1

**Committees and their role**

<p><b>Introduction</b></p>	<ul style="list-style-type: none"> <li>• The institute needs to Plan, Execute and Control different activities to actuate the vision and mission through systematic decision making.</li> <li>• The Institute adopts effective organizational structure with clear authority and responsibility given to each role and works on principle of participative decision making and shared responsibilities.</li> <li>• Participative decision making of the institute is done through formation of various committees for core processes as well as support processes with specific objectives to drive the Institute towards its goals. These committees function effectively for implementation of decisions and monitor the effectiveness of the policies and procedures.</li> <li>• The above work flow ensures participative as well as decentralized decision making. It also caters to the needs of every area and gives representation to every aspect, for overall development of the institution. This chapter discusses in detail about the actual management and functioning of the Institute through establishment of various committees.</li> </ul>
<p><b>Committee types</b></p>	<p>The Institute has constituted various statutory and non-statutory institute level, department level committees and sub committees with specific objectives to ensure effective implementation of plans and monitor the effectiveness of procedures.</p> <ol style="list-style-type: none"> <li>1. <b>Statutory committees</b> are constituted as per AICTE Regulations and Pune University Act 1994. The structure and function of these committees is as per statutes.</li> <li>2. <b>Non Statutory committees</b> are established by the institute permanently to execute various institutional activities. The non-statutory sub committees are formed on temporary basis whenever the need arises.</li> </ol>

<b>Composition and rules</b>	<ul style="list-style-type: none"> <li>• These committees are represented by Faculty, Staff and students [also external experts like industry representatives / academicians whenever essential]. The total number of members of each committee is decided as per requirement.</li> <li>• Each committee has tenure of five years .The committee meetings are held as per the schedule or as per the requirement.</li> <li>• The performance of each process is assessed and reviewed through internal audit periodically by IQAC and qualitative inputs are given accordingly.</li> </ul>
<b>Rationale</b>	<ul style="list-style-type: none"> <li>• To set the objectives of the committee with the help of the other committee members.</li> <li>• To conduct time to time meetings of the committee members and discuss a track of the objectives of the committee.</li> <li>• To conduct the activities of the committee with the help of committee members , faculty , staff and students</li> <li>• To record the minutes of the meetings and make the action plans for future.</li> <li>• To report and give the feedback to the Director about the activities</li> </ul>

## 1. Statutory Committees

A	Governing Body
	<p>The organization has a well-structured administrative setup with Governing Body as the highest decision-making body along with other functional bodies and committees</p> <p>The Governing Body shall have the authority to act in accordance with the provisions of the Institute's norms established by the following statutory bodies –</p> <ol style="list-style-type: none"> <li>1. All India Council for Technical Education (AICTE)</li> <li>2. Directorate of Technical Education (DTE)</li> <li>3. Admission Regulating Authority (ARA)</li> <li>4. Fees Regulating Authority and</li> <li>5. Savitribai Phule Pune University.</li> <li>6. Samaj Kalyan Vibhag</li> </ol>

## Functions

- Evolves the College's Vision, Mission, and Objectives and ensures that they are met.
- Ensures total academic and administrative autonomy in order to achieve the Institute's short and long-term goals.
- All policy decisions (Quality Policy, HR Policy, Admission Policy, Administration Policy, Finance, Alumni, IT Policy, Innovation & Incubation Policy etc. recruitment of staff, service book of teaching and non-teaching staff, conduct of staff and student academic and non-academic activities are made by the Governing Council.
- All issues pertaining to the Academic and Finance Committees are thoroughly discussed, and their recommendations/comments are forwarded to the concerned authorities.
- The Governing Body facilitates all required physical resources.
- Ensures the Regulatory Compliance of all decisions made by relevant authorities such as the Director
- Active participation in Accreditation process and initiating compliances towards several regulatory authorities (such as the NBA, NAAC, UGC, AICTE among others)
- Monitors the effectiveness of the Institute's non-statutory committees.
- Evolves the College's Vision, Mission, and Objectives and ensures that they are met.
- Ensures total academic and administrative autonomy in order to achieve the Institute's short and long-term goals.
- All policy decisions (Quality Policy, HR Policy, Admission Policy, Administration Policy, Finance, Alumni, IT Policy, Innovation & Incubation Policy etc. recruitment of staff, service book of teaching and non-teaching staff, conduct of staff and student academic and non-academic activities are made by the Governing Council.
- All issues pertaining to the Academic and Finance Committees are thoroughly discussed, and their recommendations/comments are forwarded to the concerned authorities.
- The Governing Body facilitates all required physical resources.
- Ensures the Regulatory Compliance of all decisions made by relevant

	<p>authorities such as the Director</p> <ul style="list-style-type: none"> <li>➤ Active participation in Accreditation process and initiating compliances towards several regulatory authorities (such as the NBA, NAAC, UGC, AICTE among others)</li> <li>➤ Monitors the effectiveness of the Institute's non-statutory committees.</li> </ul>
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### 1. College Development Committee:-

MAHARASHTRA ACT No. VI OF 2017 (First published, after having received the assent of the Governor in the "Maharashtra Government Gazette", on the 11th January 2017). An Act to provide for academic autonomy and excellence, adequate representation through democratic process, transformation, strengthening and regulating higher education and for "College Development Committee" means the College Development Committee constituted under section 97 of this Act. The CDC constitutes Institute core committee which represents the trust for smooth functioning of Institute.

B	College Development Committee(CDC)
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Chairperson of the Management</li> <li>• Secretary of the management</li> <li>• One HOD nominated</li> <li>• Three Teachers nominated – 3, one should be a woman</li> <li>• Non-Teaching Employee</li> <li>• Four local members – Education, Industry, Research, Social Service 1 should be an alumnus</li> <li>• IQAC coordinator</li> </ul>
	<ul style="list-style-type: none"> <li>• President and Secretary of the College Student Council</li> <li>• Director of the insitute as member secretary</li> </ul>
<b>Frequency of Meetings</b>	<ul style="list-style-type: none"> <li>• Four times in a year</li> </ul>
<b>Tenure</b>	<ul style="list-style-type: none"> <li>• 3 years</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>• To provide the guidance and support for efficient management of the institute.</li> </ul>

**Functions**

- The CDC will Prepare the budget and financial statements;
- Recommend to the management the creation of the teaching and other posts
- discuss the progress of studies in the college
- Make recommendations to the management for the improvement of the standard of teaching in the Institute
- Formulate proposals of new expenditure not provided for in the college budget;
- Advise the Director regarding the intake capacity of various classes,
- Consider and make recommendations on the inspection report, if any;
- Consider and make recommendations on the report of the local inquiry committee, if any

**C] Internal Quality Assurance Cell (IQAC):-**

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, it will channelize all efforts and measures of the institution towards promoting PIBM's holistic academic excellence.

The cell is constituted by the Institute to assess the Internal Quality of the Institute which reports to the College Development Committee and it works for dissemination and implementation of the quality policy of the Institute. The IQAC cell receives suggestions / plans and decisions from the academic advisory committees of each department as well as other committees related to quality issues. The IQAC cell then takes decisions regarding the same during its meetings

<b>C</b>	<b>Internal Quality Assurance Cell</b>
<b>Introduction</b>	The Institute constitutes Internal Quality Assurance Cell [IQAC] for dissemination and implementation of the quality policy of the Institute. The quality policy of the Institute is carefully drafted and is in line with the vision and mission of the Institute. The quality policy displays certain significant words and each one of them gives focused direction to the Institute for quality

	dissemination and implementation as follows:
<b>Objective</b>	<ul style="list-style-type: none"> <li>• To develop a quality system for consistent and catalytic action to improve the academic and administrative performance of the institute</li> <li>• To prepare quality policy of the institute and create awareness about the same</li> <li>• To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.</li> </ul>
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Director</li> <li>• Coordinator</li> <li>• HoDs of both the departments-2</li> <li>• Teaching representatives -4</li> <li>• One Industry Representative</li> <li>• One Local representative</li> <li>• Two Administrative representatives</li> <li>• Two students &amp; two Alumni representative</li> </ul>
<b>Frequency of Meetings</b>	<ul style="list-style-type: none"> <li>• Quarterly</li> <li>• Quorum of meeting shall be one third of the total number of members</li> <li>• Agenda, Minutes of meetings and Action Taken Report shall be documented with proper signatures</li> </ul>
<b>Tenure</b>	<ul style="list-style-type: none"> <li>• 5 years</li> </ul>
<b>Scope</b>	<ul style="list-style-type: none"> <li>• Shall engage in all the activities to improve the academic &amp; administrative performance and thereby assure quality enhancement of the institute.</li> </ul>
<b>Functions</b>	<ul style="list-style-type: none"> <li>• Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process</li> <li>• Development and application of quality benchmarks/ parameters for the various academic and administrative activities of the Institution</li> <li>• Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes</li> </ul>



- Dissemination of information on the 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 programmes/activities of the institute , leading to quality improvement
- Acting as a nodal agency for coordinating quality-related activities, including adoption and dissemination of good practices
- Development and maintenance of Institutional database
- through MIS for the purpose of maintaining /enhancing the institutional quality
- Development of Quality Culture in institute
- Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format
- To plan and implement the academic as well as administrative functions with the help of academic advisory body and various committees
- To monitor the teaching learning process and guide
- To advise and plan various activities and events for the betterment of the students
- To collect suggestion. feedback from stakeholders, employers and incorporate in the academic programme
- To evaluate the university curriculum and try to bridge the gap between industry requirement and curriculum through special programme and add on courses
- To coordinate faculty development programmes.
- To co-ordinate the academic mentoring and remedial coaching for academically weak students

<b>Effectiveness Criteria of IQAC</b>	<ul style="list-style-type: none"> <li>• Number of quality enhancement programs</li> <li>• Number of quality Audit conducted</li> <li>• Feedback received from all stake holders for continuous improvement &amp; corrective action taken</li> </ul>
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### Internal Quality Audit Function

The IQAC in the Institute works as a nodal agency to ensure the effective implementation of plan including inputs from departmental requirements various statutory and Institutional committees, feedback from stakeholders, accreditation committee by conducting quality audit at the end of each term .The IQAC conducts audit twice every year.

Audit reports are reviewed by IQAC which is then communicated to other committee members & top management for future action.

<b>Internal Quality Audit Function</b>	
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Director-1</li> <li>• IQAC Coordinator-1</li> <li>• Teaching Representatives-4</li> </ul>
<b>Frequency of audit</b>	<ul style="list-style-type: none"> <li>• Twice a year</li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To review the overall functioning of all Statutory and Institutional committees</li> <li>• To give suggestion for more efficient working</li> <li>• To monitor the outcome of activities implemented</li> <li>• To ensure effective implementation and improvement in Institutional functioning.</li> <li>• To communicate the audit report to IQAC Co-ordinator</li> <li>• To take appropriate action through effective review of the auditreport.</li> </ul>
<b>Scope</b>	<ul style="list-style-type: none"> <li>• It shall include all activities that is associated with review, monitor and analysis of Academic, Finance and Administrative Audit</li> </ul>
	<ul style="list-style-type: none"> <li>• Process Manual</li> </ul>

<b>Inputs</b>	<ul style="list-style-type: none"> <li>• Committees formed for various functions</li> <li>• Quality Policy</li> <li>• Compliance norms – specified committee wise</li> </ul>
<b>Audit Process</b>	<ul style="list-style-type: none"> <li>• Audit Parameters for each institutional Process / Committee</li> <li>• Auditing for adherence of stated objectives, calendar activities, documents, process, outcomes.</li> <li>• Resultant compliance/noncompliance Reports</li> <li>• Communication to Process Owner/Head of the committee</li> <li>• Follow up on compliance</li> <li>• Receiving compliance report from the committee</li> </ul>
<b>Outcome</b>	<ul style="list-style-type: none"> <li>• Monitoring the efficiency and effectiveness of stated objectives</li> <li>• Ensuring quality policy adherence</li> <li>• Smooth and hassle free working of the institute</li> </ul>
<b>SOP on Feedback Policy</b>	
	<ul style="list-style-type: none"> <li>• The institute take the curriculum feedback from the all the stakeholders i.e. faculty, students, alumni and employer at the end of each academic year.</li> <li>• The separate feedback form is prepared for all the stakeholders in meeting with the Director, IQAC and HOD of MBA and MCA.</li> <li>• The finalized feedback form is uploaded on the institute website. The web link of the same is sent to all the stakeholders through whatsapp and mail.</li> <li>• The Feedback form is analyzed and corrective action are taken as and where it is needed</li> </ul>

## Research Cell Policy

Pratibha Institute of Business Management focuses on cultivating a research environment and promoting research activities among students and faculty. The research centre of the institute facilitates conducive culture to innovate solutions and resolve challenges in society and industry. Research centre is there to develop, implement and monitor the Research, Extension projects and Consultancy Program of the institute.

	<b>Research Advisory committee</b>
<b>Aim</b>	<ul style="list-style-type: none"> <li>To provide advice and guidance for future growth on research related issues to the research center a “Research Advisory Committee” is constituted with experts from various research Institutes.</li> </ul>
<b>Composition</b>	<ul style="list-style-type: none"> <li>Director</li> <li>Research Head</li> <li>4 other Institutes’ Heads Or Research Centres’ Heads</li> <li>Librarian</li> </ul>
<b>Institutional Financial Assistance</b>	<ul style="list-style-type: none"> <li>Any Permanent faculty member of the institute may avail the financial assistance from the institute for the purpose of research publication /attending seminars /workshops upto the .Amount of Rs.10, 000 per year.</li> </ul>
<b>Functions</b>	<ul style="list-style-type: none"> <li>To review the research proposal and finalize the topic of research</li> <li>To guide the research scholar to develop the study design and methodology of research and identify the course(s) of interest.</li> <li>To periodically review and assist in the progress of the research work of the research scholar.</li> <li>A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance.</li> <li>The six monthly progress reports shall be submitted by the Research Advisory Committee to the Research Centre.</li> <li>In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures.</li> <li>A plagiarism report of the thesis shall be monitored by the Research Advisory committee</li> </ul>
	<b>Research Centre</b>
<b>Composition</b>	<ul style="list-style-type: none"> <li>Chairman-1</li> <li>Secretary-Research Head</li> <li>3 Other Faculty Representatives</li> </ul>

**Research Centre**

- To enroll research scholars for doctoral programme
- To Follow SPPU guidelines for Doctoral Program
- To Maintain the Documents and records accordingly.
- To motivate faculty members to establish expertise and credibility in

<p><b>Objective</b></p>	<p>select areas of research in management.</p> <ul style="list-style-type: none"> <li>• To encourage faculty and students toward research activities</li> <li>• To provide an eco-system for innovation and entrepreneurship</li> <li>• To provide support for collaboration and extension outreach activities to enrich the research culture.</li> <li>• To stay informed about new research techniques, the state of research results and research topics of relevance to their various specialities or fields of study.</li> </ul> <p><b>Projects and Consultancy</b></p> <ul style="list-style-type: none"> <li>• To Undertake the projects and consultancy assignments departmentwise</li> <li>• To depute faculty members and students teams</li> <li>• To discuss the methodologies and content and list phase wise activity</li> <li>• To prepare and action plan and implement .</li> <li>• To maintain appropriate documentation and reports for the same</li> <li>• Departments to individually maintain the documentary record and</li> <li>• submit the semester end report to the Research Committee Chairman for information</li> </ul>
<p><b>Functions</b></p>	<ul style="list-style-type: none"> <li>• Facilitate the Ph.D. course framework as per the guidelines of Savitribai Phule Pune University.</li> <li>• Motivate and mentor students to participate in various research-related activities like Hackathons, business plan contests, and other significant challenges</li> <li>• Plan and carry out research related seminars, panel discussions and lecture series for the benefit of the Research scholars and faculty members of the Institutes in particular and for the benefit of the academic community in general.</li> <li>• Collaborate with leading Universities, B Schools, research institutions, industry and professional societies for organizing conferences and conducting research leading to high quality publications such as cases, books, conceptual &amp; empirical research papers and research reports</li> <li>• Encourage the faculty members &amp; students for research initiatives in form of paper presentation in conferences at national &amp; international level.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare faculty members &amp; students for writing and publishing research paper.</li> <li>• Develop the aptitude for entrepreneurship in students by arranging the lectures or by involving them in various such activities in the Institute.</li> <li>• Engage ,Co-ordinate and monitor all activities related to Research, Extension Projects and consultanc</li> </ul>
<b>Frequency of the Meetings</b>	<ul style="list-style-type: none"> <li>• Thrice a year or as per the requirement</li> </ul>

**Research And Extension Documents and Records**

**Research Centre**

- Research Centre Proposal and Approval
- Research Centre Correspondence files
- Circulars, Activity Reports
- All documents pertaining to Research Centre functionalities
- Published papers of staff & students

**Projects and Consultancy**

- Certificate of appreciation
- Project Details, Sanctioning Authority, Project Report, Financial Audit Report, Submission , correspondence
- Consultancy – MOU, Correspondence File, Task undertaken, Resource Allocation, Activity Plan, complete Report.

**Project and Consultancy (Departmental)**

The Project consultancy committee is to promote research projects, deliver quality research outputs , develop the aptitude for entrepreneurship in students by facilitating the dissemination of knowledge through expertise of experienced and knowledgeable person from industry

/Academics through consultancy and research projects

<b>Composition</b>	<ul style="list-style-type: none"> <li>• Chairman-1</li> <li>• Secretary-1</li> <li>• Member-2</li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To promote and encourage the faculty members &amp; students to undertake research projects and consultancy work.</li> <li>• To guide research projects at Institute level, University level, State level &amp; National level.</li> <li>• To undertake various research projects, sponsored project in coordination with the Industry–Institution Interaction committee.</li> <li>• To undertake training and consultancy for industry and professional bodies.</li> <li>• To generate funds through active training and consultancy work</li> </ul>
<b>Frequency of The Meetings</b>	<ul style="list-style-type: none"> <li>• Twice in a year</li> </ul>
<b>Functions</b>	<ul style="list-style-type: none"> <li>• To allocate projects to faculty members and students</li> <li>• To promote collaborative activities and consultancy work.</li> <li>• To sign MOU with industry and Professional bodies for mutual benefits.</li> <li>• To give consultancy services for achieving process excellence</li> </ul>
1	<ul style="list-style-type: none"> <li>• <b>Assigning research project to faculty</b></li> </ul>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>• Receiving proposal from faculty members</li> <li>• Organizing presentation of concerned faculty of proposed research</li> <li>• Notification and approval processes.</li> <li>• Cost benefit analysis</li> <li>• Assessment of risks associated</li> <li>• Progress and final reporting</li> <li>• Financial management and profit sharing.</li> <li>• To maintain all the documents related to Projects</li> </ul>



<b>2</b>	<ul style="list-style-type: none"> <li>• <b>Consultancy procedure</b></li> </ul>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>• Identification of industries for consultancy and developing an association with them</li> <li>• Identification of the area for consultancy in the industry</li> <li>• Sharing the expertise mutually</li> <li>• Creating a network with Industries and Professional organization through meetings and interactions.</li> <li>• Developing Industrial &amp; Academic relationship and confirm mutual benefits</li> <li>• Discussion with industry interaction cell</li> <li>• To maintain all the documents related to Consultancy</li> </ul>
<b>Effectiveness Criteria</b>	<ul style="list-style-type: none"> <li>• Number of consultancy given in association with industries and corporates</li> <li>• Number of Collaborations/MOU's signed</li> </ul>

<b>Projects and Consultancy Documents and Records</b>	
<ul style="list-style-type: none"> <li>• Consultancy records</li> <li>• Consultancy brochure</li> <li>• MOU's signed with industries</li> <li>• Synopsis of projects undertaken by faculty members</li> <li>• Projects and project report completed by staff &amp; students</li> <li>• Feedback analysis</li> </ul>	

### **E. Grievance Redressal Committee for Students**

The Grievance Redressal Committee is a statutory committee with a mandate to hear, deal with and settle grievances of Students, Faculty Members and other Staff of the Institute. The committee is made up of seven people and established as per the regulations mentioned in AICTE Act, 1987, Redressal of Grievance of Students Regulation, 2019 vide F.No.1-101/PGRC/AICTE / Regulation / 2019 dated 07.11.2019 and Appendix 6.3.2.

E	Grievance Redressal Cell
<b>Policy</b>	PIBM is committed to developing and maintaining an effective, timely, fair and equitable grievance handling system which is easily accessible to all complainants(Faculty/Staff and students)
<b>1</b>	<b>Student Redressal Committee</b>
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Director as Chairperson</li> <li>• Secretary</li> <li>• Ombudsman, nominee university of Pune -1</li> <li>• Departmental HOD-2</li> <li>• One Senior Faculty (not below Associate Professor) as Member.</li> <li>• One student representative</li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To develop a culture that views grievances as an opportunity to improve the organization and how it works;</li> <li>• To set in place a grievance handling system that is client focused and helps PIBM to prevent grievances from recurring;</li> <li>• To ensure that any grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality</li> <li>• To ensure that the views of each complainant and respondent are respected and that any party to a grievance is not discriminated against nor victimized</li> <li>• To ensure that there is a consistent response to grievances.</li> <li>• To develop an organizational framework to promptly address and resolve grievances of Faculty Members &amp; Other Staff, Students fairly and equitably.</li> <li>• To ensure that, there is no laxity in terms of fair-deal with the Faculty Members &amp; Other Staff, Students.</li> <li>• To ensure effective solution to the grievances of Faculty Members &amp; Other Staff, Students through an impartial and fair approach.</li> <li>• To address the academic and administrative problems of the students.</li> </ul>

	<ul style="list-style-type: none"> <li>To provide satisfaction to the Faculty Members &amp; Other Staff.</li> </ul>
<b>Frequency of Meetings</b>	<ul style="list-style-type: none"> <li>Twice a year and as &amp; when required.</li> </ul>
<b>Tenure</b>	<ul style="list-style-type: none"> <li>3 years</li> </ul>
<b>Scope</b>	<ul style="list-style-type: none"> <li>The Grievance Committee shall consider grievances of students of the institution</li> </ul>
<b>Procedure</b>	<p><i>Admission related grievances</i></p> <ul style="list-style-type: none"> <li>A complaint from an aggrieved student member relating to the institution shall be addressed to the Chairperson, Grievance Redressal Committee (GRC). ii. The GRC shall send its report with recommendations, if any, to the concerned DTE or University and a copy thereof to the aggrieved person, within a period of 15 days from the date of receipt of the complaint. iii. In case person is not satisfied with the decision of Grievance Redressal Committee, they may appeal to the concerned affiliating University/State DTE for redressal of their grievance.</li> </ul> <p><i>Other Grievances</i></p> <ul style="list-style-type: none"> <li>An Institution shall furnish, prominently, on its website, all relevant information in respect of the Grievance Redressal Committee(s) coming under its purview. The departmental level grievances are attended by the concerned coordinators, Mentors and Department Heads.</li> <li>Unresolved grievances at the departmental level and association level are referred to as the Grievance Redressal Cell of the institution.</li> <li>The aggrieved member shall register his/her petition in the Grievance Redressal register in prescribed form which is available in the office.</li> <li>The grievance committee will meet and listen carefully on the urgency of the complaint.</li> <li>The grievance committee shall look into the petition, discuss with the concerned faculty members and other staff of the Institute and refer to the relevant documents and give its solution to the concern person in writing</li> </ul>

	<p>or give the recommendations to the management with consensus ( if required).</p> <ul style="list-style-type: none"> <li>Grievances not resolved by the Student Grievance Redressal Committee shall be referred to the Ombudsperson, within the time period provided in these Regulations.</li> </ul>
<b>Functions</b>	<ul style="list-style-type: none"> <li>To consider all grievances submitted in writing by any member of the Students of the Institute.</li> <li>To access all files confidential or otherwise relevant to the individual's grievance.</li> <li>To study the application and after looking into the relevant documents discuss with those concerned.</li> <li>To submit its recommendations and report to the Director as expeditiously as possible</li> <li>To make final settlement of any grievance within a reasonable period</li> </ul>
	<b>Grievance Redressal Cell (GRC) for Faculty / Staff:</b>
<b>Introduction</b>	It is mandatory for all Technical Institutions to address the grievances of faculty/staff members including service matters at the Institution level itself. A Grievance Redressal Committee (GRC) for faculty/staff members shall be constituted by each Institution to look into the grievances of the faculty/staff members.
<b>Scope</b>	The Grievance Committee shall consider grievances of faculty/ staff of the institution
<b>Composition</b>	<p>The composition of the GRC shall be as follows:</p> <ul style="list-style-type: none"> <li>Director of the Institution as Chairperson</li> <li>One Senior Professor of the affiliating University as a Member</li> <li>One official from University or State DTE (Directorate of Technical Education) (to be nominated by DTE/University Vice Chancellor) as a Member</li> <li>One Senior Faculty (not below Associate Professor) as Member.</li> </ul>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>A complaint from an aggrieved faculty/staff member relating to the</li> </ul>

institution shall be addressed to the Chairperson, Grievance Redressal Committee (GRC).

- The GRC shall send its report with recommendations, if any, to the concerned DTE or University and a copy thereof to the aggrieved faculty/staff member, within a period of 15 days from the date of receipt of the complaint.
- In case faculty/staff is not satisfied with the decision of Grievance Redressal Committee, they may appeal to the concerned affiliating University/State DTE (in case of diploma institute) for redressal of their grievance. The University level or DTE level Grievance Redressal Cell established by the University or DTE shall address such grievances and settle the matter at State/University level. An Institution shall furnish, prominently, on its website, all relevant information in respect of the Grievance Redressal Committee(s) coming in its purview.

#### **F. Internal Complaints Committee/ Anti sexual harassment committee**

The Parliament of India passed the “Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act,” in the year 2013. The ACT provides protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for the matters connected therewith or incidental thereto. The guidelines explicitly state the following: “It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolutions, settlement, or prosecution of acts, of sexual harassment by taking all steps require.”

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

<b>Internal Complaints Committee</b>	
	Responsibilities of the Technical Institution as per Gender Sensitization, prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions (All India Council for Technical Education Regulations, 2016).
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Presiding Officer (Woman Senior faculty member)-1</li> <li>• Secretary-1</li> <li>• NGO Representative -1</li> <li>• Faculty members -2</li> <li>• Non-teaching staff -2</li> <li>• Student Representative-3</li> </ul>
<b>Frequency</b>	<ul style="list-style-type: none"> <li>• Twice a year</li> </ul>
<b>Tenure</b>	<ul style="list-style-type: none"> <li>• 3 years</li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of girls and women.</li> <li>• To ensure the implementation of the policy in letter and spirit by undertaking all necessary and reasonable steps</li> <li>• To constitute appropriate committees for purposes of gender sensitization</li> <li>• To conduct enquiries into complaints of sexual harassment.</li> <li>• To uphold the commitment of the institute to provide an environment free of discrimination and violence against women.</li> <li>• To generate public opinion against sexual harassment of women</li> <li>• employees /girl students in the Institute</li> </ul>
<b>Scope</b>	<ul style="list-style-type: none"> <li>• Shall engage in all activities in Promoting, Creating Awareness, and Providing Protection to all Girl Students /Women Employees within the Institute.</li> <li>• Shall be applicable to all complaints pertaining to sexual Harassment.</li> <li>• Publicly notify the provisions against sexual harassment and ensure their wide dissemination</li> <li>• Include in its Web Site, prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and</li> </ul>

	<p>make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on</p> <ul style="list-style-type: none"> <li>• Organise Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations. d.</li> <li>• Organise regular orientation or training Programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity e.</li> <li>• Act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation</li> </ul>
<p><b>Functions</b></p>	<ul style="list-style-type: none"> <li>• Ensure a safe environment free from Sexual Harassment for women including prevention and deterrence of Sexual Harassment.</li> <li>• Prepare and prominently display the policy for the prevention and prohibition of Sexual Harassment.</li> <li>• Maintain a proactive program to educate all members as to the definition of sexual harassment and procedures for redressal.</li> <li>• Undertake workshops and training programmes at regular intervals for sensitizing the members.</li> <li>• Prominently display notices in various places spreading awareness about the issue of “Sexual Harassment at the institute” and giving information for the Redressal mechanism that has been put in place and encouraging women to file their grievances.</li> <li>• Facilitate initiation of proceedings under this policy through the institution of committee against sexual harassment for redressal of an act/s of sexual harassment.</li> </ul>

<p><b>Preventive and remedial steps</b></p>	<p><b>Preventive steps.</b></p> <ol style="list-style-type: none"> <li>1. To facilitate a safe environment that is free of sexual harassment.</li> <li>2. To promote behaviours that create an atmosphere that ensures gender equality and equal opportunities.</li> </ol> <p><b>Remedial steps.</b></p> <ol style="list-style-type: none"> <li>1. To ensure that the mechanism for registering complaints is safe, accessible, and sensitive.</li> <li>2. To take cognizance of complaints about sexual harassment, conduct enquiries, aid, and redressal to the victims, recommend penalties and act against the harasser, if necessary.</li> <li>3. To advise the competent authority to issue warnings or take the help of the law to stop the harasser if the complainant consents.</li> <li>4. To seek medical, police and legal intervention with the consent of the complainant.</li> <li>5. To decide for appropriate psychological, emotional, and physical support (in form of counselling, security, and other assistance) to the victim if so desires.</li> </ol>
<p><b>Reports need to be submitted</b></p>	<ul style="list-style-type: none"> <li>• Number of complaints of sexual harassment received in the year</li> <li>• Number of orientation or training Programmes carried out for the members of the ICC to deal with complaints</li> <li>• Number of complaints disposed of during the year</li> <li>• Number of cases pending for more than 90 days</li> <li>• Number of Workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment</li> <li>• Nature of action taken by the Technical Institution against the perpetrator</li> </ul>
<p><b>Jurisdiction</b></p>	<ul style="list-style-type: none"> <li>• The policy and the rules &amp; regulations would apply to all students, faculty and nonteaching staffs on active roles of PIBM. The policy and the rules &amp; regulations would also apply to service providers and outsiders who may be within the territory of the PIBM at time of commission of the act coming under the purview of the policy.</li> </ul> <ol style="list-style-type: none"> <li>1. The policy would apply inside the campus but also on off-campus official duty (workshops, field work, group holidays/excursions organized by PIBM, interviews/meeting with outside people and any other activity</li> </ol>



	<p>organized by PIBM outside the campus including the period of travelling for such activity).</p> <p>2. In particular, the rules and procedures laid down in this policy shall be applicable to all complaints of sexual harassment made:</p> <ul style="list-style-type: none"> <li>• By a student against a member of the academic or non-teaching staff or a co student or by a member of the academic or non- teaching staff against a student or another member or the academic or non-teaching staff in either case, irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.</li> <li>• By a service provider or an outsider against a student or a member of the academic or non-teaching staff or by a student or a member of the academic or non-teaching staff against an outsider or a service provider, if the sexual harassment is alleged to have taken place within the campus.</li> </ul>
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**G. Equal Opportunity Cell**

Equal Opportunity Cell Or SC/ST is a statutory committee with a mandate to look after the welfare of the SC/ST students and to implement the reservation policy for SCs/STs in the institutes. The committee shall not engage in any political activities.

The Committee is made up of **Seven members** as per the Scheduled Castes and the Scheduled Tribes (prevention of Atrocities Act, 1989, No.33 of 1989 dated 11.09.1989)

<b>Composition</b>	<ul style="list-style-type: none"> <li>• Chairman</li> <li>• Secretary</li> <li>• 5 Members</li> </ul>
<b>Frequency of Meetings</b>	Twice a year and as per requirements
<b>Tenure</b>	One Year
	<ul style="list-style-type: none"> <li>• To implement the reservation policy for SCs/STs in the Universities and Institute.</li> <li>• To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non- teaching positions in the universities and in the affiliating Institute and analyze the data showing the</li> </ul>

<p><b>Objectives</b></p>	<p>trends and changes towards fulfilling the required quota.</p> <ul style="list-style-type: none"> <li>• To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.</li> <li>• To implement, monitor and evaluate continuously the reservation policy in universities and colleges and plan measures for ensuring effective implementation of the policy and programme of the Government of India.</li> </ul>
<p><b>Scope</b></p>	<p>Implement the reservation policy for SCs/STs in the Institute.</p>
<p><b>Functions</b></p>	<ul style="list-style-type: none"> <li>• To circulate Government of India and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the universities and Colleges for different courses, in forms prescribed, by a stipulated date, and to take follow up action, where required.</li> <li>• To circulate Government of India orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the Universities and Colleges, in suitable forms by a stipulated date and take follow up action where required.</li> <li>• To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the Commission.</li> <li>• To analyze the information collected above and prepare reports and digests forward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.</li> <li>• To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in Universities/Colleges.</li> </ul>

	<ul style="list-style-type: none"> <li>• To monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and university.</li> <li>• To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems.</li> <li>• To maintain a register for employment of SCs/STs in the University and Colleges for the candidates belonging to SC/ST communities for various posts in the university/colleges.</li> <li>• Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations.</li> <li>• The SC/ST Cell exclusively looks after the work related to SC/STs matters and no other work is assigned to the Cell.</li> <li>• If the required data is not submitted by the given date, UGC reserves the right to withhold either plan or non-plan grant until the required information/data is received. Hence, the universities/colleges are advised to supply the necessary information as required.</li> </ul>
<p><b>Documents to be Maintained</b></p>	<ul style="list-style-type: none"> <li>• Information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in Colleges for different courses, in forms prescribed, by a stipulated date.</li> <li>• Circulars - Government of India orders and Commission's decisions</li> <li>• Data in respect of appointment, training of these communities in teaching and non-teaching posts</li> <li>• Reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the Commission.</li> <li>• Remedial Teaching Record for SC/ST students</li> <li>• Record of Grievances of SC/ST students and employees(If Any)</li> <li>• Register for employment of SCs/STs</li> </ul>

## H. Anti-Ragging Committee

The Anti-Ragging Committee is a statutory committee with a mandate to ensure discipline in the students, to hear and settle issues pertaining to ragging. The committee is made up of nineteen people and established as per the regulations mentioned in AICTE Act, 1987.

Anti-Ragging Committee	
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Director of the Institute – Chairman</li> <li>• Professor-Secretary</li> <li>• Teaching Representatives -5</li> <li>• Civil and police Admin Representatives -1</li> <li>• Local Media Representatives -1</li> <li>• NGO Representatives-1</li> <li>• Parent Representatives -2</li> <li>• Student Representatives -8</li> </ul>
<b>Frequency Of Meetings</b>	<ul style="list-style-type: none"> <li>• Twice in a year and as per the requirement</li> </ul>
<b>Tenure</b>	<ul style="list-style-type: none"> <li>• 3 years</li> </ul>
<b>Policy</b>	<ul style="list-style-type: none"> <li>• Ragging is strictly prohibited in or outside the campus of PIBM.</li> <li>• All students shall familiarize themselves with rules/regulations/guidelines code of conduct, anti-ragging measures and discipline of PIBM.</li> <li>• All students admitted in the institute and their parents will submit an affidavit regarding anti-ragging within one month of their admission.</li> <li>• Any student who suffers ragging or notices the occurrence of ragging shall immediately report the event to the concerned authority.</li> <li>• Incidences of ragging can be reported to any member of Anti-ragging squad, Anti-ragging committee of the Institute.</li> <li>• Students may report incidence of ragging either orally or in writing. They may also report the incident in person or by phone. The anonymity of the caller will be maintained.</li> <li>• Any victim of ragging not satisfied with the action taken by the Head of the</li> </ul>

	<p>Institution or by the University may submit an appeal in writing to report the event to the local police</p>
<p><b>Objective</b></p>	<ul style="list-style-type: none"> <li>• To prevent and eradicate ragging in the campus and thereby provide healthy environment to the students.</li> <li>• To maintain Secured and safe atmosphere for the students</li> <li>• To ensure compliance with the provision of these regulations as well as the provisions of any law concerning ragging for the time being in force.</li> <li>• To maintain discipline in the institution and take necessary disciplinary actions with the help of Anti Ragging Squad</li> <li>• To enquire into the matters that lead to dissatisfaction of the students</li> <li>• To create awareness to the students regarding legal consequences after ragging</li> </ul>
<p><b>Scope</b></p>	<ul style="list-style-type: none"> <li>• Shall maintain discipline of the students within the premises of the institute</li> </ul>
<p><b>Function</b></p>	<p>Anti-ragging Committee will,</p> <ul style="list-style-type: none"> <li>• Appoint Anti Ragging Squad</li> <li>• Shall supervise and monitor all activities of Anti Ragging Squad</li> <li>• Maintain the vigilance, oversight and patrolling functions and shall remain mobile, alert and active. <ul style="list-style-type: none"> <li>• Make surprise visits on hostel, and other places vulnerable to such incidents.</li> <li>• Inspect such places whenever necessary.</li> </ul> </li> <li>• Conduct an on the spot enquiry into any incidents of ragging referred to it by the head of the institution or any other member</li> <li>• If found guilty, the culprits will have to face the action / trial as per the guidelines of hon'ble supreme court judgment[ given in annexure ]</li> </ul>

## I. Student Welfare Cell

The Student Welfare Cell is a statutory committee with a mandate to look after the welfare of the students and to promote and co-ordinate the extracurricular activities of different student associations for better life. The council shall not engage in any political activities.

The council is made up of thirteen people as per the provisions of Section 40(1) of Maharashtra University Act, 1994. The Institute has formed a club “under student welfare council.

The student’s council is formed with an aim to enhance communication between students, management and staff and to promote an environment conducive to educational and personal development.

<b>Student Welfare Cell</b>	
<b>Composition</b>	<ul style="list-style-type: none"><li>• Chairman-1</li><li>• Teaching Representative-2</li><li>• Sports Faculty-1</li><li>• Student Representative-10</li></ul>
<b>Frequency of Meetings</b>	<ul style="list-style-type: none"><li>• Twice a year and as &amp; when required</li></ul>
<b>Tenure</b>	<ul style="list-style-type: none"><li>• 3 years</li></ul>
<b>Objectives</b>	<ul style="list-style-type: none"><li>• To look after the welfare of the students</li><li>• To create and provide a forum to participate in cultural activities.</li><li>• To make all rules relating to discipline or welfare of the students, sports, extension work, social work, students’ health</li><li>• To communicate its views, observations and recommendations to any authority of the University in respect of any matter which concerns the students</li><li>• To take such steps as are necessary for the general welfare of students</li></ul>
<b>Scope</b>	<ul style="list-style-type: none"><li>• Student welfare committee considers all activities pertaining to welfare of the students.</li></ul>
	<ul style="list-style-type: none"><li>• To communicate and report IQAC and to the Academic Council, the observations affecting student life on the campus, co-curricular and extra-curricular activities in the University;</li></ul>

<b>Functions</b>	<ul style="list-style-type: none"> <li>• To communicate and report IQAC and to the Academic Council in respect of all rules relating to discipline or welfare of the students matters as may be specified in the Statutes</li> <li>• To communicate its views, observations and recommendations to any authority of the University in respect of any matters relating to the students.</li> <li>• The Chairman of the Student's Council has a final authority so as to decide whether a matter does or does not concern the students.</li> <li>• To take such steps as are necessary for the general welfare of students;</li> <li>• To exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the Statutes, Ordinances or Regulations.</li> </ul>
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### J. Divyang Cell

The National Education Policy (NEP) 2020 emphasizes equal opportunity for education for all, irrespective of caste, Gender and abilities including Persons with Disabilities (PwDs). The policy touches several grounds to address issues surrounding identification and engagement of students with disabilities, along with the creation of an enabling ecosystem.

<b>Policy for physically disabled students</b>	
<b>Title</b>	<ul style="list-style-type: none"> <li>• Policy for equal opportunity and easy access to physically handicapped or disabled students / faculty members / any other visitor</li> </ul>
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Senior Faculty- Chairperson</li> <li>• Male/Female student- 1</li> <li>• Faculty -1</li> <li>• Non-teaching staff- 1</li> <li>• NGO Representative-1</li> </ul>
<b>Policy Aim</b>	<ul style="list-style-type: none"> <li>• To ensure equal accessibility of all facilities to the physically disabled /Handicapped students</li> </ul>
	<ul style="list-style-type: none"> <li>• To reserve special quota for physically handicapped students in the admission process.</li> <li>• To promote equal opportunity of learning to the disabled students as any other students</li> </ul>

<b>Objectives</b>	<ul style="list-style-type: none"> <li>To create conducive environment to the disabled/Handicapped students</li> <li>To give access to all required areas for learning.</li> </ul>
<b>Policy Applicability</b>	<ul style="list-style-type: none"> <li>All disabled/handicapped students, Staff members of the Institute are entitled to make use of the facilities exclusively provided for them</li> </ul>
<b>Fuctions</b>	<ul style="list-style-type: none"> <li>To create awareness among stakeholders in the area of equal opportunities on a regular basis.</li> <li>To address special needs of the students pertaining to teaching-learning process.</li> <li>To provide special assistance in training and placement of students with disabilities.</li> <li>To promote disabled friendly teaching-learning process such as making use of modern tools and assistive technologies.</li> </ul>
<b>Policy Details</b>	<ul style="list-style-type: none"> <li>The main entrance and exit of the Institute be easily identifiable and accessible.</li> <li>The front gate be wide and able to accommodate the needs of differently abled students and visitors</li> <li>Emergency exits be easily identifiable and accessible</li> <li>Extra time or writer assistance be provided for handicapped students on producing proper certificate for University exams.</li> <li>Special seating arrangement to be made for such students.</li> <li>Students with partial visual impairment be allotted front seat, for better viewing in classrooms.</li> <li>Separate toilet with required facilities be provided for physically disabled students</li> <li>Lift is provided for Divyangjan students.</li> </ul>

### K. Electoral Literacy Club

<b>Policy for Electoral Literacy Club</b>	
<b>Title</b>	<ul style="list-style-type: none"> <li>Electoral Literacy Clubs (ELC's) are platforms to engage school students, college students and people in villages through interesting activities and hands-on experience to sensitise with their electoral rights.</li> </ul>



	<p>It is constituted at the behest of Election Commission of India (ECI) in all the educational institution with a motive to aware and ensure the participation of youth &amp; future voters who are pillars of Indian democracy.</p>
<p><b>Composition</b></p>	<ul style="list-style-type: none"> <li>• Dr.Sachin Borgave –Chairman</li> <li>• Prof.Meenal Gupta –Secretary</li> <li>• Prof.Rupali Deshpande –Member</li> <li>• Prof.Sanyukta Borse –Member</li> </ul>
<p><b>Policy Aim</b></p>	<ul style="list-style-type: none"> <li>• Electoral literacy club aims at strengthening the culture of electoral participation among young and future voters.</li> </ul>
<p><b>Objectives</b></p>	<ul style="list-style-type: none"> <li>• The main objective of ELC is to promote awareness of ‘Right to vote’ among students, faculty members and community at large.</li> <li>• -To enable critical thinking on issues related to election rights, democracies and its processes.</li> <li>• – ELC works to educate the future voters about enrolment, and other electoral process like EVM/VVPAT.</li> <li>• -To develop a culture of electoral participation and maximize the ethical voting and follow the principle ‘Every vote counts’ and ‘No voters to be left behind’.</li> </ul>
<p><b>Policy Details</b></p>	<ul style="list-style-type: none"> <li>•</li> <li>• Developing the practice of informed and ethical electoral participation is vital to invest in the future of democracy. Under its flagship program ‘Systematic Voters’ Education &amp; Electoral Participation (SVEEP), the Election Commission of India carries out various interventions for strengthening and enhancing quality electoral participation.</li> <li>• The Election Commission of India is now rolling out its ambitious project ‘Electoral Literacy Clubs’ for mainstreaming electoral literacy in colleges and institutes .</li> </ul>

## L.NEP Cell

<b>Policy for NEP Cell</b>	
<b>Title</b>	As per the instructions of Savitribai phule pune university ,NEP Cell is Functional
<b>Composition</b>	Sachin Annasaheb Borgave-President Dr. Pallavi Chugh-Member Secretary Mr. Gururaj Dangare-Member Dhanashri Patil-Student Representative
<b>Policy Aim</b>	The National Education Policy (NEP) 2020 of India aims to transform the educational landscape of the country. Ensuring access to quality education for all, including disadvantaged and underrepresented groups, while reducing barriers to education, such as poverty, gender, and geography. Promoting holistic development by emphasizing not only academics but also life skills, critical thinking, creativity, ethics, and social responsibility.

## Objectives

- .To facilitate NEP implementation .The cell ensures effective implementation of NEP 2020 recommendations at the institutional level .
- To focus on multidisciplinary learning and holistic education
- To focus on Teacher training and development
- To promote research and development and inculcate the culture of innovation.

## 2. Non –Statutory Committees

### A. Examination Committee

The Examination Committee is established to conduct Internal and External Examination of the institute. It decides plans and procedures for conducting the exams smoothly. There are two types of examinations conducted in the institute

- i] University examination
- ii] Internal examination

The university examinations are mainly coordinated by the administrative office along with faculty support .Whereas the internal examinations is the responsibility of the department and it is the part of departmental teaching learning process.

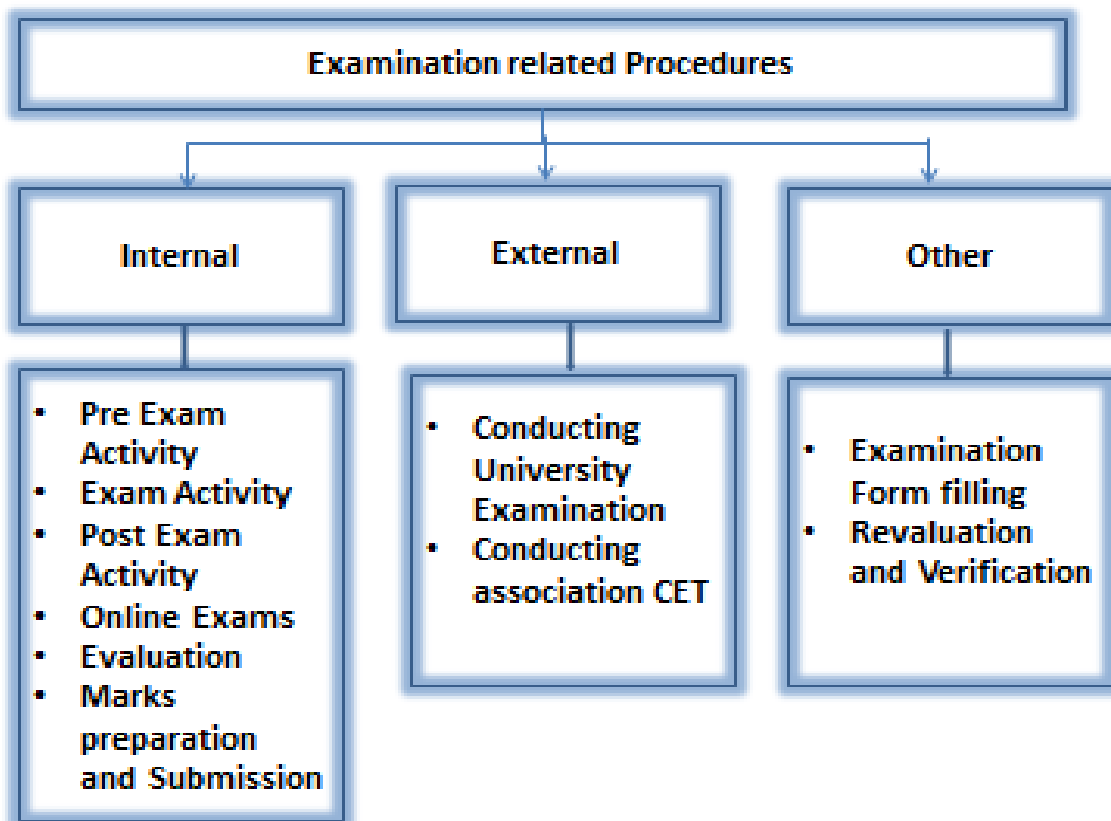
<b>A. Examination Committee</b>	
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Chairman-1</li> <li>• Secretary-1</li> <li>• Co-ordinators-2</li> <li>• Members-4</li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To plan for the assessment/evaluation as an indicator for evaluating student performance, achievement of classroom training as well as overall learning</li> <li>• To monitor and communicate the progress and performance of students through the duration of the course/programme</li> <li>• To ensure effective implementation of the evaluation reforms of the university by the institute.</li> <li>• To evaluate the students achievement with the help of formative and summative evaluation approaches.</li> </ul>
<b>Frequency of the meetings</b>	<ul style="list-style-type: none"> <li>• The committee shall meet at least twice a year and as and when required</li> </ul>
<b>Functions</b>	<ul style="list-style-type: none"> <li>• To plan and conduct various internal exams at Institute level effectively</li> <li>• To perform the result analysis and suggest corrective action</li> <li>• To plan various assignments</li> <li>• To prepare the track record of the student</li> <li>• To communicate the internal marks to University in prescribed time schedule through administrative department</li> </ul>

## Examination Related Procedure

The procedure of examination shall be divided into following three phases to ensure smooth functioning of the examination

As shown in the flow chart below:

1. Internal Examination procedures
2. External Examination Procedures
3. Other procedures related to examination



## Internal Exam

<b>1</b>	<b>Pre Exam Activity</b>
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. To Conduct Examination committee meeting for exam planning as per the academic calendar. Finalize and confirm the dates once again with higher authorities.</li> <li>2. To conduct department wise meeting with faculty to discuss on the activities to be undertaken and marks distribution</li> <li>3. To display notices regarding distribution of marks policy to the faculty and students.</li> <li>4. To prepare notice for students for the Exam date &amp; time table and display it on Examination Notice board.</li> <li>5. To send the circular to the subject faculty for submitting the Questions (midterm) and Question paper (Prelim).</li> <li>6. To receive the question papers , make required photocopies and class wise packets at least 2 days before the exam.</li> <li>7. To circulate the Supervision chart and confirm the availability of faculties, technical staff .</li> <li>8. To prepare the attendance sheet for the exam.</li> <li>9. Display the Seating arrangement</li> </ol>
<b>2</b>	<b>Exam Activity</b>
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. To distribute the answer sheets and question papers to the supervisors</li> <li>2. To ring the bells as per the exam schedule.</li> <li>3. To arrange seating arrangement in the exam halls</li> <li>4. To give a demo to students and explain the rules and for using it in case of on line exam</li> <li>5. To start the exam on time by distribution of answer sheets and question papers</li> <li>6. Circulate the attendance sheet for the students</li> <li>7. Collect the answer sheets and send it to the concerned faculty for checking</li> </ol>

<b>3</b>	<b>Post Exam Activity</b>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>• To collect the checked answer sheets and mark list from the concerned faculty in prescribed time.</li> <li>• To receive the marks for all subject according to the student list by all subject teachers</li> <li>• To discuss the marks scored, with the committee members</li> <li>• To compile the entire data in one excel sheet</li> <li>• To the result as per the date finalized.</li> <li>• Display the result subject and class wise on notice board.</li> <li>• To arrange the retest if required after the declaration of the result for weak students</li> <li>• To prepare the internal marks list to be sent to the university before the External examination starts</li> <li>• To Receive the result from the university</li> <li>• To do the analysis of the result</li> <li>• To find out the toppers as per semester and passing percentage</li> <li>• To distribute the mark sheet to the students</li> <li>• To flash the toppers on Institutional websites and notice board</li> </ul>
<b>4</b>	<b>Internal Marks preparation and submission</b>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>• To collect internal marks from each subject faculty as per the weight-age decided in the policy of the concern department</li> <li>• To enter the marks using the software given by UOP, take a print out and sign from Faculty to UoP.</li> </ul>
<b>Role of Subject Faculty in evaluation</b>	<ul style="list-style-type: none"> <li>• To set questions for assessment which are meant to support learning and bring about an improvement in standards.</li> <li>• To keep records of all continuous assessments held. Use the assessment results to provide learning support and enhance performance.</li> <li>• To understand and resolve the difficulties and weaknesses of students after each test and at the end of the semester guide the students on one to one</li> </ul>

<b>Effectiveness criteria</b>	<ul style="list-style-type: none"> <li>• Display of result in time</li> <li>• Using innovative methods of evaluation</li> <li>• The Internal marks are sent by the department to the university before end of final university exams</li> </ul>
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<b>Internal Examination Process</b>
<b>Documents and Records</b>

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Examination Time table</li> <li>• Examination time table circular to the faculty members</li> <li>• Result data of every year</li> <li>• Result analysis</li> <li>• Question papers of every exams</li> <li>• Assignment Schedule</li> </ul> |
|---|

<b>External Examination</b>
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<b>Scope</b>	<ol style="list-style-type: none"> <li>1. Center for academic university examination</li> <li>2. Conducting CET</li> </ol>
<b>1</b>	<b>Center for academic university examinations</b>



<p style="text-align: center;"><b>Procedure</b></p>	<ol style="list-style-type: none"> <li>1. To Conduct Examination committee meeting for exam planning after getting the examination dates and time table</li> <li>2. To Prepare notice for students for the Exam date &amp; time table and display it on Examination Notice board.</li> <li>3. To appoint the Internal sr. supervisor , jr. supervisors , exam coordinator for the exam</li> <li>4. To receive details of external sr. supervisor from the university</li> <li>5. To circulate the Supervision chart</li> <li>6. To display the Seating arrangement</li> <li>7. To conduct the exam in most fair and transparent manner</li> <li>8. To collect the answer sheets and Jr. supervisor's report and send to the cap centre</li> <li>9. To distribute the mark sheet after declaration of result from University of Pune.</li> <li>10. To prepare the internal marks list to be sent to the university before the exam starts</li> </ol>
<p style="text-align: center;"><b>Effectiveness criteria</b></p>	<p>The institute conducts the examination efficiently with most transparent and fair manner &amp; No discrepancy found</p>
<p style="text-align: center;"><b>2</b></p>	<p style="text-align: center;"><b>Conducting CET examination</b></p>
<p style="text-align: center;"><b>Procedure</b></p>	<ol style="list-style-type: none"> <li>1. To appoint the man power as mentioned in CET exam guidelines.</li> <li>2. To receive the number of students appearing for the examination in Institute center, from Exam organizing body.</li> <li>3. To receive required number of answer sheet and other examination material form Exam organizing body on prescribed day.</li> <li>4. To display the time table of the examination and distribute the hall tickets to students</li> <li>5. To get the correction done from exam department In case of any errors in the hall tickets</li> <li>6. To appoint the internal sr. supervisor , Jr. supervisor and other staff as per CET guidelines</li> <li>7. To receive the name of External sr. supervisor from Exam organizing body</li> </ol>

	<ol style="list-style-type: none"> <li>8. To inform the police department about examination schedule 8] To make seating arrangement for the examination by allocating examination halls , writing exam numbers etc</li> <li>9. To receive the examination paper from distribution centre on the day of examination</li> <li>10. To conduct the examination in most transparent and fair manner preventing any malpractices , under the supervision of external and internal sr. supervisors</li> <li>11. To receive the flying squad and furnish required information</li> <li>12. To send the answer sheets to Custody along with the jr. supervisors report</li> <li>13. To receive the OC as proof of submission.</li> <li>14. To Keep all the records for future references</li> </ol>
<b>Effectiveness criteria</b>	<ul style="list-style-type: none"> <li>• The institute conducts the CET efficiently in fair manner</li> </ul>

<b>External Examination Procedure</b>	
<b>Documents and Records</b>	
<ul style="list-style-type: none"> <li>• University Letter</li> <li>• List of students appearing for University examinations with name and seat numbers</li> <li>• University letter nominating external senior supervisor</li> <li>• Appointment letter of external senior supervisor</li> <li>• Letter given to police department</li> <li>• Office copy of all documents submitted to CAP centre</li> <li>• Examination Time table</li> </ul>	

### Other Examination related Activities

<b>1</b>	<b>University Examination form filling</b>
<b>Time schedule</b>	<b>As per Affiliating University Guidelines</b>
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. To procure Exam form from University/in case on line go to university web site and download.</li> <li>2. To display Notice for students about Examination form 3] Distribute the exam forms and get it filled by the students</li> <li>3. [ Accompanying document for each form: For Semester I, Graduation mark sheet ,For all other semesters the mark sheet of earlier semester]</li> <li>4. To Check for the students balance fee details while receiving the filled exam forms from students</li> <li>5. To Collect Fees for examination from students as per UoP circular</li> <li>6. To Prepare DD of total examination fees received in favor of university of Pune</li> <li>7. To prepare the covering letter with examination fee details along with the DD and keep the OC for records</li> <li>8. Submit the DD with covering letter to the examination department of the university and keep DD</li> <li>9. Receive the hall tickets from the university</li> <li>10. Note: Students will verify subject details on the hall ticket and inform the university in case of discrepancy.</li> </ol>
<b>2</b>	<b>Revaluation &amp; Verification of answer sheets</b>
<b>Time</b>	Within 8 days after declaration of the result.
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. To Display notice regarding the revaluation and rechecking after declaration of the results</li> <li>2. To receive the application for revaluation and rechecking within 7 days from declaration of result [Accompanying Documents: Previous Semester Mark sheet, Photocopy of I-card , Hall ticket, Mark sheet.</li> <li>3. To collect revaluation / rechecking fees</li> <li>4. To submit the DD in favor of university along with the photocopy of the forms with the covering letter to Exam department of UoP</li> </ol>

**Effectiveness  
criteria**

- Students get opportunity to verify their doubts about their performance and get justice in case of discrepancy.

**Other Examination Process**

**Documents and Records**

- University circular related to fees
- Exam form from University
- Notices
- Xerox of DD of total examination fees
- OC of Covering letter

## Infrastructure and IT Committee

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## ROLE OF LIBRARY

The library is a crucial component of the institute's academic activities. The staff and students can use these learning resources for their teaching, learning, and research projects after they have been identified, evaluated, obtained, processed, and made available. For this reason, Dr. S.R. Ranganathan, the pioneer of library science in India, is credited with coining the expression "the library is the trinity of Learning Resources, Faculty/Students, and Library Staff."

Library Advisory committee	
	The purpose of the Library advising Committee is to assist the library in all aspects of library management by serving in an advising capacity. By supporting library development activities, it promotes the strategies for library development. The Director of the Institution appoints the members of the Library Advisory Committee (LAC). It is essential to the development of policies, rules, and regulations as well as their appropriate implementation in order to protect the interests of all users. The Committee's composition and duties are as follows:
<b>Constitution</b>	<p>Chairman: Director of the Institute.</p> <ul style="list-style-type: none"> <li>• Secretary: Librarian will serve as LAC's Member Secretary.</li> <li>• Members: One faculty each from MBA &amp; MCA. Two student representatives (one students from MBA and one student from MCA).               <ul style="list-style-type: none"> <li>• To examine library affairs, the committee must meet at least twice a year (one each semester).</li> <li>• The faculty members' terms on the committee cannot be longer than two years. However, with the director's approval, those who demonstrate a strong interest in library matters may continue. The Director can recommend a replacement for a member who withdraws from the LAC.</li> <li>• Students may only serve on the committee for a single year</li> </ul> </li> </ul>
<b>Frequency of the meetings</b>	<ul style="list-style-type: none"> <li>• Twice in a year and as an when required</li> </ul>

<p><b>Objectives</b></p>	<ul style="list-style-type: none"> <li>• To act as a channel of communication and dialogue between the Institute Library and its users.</li> <li>• To frame / update library policy, rules and regulations.</li> <li>• To prepare library budget for the academic year in February and revise budget in October</li> <li>• To promote Innovative practices in the Library functions</li> </ul>
	<ul style="list-style-type: none"> <li>• To provide for proper documentation services and updating the Library collection.</li> <li>• To work towards modernization and improvement of Library and documentation Services.</li> <li>• To maintain the required books, magazines, Journals, CDs/DVDs as per the University Syllabus and the requirement given by the students and staff.</li> <li>• To Monitor the usage of library .</li> <li>• To motivate and encourage the students and staff to read by conducting various activities, competitions.</li> <li>• To maintain the correct record of the books, journals and display it in the library.</li> </ul>
<p><b>Functions</b></p>	<ul style="list-style-type: none"> <li>• To document each meeting's minutes and distribute them to all members for review. At the following meeting, all of the members will ratify the minutes.</li> <li>• To give the library broad guidance.</li> <li>• To assess the library's operations to ensure their adaptability and creativity.</li> <li>• To offer guidance to the library on questions of policy pertaining to library development.</li> <li>• To provide an overview of the library's collection development policy as needed for implementation.</li> <li>• To periodically track and assess changes and trends in networking, library automation, and other information technologies in order to guide the library in implementing them.</li> </ul>

- To propose strategies for generating income from library resources.
- To create an action plan for the growth of library facilities, infrastructure, goods, and services.
- To consider the recommendations offered by library patrons.
- To create the procedure to be followed and the policy for library use.
- To aid libraries in offering information services based on user needs.
- To go over the prerequisites for the new programmes the institute is launching and talk about different elements of that.
- To improve the library's collection, suggest information sources in both print and electronic formats.
- To establish rules for upholding appropriate decorum in the library.

#### **Library Advisory Committee of PIBM**

Director	Chairperson
Librarian	Member Secretary
Faculty Member – MBA	Member
Faculty Member – MCA	Member
Student – MBA	Member
Student – MCA	Member

#### **Collection Development and Preservance Policy**

##### **Introduction**

- The library makes a concerted effort to expand its collection.
- Different elements, such as library customers, curriculum, space, technology, and supporting equipment, are taken into consideration by collection development policy.
- The selection of library resources will support the curriculum-based learning and research of the staff and student.
- The library is dedicated to making information available in both print and digital formats.
- Older editions need to be updated, and missing materials need to be replaced.
- The following types of content will be gathered: printed books, electronic



	books, CD-ROMs, DVDs, audio CDs, and packaged digital collections (databases).
<b>Budget Allocation</b>	<ul style="list-style-type: none"> <li>• The librarian collaborates with the library advisory committee to create a yearly budget statement.</li> <li>• With the help of the Library Advisory Committee, the money is used to buy library materials at the start of each academic year. When buying books and subscribing to magazines, among other things, the AICTE standards are taken into consideration.</li> <li>• When using the budget, consideration is given to both the current year's priorities and the budget from the previous year.</li> </ul> <p>The following items are included in the library's current annual budget:</p> <ul style="list-style-type: none"> <li>• Student fees paid to the library.</li> <li>• The Fund for the Development of Library.</li> <li>• Costs associated with purchasing new resources, stationery, and administrative supplies (registers, files, newspapers, magazines, etc.).</li> </ul>
<b>Procedure</b>	<p><b>Ordering Items</b></p> <ul style="list-style-type: none"> <li>• Academics recommend buying the books for their classes.</li> <li>• Students are also welcome to recommend books, providing that a teaching member first confirms that the volumes are in stock before endorsing the recommendation.</li> <li>• Before placing a purchase, caution is taken to prevent book duplication.</li> <li>• Local bookshops, online bookshops like Amazon and Flipkart, catalogues, publisher directories, and book fairs are where most people buy their books.</li> <li>• Vendors are chosen based on their performance, their ability to respond to inquiries, their supply-time efficiency, their adherence to the terms and conditions, and the savings they provide.</li> <li>• The Librarian will issue purchase orders following the Director's approval.</li> <li>• Depending on the convenience of the library, ordering can be done by print, online, e-mail, phone, etc. with the usual terms and restrictions.</li> <li>• After being audited and signed by the librarian, invoices are then validated, approved, and processed.</li> <li>• The library's Bills File contains copies of invoices.</li> </ul>

	<p><b>Receiving and Processing Items</b></p> <ul style="list-style-type: none"> <li>• The vendor/supplier's books are compared to the order list.</li> <li>• When something is defective or missing, the provider is informed.</li> <li>• Stamping: The Title, Secret, and Last pages must all bear the Library's stamp.</li> <li>• All individual objects have barcodes produced by library software, and barcode labels are adhered to the book covers and laminated with cello tape.</li> <li>• Individual book cards are made for each item.</li> <li>• The volumes are sent to the appropriate racks (Reference Section or Reserve Shelf) for shelving after they have undergone all processing.</li> </ul> <p><b>Cataloguing</b></p> <ul style="list-style-type: none"> <li>• Downloading the book's Class Number from the OCLC WorldCat database is used for copy cataloguing.</li> <li>• Each book's bibliographic information complies with AACR2 Standards. It is a feature of the software that was built in.</li> </ul> <p><b>Classification</b></p> <ul style="list-style-type: none"> <li>• Books /Dissertations are classified as per the Dewey Decimal Classification (DDC) System with the help Library Software.</li> <li>• The computer generated Class No., label is pasted on the spine of the book.</li> </ul> <p><b>Accessioning</b></p> <ul style="list-style-type: none"> <li>• The bills' accuracy in terms of the quantity of books and the amount owed to the vendor is confirmed.</li> <li>• The information from the books and invoices is entered into the accession register in the chronological order of the bills.</li> <li>• The titles are given distinctive accession numbers.</li> <li>• Barcodes and spine labels are produced against each entry of the item in the Library Management System after entries are made.</li> <li>• The book's title page includes the accession number.</li> </ul>
<p><b>Journals</b></p>	<p><b>Print Journals</b></p> <ul style="list-style-type: none"> <li>• The faculty is primarily responsible for choosing the serials. The librarian may also offer recommendations.</li> </ul>

- The subscriptions are ordered through reputable agents' services.
- Local distributors deliver newspapers..
- Availability of journals at the most recent list prices.
- When dealing with foreign journals, sign an agreement with the sellers.
- Where advance payment is necessary, it may be paid, and a record of it should be kept.
- Journal subscriptions for 'personal subscriptions' should not be made by library. Journals obtained without institutional membership, however, are acceptable.
- Payments for journal subscriptions may be made either (a) directly to the publisher or (b) via the subscription agent(s) or vendor(s).
- Missing issues: Replace the missing issues with certified copies from the publisher or the original missing issues, or you can extend your subscription for the missing issues' duration, or you can get a refund through credit note, Demand Draught, or cheque.
- Claims: Journal issue shortages and delays can be made on a quarterly basis.
- Online access: Discuss a win-win solution with the publishers/vendors to obtain access to such publications' electronic equivalents of print subscriptions.
- Make an effort to impose terms on publishers and vendors, such as pricing, access to back volumes, a locking time, permanent access, archiverights, immunity, access to walk-in users, usage statistics, simultaneous access, and regulating laws, etc.
- Place orders only after agreeing to terms and circumstances that will benefit both parties.
- Trial Access: Publishers frequently request trial access to their particular journal collections, which the Institute can make available through its IP numbers to enhance the current journals collection wherever possible.

#### **Ordering journals**

- The library advisory committee's consent is obtained when creating a priority list.
- Follow the Library's Terms & Conditions.

- Budget and estimate is made based on the costs and currency conversion.
- The order is placed using one of the choices that are offered, in accordance with the terms and conditions.
- Payment is paid in accordance with the correct and original invoice, bill, or renewal notice. etc.

**Receipt of and access to the materials**

Check-in system:

- Verify that the items received are in accordance with the order and that access to the requested resource is enabled.
- Manual and electronic records of journal issue receipts.
- Software for adding articles (Article Indexing) to libraries.
- Timely placement of magazines' loose issues on the appropriate display racks.
- Accessing the virtual resources and, when appropriate, linking to the online content.
- Accompanying resources, including CDs, DVDs, and other media, are being stored at the library.

Exchange of Periodicals

- Documents are accessed and uploaded to the collection, that are pertinent to the Institute's study and research fields.
- Whenever possible, try to obtain a free or discounted subscription to the journal.
- Faculty, researchers, and students at the Institute may submit free of charge.
- Whenever possible, avoid duplication.
- Article entry for journals listed under "Exchange and Free Subscription" should be done in the library software because they can be handled as normal subscriptions.
- The completed volumes and the library database are bound, accessioned, and archived.

E-Resources

- Faculty and the librarian choose the e-resources (databases, e-journals, e-books, etc.), which the director then approves.

	<ul style="list-style-type: none"> <li>• Select the most appropriate price structures based on anticipated usage. Experience has shown that users prefer electronic access these days, necessitating a significant switch from print to electronic resources. Other managerial concerns would also be solved by doing this. Experience has shown that users prefer electronic access these days, necessitating a significant switch from print to electronic resources. Additionally, this would help with other management problems.</li> <li>• Terms such as pricing, access to back volumes, locking periods, permanent access, archive rights, regulating laws, training and awareness programmes, access to walk-in users, usage statistics, and simultaneous access can be imposed on publishers and vendors etc.</li> <li>• In case of termination of the agreement or upon expiration of the agreement, the licensee shall make the full-text of the e-journals included in the agreement available with the retrieval software for the duration of the agreement on the widely used state-of-the-art media, such as DVDs, CDs, etc.</li> <li>• E-books are increasingly a reality. It is crucial that access to these materials be made available while taking into account current price patterns and consumption trends, just like with journals.</li> </ul>
<b>Terms and conditions for Vendors</b>	<ul style="list-style-type: none"> <li>• Availability of publications at the most recent list prices.</li> <li>• The charges are accurate and in line with the publisher's most recent catalogue.</li> <li>• Unless specifically stated differently on the books, all invoices must include a price proof (such as a photocopy of the publisher's catalogue, a printout from the publisher's website, the distributor's invoice to the vendor, etc.).</li> <li>• Unless otherwise specified, the validity of the purchase order is limited to 30 days.</li> </ul>
<b>Circulation Desk: Borrowing Privileges</b>	<p>Since the Circulation Section is where professors and library patrons first make contact with the library, it plays a crucial role in front desk operations. The circulation desk is a crucial part of the library because it makes a lasting impact on users when it operates effectively. The following are the circulation section's primary activities:</p>

- The distribution and returns of educational materials, primarily books.
- Responding to user inquiries for an accurate interpretation of library policies.
- The issuance of barcode-generated ID cards for users and the registration of new Members.
- The Inter Library Loan Service.
- The Library Management Software's "Circulation Module" in operation. Updating and maintaining all user-related information in library software at the circulation desk.
- Notifying users of their pending documents and sending reminders.
- Book displays during seminars and workshops.
- Upkeep of compendiums. i) Correspondence and issue of No Due. j) Information literacy/Library orientations. j) Assisting users with OPAC and Reference access.
- Collecting penalties for late paperwork.

**Issue/Return procedure**

Any library's regular operations include the issuing and returning of materials. The following is the appropriate flowchart/sequence of steps to take in order to issue and receive library books:

**Issuing Books**

- Using a barcode scanner, the item's details are input into the database.
- Software is used during the issue resolution process.
- When systems are shut down, a manual approach is used.

**Receiving books**

- To check the book's condition, take a brief look at it.
- To ensure that the book is returned on time, the due date must be checked.
- The books are returned back to Stack for Shelving and the entries on the user's account are cancelled.

<b>Loan Criteria/Borrowing entitlements for faculty/Students/Admin</b>	<b>Sr.</b>	<b>Membership Category</b>	<b>Borrowing Privileges</b>	<b>Days</b>
	1	Assistant Professor	10(Per Subject 3 Books )	1 Month
	2	Visiting Faculty	2 Books	15 Days
	3	Administrative Staff	2 Books	15 Days
	4	Student	2 Books	7 Days

<b>Books that can and cannot be borrowed</b>	<b>Books that can be borrowed</b> <ul style="list-style-type: none"> <li>• Books are taken out of the lending section.</li> </ul> <b>Books that cannot be borrowed</b> <ul style="list-style-type: none"> <li>• Bound volumes, loose journal issues, and the most recent issues of magazines should be consulted inside the library's walls and are not available for loan.</li> <li>• Student dissertations and project works are not acceptable. Only the library is where they can be consulted.</li> </ul>
<b>Renewals/Reservations and Over Dues/Fines</b>	<ul style="list-style-type: none"> <li>• If there is no demand for or reservation for a book, it may be renewed for another term. The renewal must be submitted by the deadline or earlier.</li> <li>• A late fee of Re.5 per day per book will apply</li> </ul>
<b>Loss or Mutilation of documents by Students</b>	<ul style="list-style-type: none"> <li>• Care must be taken when handling library materials.</li> <li>• If a book is misplaced or damaged beyond repair, it must be replaced with the same edition or the most recent one.</li> <li>• If a book is reported lost or misplaced (in writing), the overdue fees are not assessed from the date of the report until the book is restored (this must be done within two months).</li> </ul>
<b>Theft/Misuse of Library resources</b>	<ul style="list-style-type: none"> <li>• Theft or exploitation of library materials, including books, journal issues, reports, and dissertations, will be treated seriously.</li> <li>• Each case will be investigated to determine its veracity, and the Director will be notified for further action.</li> </ul>
<b>Library Card</b>	<ul style="list-style-type: none"> <li>• The student will only be given a book if they can show their library card.</li> <li>• A student may check out two books for a week on one library card.</li> <li>• The library card cannot be transferred.</li> <li>• The student's library card will be valid for the time period specified on the card.</li> </ul>
<b>Circulation</b>	<ul style="list-style-type: none"> <li>• If a book or document is not returned by the deadline, a late fee of Rs. 5 per day will be assessed.</li> <li>• If there isn't a request for it, a document may be renewed up to twice.</li> <li>• Before their leaves begin, members going on extended leave of more than one month should return any borrowed documents.</li> <li>• All reference materials must only be utilized inside the library.</li> </ul>

	<ul style="list-style-type: none"> <li>• The borrower is accountable for the borrowed documents.</li> <li>• Documents that are lost, destroyed, or damaged will result in severe action, such as the borrower being required to replace the copy with the most recent version or face being charged the full price of the book plus 20% more.</li> </ul>
<b>Preventive measures</b>	<p>Below are some preventative strategies:</p> <ul style="list-style-type: none"> <li>• Adhere to restricted access to the specialized collections and rare books.</li> <li>• Keep an eye on the library's entrance and departure.</li> <li>• The use of identity/membership cards for user identification, the introduction of wicket gates, the sealing of windows with wire mesh, adequate vigilance in the stack room(s), adequate lighting, the use of electronic or magnetic devices for theft detection, closed-circuit television monitoring system, etc. can all be implemented.</li> </ul>

### Other Facilities for students

<b>Access to media centre</b>	<p>Members of the library have access to an internet facility under the following conditions:</p> <ul style="list-style-type: none"> <li>• Students can peruse their homework, electronic literature, and electronic databases. The institute has a KINDLE subscription from Amazon, which offers thousands of e-books. Our users have access to hundreds of worldwide e-journals thanks to their J-Gate subscription as well.</li> <li>• NPTEL (National Programme on Technology Enhanced Learning) is available to users without charge. Therefore, users are able to see and download the video lectures, handouts, lecture notes, and assignments on the NPTEL website without any fees. Even they are able to join in brief online certificate programmes.</li> <li>• It is completely forbidden to play video games, chat, use social media sites, or visit websites that contain sexual material.</li> </ul>
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<b>Book bank facility</b>	<ul style="list-style-type: none"> <li>• Students from the Economically Backward Class (EBC) and deserving MBA and MCA students have access to a book bank facility.</li> <li>• Students from the Economically Backward Class must have the director's approval.</li> <li>• Each student is given a collection of three books pertaining to the syllabus as part of this programme.</li> <li>• After the term exam, the books are returned. They are distributed for the full semester.</li> <li>• Students are accountable for keeping their books in good condition.</li> </ul>
<b>Reprographic service</b>	<ul style="list-style-type: none"> <li>• From 9.30 a.m. to 5.30 p.m., reprography service is offered in the library as per the requirement of students &amp; faculties</li> </ul>

### **Stack Room /Display Area Management**

	<p>The collection organization is crucial to ensuring the best possible use of the books and journals housed in the library. The following categories are currently where the learning resources are stacked or displayed:</p> <ul style="list-style-type: none"> <li>• Reserved shelf collection (which includes Theses/Dissertations and in-demand books).</li> <li>• Area for displaying newspapers and magazines.</li> <li>• Racks for displaying journals. The library must make every effort to ensure that books and journals are displayed attractively and are available to users quickly. The library must guarantee:</li> <li>• At the end of the day, all the books that were taken out of the stacks are put back on the shelves.</li> <li>• Continuous shelf reading is necessary to hunt for lost books.</li> <li>• Books that users report as untraceable must be located as quickly as possible, with evidence of when the request was made and when it was resolved.</li> <li>• Class Number Guides and subject guides should be used to label the stacks.</li> </ul>
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<b>Books and Serials Binding</b>	<ul style="list-style-type: none"> <li>• Based on usage, the availability of additional copies in the library, or the availability online, the librarian determines whether objects need repair.</li> <li>• Once a year, the library sends books and serials outside for binding.</li> <li>• Completed serial volumes are gathered off the shelf and sent to be bound.</li> <li>• When volumes are sent back for binding, they are physically checked for accuracy before being placed back on the shelf.</li> </ul>
<b>Stock verification and procedure to withdraw books</b>	<ul style="list-style-type: none"> <li>• Depending on the size of the library, physical inspection of the stock must be done to identify losses, misplaced documents, documents that need to be repaired, etc.</li> <li>• The total number of books, journal back volumes, and other materials in the library.</li> <li>• 100% Physical Verification must be performed every year. The librarian must conduct the verification</li> </ul>
<b>Rules For Weeding Out/Write-Off</b>	<ul style="list-style-type: none"> <li>• Librarians have the right to remove obsolete and inactive materials through the vital duties of "weeding out" and "writing off."</li> <li>• The librarian will make a list of all out-of-date and unusable books, etc., after consulting with the relevant subject faculty. To weed out the materials, the list will be sent to the Director for approval.</li> <li>• Compile a list of the documents missed during stock verification.</li> <li>• List the documents that weren't located during stock verification.</li> <li>• Create a preliminary list of the documents that were missed and make it public.</li> <li>• Create a final list of documents that could not be located.</li> <li>• To find common entries, compare the list of earlier stock verifications.</li> <li>• Compare losses to data for borrowing, consulting, and photocopying.</li> <li>• Present the Director with a list of the most frequent entries along with a rationale for the losses (open access, a lack of staff, a weak security system, a high number of students using the library, losses within allowed limits, etc.).</li> <li>• Obtain the Director's blessing.</li> <li>• Add the appropriate information to the asset registration, write-off record, accession register, etc.</li> </ul>

- Delete data from databases.
- File is finished.
- Enhance the system by taking additional safety precautions.

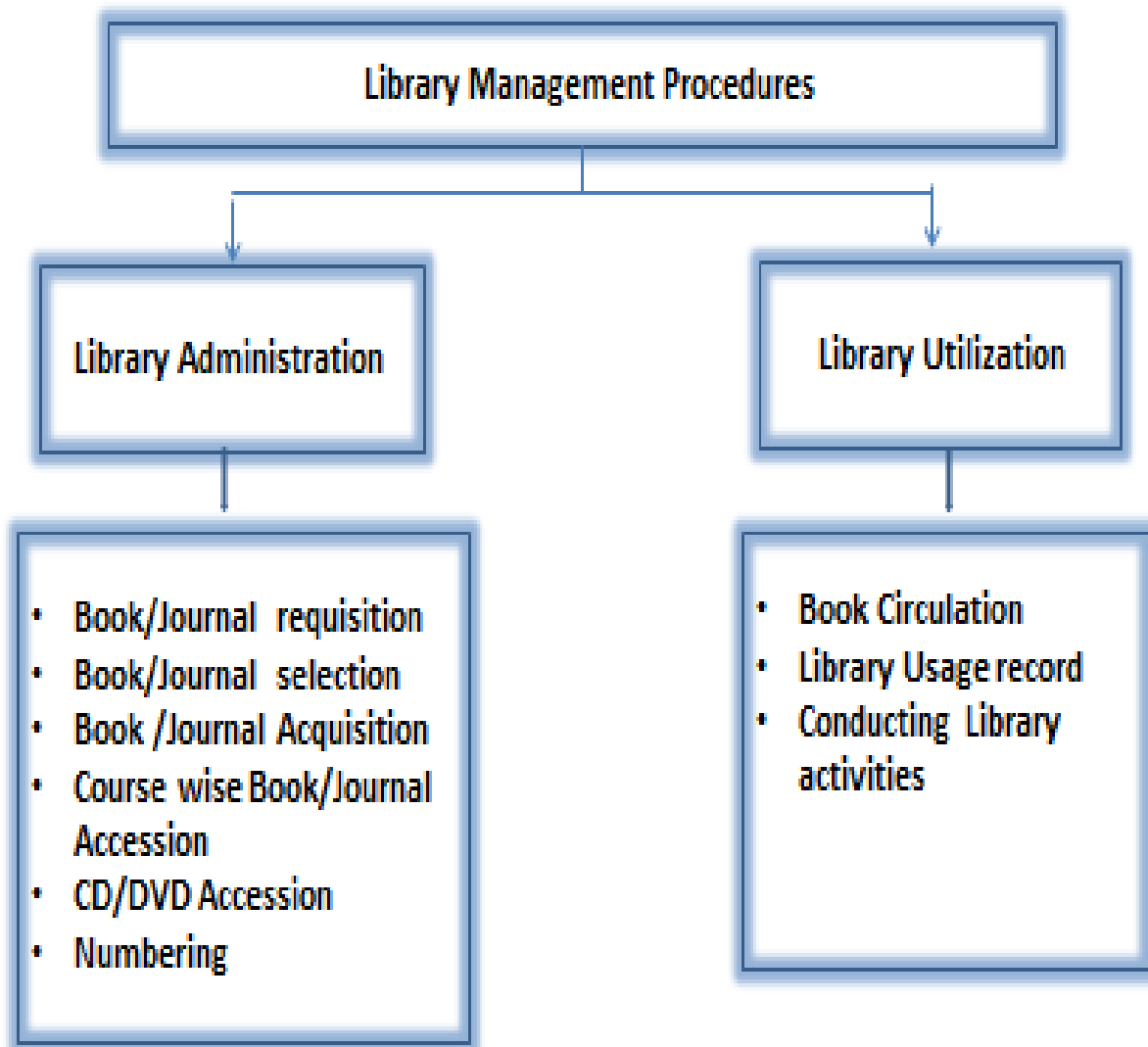
## **Library Code of conduct**

The goal of the college library is to make various information sources and services accessible in a welcoming setting to promote research, study, and teaching at the institution. Respecting each other's rights will ensure a happy relationship between the library and its patrons. In the library, patrons are expected to adhere to the proper behaviour rules.

- The Faculty entry register, and student entry register held in the library should all be filled out by each user.
  - The library's notice boards will occasionally post important announcements, updates, and notices pertaining to the library.
  - To check out materials from the library, always show your ID card. No one else may use your ID card.
  - You are solely responsible for all items checked out on your card, for timely return or renewal, and for acknowledging any notices from the library.
  - Treat books and other materials gently. Items from the library should not be tampered with, scribbled on, disfigured, or torn.
  - Keeps noise to a minimum so as not to bother other students using the library. The library has both a quiet study room and a collaborative study area. Please utilize it as necessary.
  - In the library, put your phone on "silent".
  - Place your bags in the designated location in the library.
  - Seat reservations are not permitted in the reading room.
  - Food and beverages other than water in bottles with closed tops are not permitted in the library.
  - Use the proper bins to maintain the library's cleanliness and order.
- Take proper care of the buildings, furnishings, and equipment in the library. Do not in any way alter them

## Library procedures

The library committee has to follow certain procedures for smooth functioning of the library. The overall management of the library is divided into Library administration and library utilization as shown in the flow chart below:-



## Library Purchase Policy

<b>1</b>	<ul style="list-style-type: none"> <li>• <b>Books/Journals selection</b></li> </ul>
<b>Time</b>	<ul style="list-style-type: none"> <li>• Throughout the year</li> </ul>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>• After the approval of the yearly library budget ,books / journals are selected in the beginning of every academic year by</li> </ul>
<b>Parameters for selection</b>	<ol style="list-style-type: none"> <li>1. Feedback from faculty/student or guest faculty</li> <li>2. Books prescribed in the university syllabus</li> <li>3. Books recommended in the academic advisory committee /management meeting or any such meeting</li> <li>4. Books of general reading on motivation , values and literature</li> <li>5. Books required for specific books selection process would be through :</li> <li>6. Book Exhibition</li> <li>7. Through internet [ for international / e journals ]</li> <li>8. Circulating the Publisher's catalogue to the faculty.</li> <li>9. Book Suggestion from the students or faculty or Guest faculty.</li> <li>10. Faculty members and Publication representative interaction.</li> <li>11. Reference books list from syllabus</li> </ol>
<b>Effectiveness criteria</b>	<ul style="list-style-type: none"> <li>• Availability of books as per requisition</li> <li>• Well maintained Accession register</li> <li>• Feedback system in place</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• <b>Book Acquisition</b></li> </ul>
<b>Time Schedule</b>	<ul style="list-style-type: none"> <li>• In the beginning of every academic year year or as per requirement</li> </ul>

<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. A. To procure selected books from the vendor for approval. B. For Journal acquisition:</li> <li>2. To get the proposed book approved by the concerned faculty members by checking the contents and language etc.[For Audio/Video Material arrange a demo ]</li> <li>3. To get the quality of selected book, with the help of Faculty members, HOD and Librarian</li> <li>4. To Get the approval for purchase from the concerned Director [ based on the budget [ In case of Journal / news paper subscription the period needs to be mentioned ]</li> <li>5. To inform the administrative department about the purchase</li> <li>6. To check the price and the discount offered by the vendor as agreed</li> </ol>
<b>3</b>	<ul style="list-style-type: none"> <li>• Book accession</li> </ul>
<b>Time</b>	<ul style="list-style-type: none"> <li>• Throughout the year</li> </ul>
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1] To do Course wise book accession Mandatory columns. in the accession register are a) Accession no b) Title Name c) Author name d) Editione) Publication Year f) Publication g) No. of pages h) call no. i) ISBN No. j) Bill No.k) Bill Date. l) Book Price m) Remark</li> <li>2] To Check the quality of books in terms of binding , missing pages and replace in case of problem</li> <li>3] To Write acc. No. (from-to) on the back of the bill.</li> <li>4] To Prepare book card after accession before placing in the rack</li> </ol>
<b>4</b>	<ul style="list-style-type: none"> <li>• Journal Accession</li> </ul>
<b>Time</b>	<ul style="list-style-type: none"> <li>• Throughout the year</li> </ul>
	<ol style="list-style-type: none"> <li>1. To Maintain subscription register</li> <li>2. To Make yearly list of the subscribed journal</li> </ol>

<b>Procedure</b>	<ol style="list-style-type: none"> <li>3. To Mention the period of journals (Monthly, quarterly, half yearly, yearly) and the subscription period</li> <li>4. When journal /magazine is received just tick mark on the column or write vol /issue no. in subscription journal</li> <li>5. To send reminder to the vendor about the pending issues.</li> <li>6. To take one photocopy of the front page of the journal/magazine and file</li> <li>7. To file monthly photocopy in the file.</li> </ol>
<b>5</b>	<ul style="list-style-type: none"> <li>• CD/DVD accession</li> </ul>
<b>Time</b>	<ul style="list-style-type: none"> <li>• Throughout the year</li> </ul>
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. If CD/ DVD is received along with the journal / magazine or Book , do the accession of the CD along with the book/ magazine and write the accession number on the CD and Mention the topic of the CD on the CD</li> <li>2. Replace the damaged CD from vendor</li> <li>3. * Keep the Sample CD's in the CD album for reference</li> </ol>
<b>Book Accession</b>	<ul style="list-style-type: none"> <li>• Numbering the book/items</li> </ul>
<b>Time</b>	<ul style="list-style-type: none"> <li>• Throughout the year</li> </ul>
<b>6</b>	<ul style="list-style-type: none"> <li>• <b>Books/Journals/Projects      Numbering</b></li> </ul>

- **For Books**

1] To put stamp on first 3 pages , 51 & 101 pages, last page & oneside of the book.

Rectangular stamp (with acc. No., Call no., acc. Date, price of thebook)on title page.

2] To Stick the book pocket on the inner side of the book front pagewith acc. no on the book pocket.

[Blue book pocket for MCA & Pink book pocket for MBA books]3]

To Stick issue slip on the right side page.

4] To Stick spine label with call no. Author's first 3 letters, acc. Noand bar code sticker.

[Green colored for MCA & orange colure for MBA]

5] To Write R on the spine label for a one copy of each title as reference book.

6] To Stick cello tape (Transparent tape) on the label.7] To

Arrange the book subject wise in the rack.

- **For Journals**

1] To put Stamp on the front page .of journal / magazine2] To arrange the journals on the journal stand.

- **Project report**

1] To do the accession of Project reports in the register batchwise and Arrange sequentially department wise.

2] To keep Project CD's in the CD case. Only the

Documentation is copied on CD.



<b>Library Utilization</b>	
<b>1</b>	<ul style="list-style-type: none"> <li>• <b>Books/Journals/Projects      Circulation</b></li> <li>• <b>For Books</b></li> </ul> <p>1] To issues Books to the students on weekly basis on their borrow card. Students can issue 2 books on their borrow card.</p> <p>2] To charge Late fine Rs. 5/ per day for each students. [Purchase the books against the fine collected from students]</p> <p>3] To grant 15 days grace period for returning book- banks books, afterthe university examination.</p> <p>4] To recover book cost for damaged / missing book from students ornew copy of the same book.</p> <ul style="list-style-type: none"> <li>• <b>Journals / Magazines</b>-Old journal issues are issued to the students for 2 days .Only one journal is issued to the students at a time.</li> <li>• <b>Old Question papers Syllabus are not issued and can be referred in the library only</b></li> </ul>
<b>2</b>	<p><b>Library Management procedure Maintaining Library Usage Record</b></p> <ol style="list-style-type: none"> <li>1. To maintain daily issue return record</li> <li>2. To maintain register for usage of journals.</li> <li>3. To maintain separate register for usage of Question papers, CD/DVD, Syllabus copy.</li> <li>4. To Prepare register for faculty usage</li> </ol>
<b>3</b>	<p><b>Conducting library Activities</b></p> <p>Various Activities are conducted by Library committee throughout theyear to increase the library usage .They are as follows</p> <ul style="list-style-type: none"> <li>• Virtual Library Orientation</li> <li>• Book Exhibition</li> <li>• Library day Celebration</li> <li>• Subject wise book display</li> <li>• Book Review</li> <li>• Journal Assignment for book review</li> <li>• Display of News paper clipping</li> <li>• Display New arrivals</li> </ul>

## Library Documents and records

- Accession register books
- Accession register journals
- Library report
- Library MOM
- Usage records for books , e-journals , journals
- Book bank file
- News paper clipping file
- Project accession register
- Previous Question paper records
- Student application file
- Quotation, PO, Bill copy register / files
- Library notices/ circulars
- Journal cover page file
- Journal subscription register
- Book recommendation file
- Log book- students –faculty
- University Syllabus copies

## Infrastructure Management Committee

Infrastructure management is a continuous process and it is maintained and monitored by “**Infrastructure Management committee**”. The formation of infrastructure and Equipment Management committee is as follows

<b>Composition</b>	<ul style="list-style-type: none"> <li>• Chairman-1</li> <li>• Secretary-1</li> <li>• Members-3</li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To plan and implement timely maintenance of institutional building and equipment's</li> <li>• To maintain the institute surrounding clean and hygiene</li> </ul>
<b>Frequency of meetings</b>	<ul style="list-style-type: none"> <li>• Once in 30 days or as and when required</li> </ul>
<b>Functions</b>	<ul style="list-style-type: none"> <li>• To assign the duty and supervise the maintenance and cleaning staff</li> <li>• To find suitable service provider for maintenance services like carpenter, painter, plumber ,electrician</li> <li>• To collect information from faculty and staff about maintenance requirement and arranging to repair it time to time</li> <li>• To monitor the maintenance of the institutional garden and ground</li> <li>• To monitor the procurement of material for infrastructural maintenance</li> <li>• To respond to the complaints regarding the infrastructure from stakeholders and initiate corrective action.</li> <li>• To find out the future needs regarding furniture and equipment as per the future plans and convey the same in institutional meetings</li> <li>• Training the administrative staff about usage of fire extinguisher / generator</li> <li>• Conducting safety drills</li> </ul>

**Specific routine  
duties**

- To check whether the classrooms, Computer labs , toilets and other areas in the campus are cleaned every day as per schedule
- To check whether electricity reading is taken daily
- To check whether the Computer labs are cleaned every day as per schedule
- To check whether electronic and electrical equipment's are cleaned and ensure its smooth functioning
- To monitor and maintain the condition of all electrical installations like cooler , fire extinguisher , generator , lift , tube lights , fan twice in a month
- To maintain and update maintenance register once in a week
- To check complaint register daily
- To Update the dead stock register and number the material once in a week
- To check whether all the house keeping staff is present
- To make alternative arrangements immediately in case of absence of any of the house keeping staff
- To check whether the security guards are present at gate
- To check whether water tanks, Water filter in the class rooms are cleaned as per decided schedule.
- To check whether tea vending machine is cleaned as per decided schedule
- To coordinate the maintenance work with plumber, carpenter painter, electrician, fabricator.
- To Update the dead stock register at the time of new purchases and then numbering the item purchased
- To respond to the complaints regarding the infrastructure from stakeholders and initiate corrective action.
- To check whether public addressing systems in the auditorium are kept in place after use
- To check smooth functioning of all electrical equipment's before and after every event.
- To ensure that the name plates , Guidelines and displays regarding fire safety , ragging , medical emergency, other rules and regulations etc. are in

	<p>place and maintain cleanliness of the same once in a month</p> <ul style="list-style-type: none"> <li>• To check the availability of water in the campus throughout the day</li> </ul>
<p><b>Effectiveness Criteria</b></p>	<ul style="list-style-type: none"> <li>• Routine maintenance of entire campus</li> <li>• cleanliness and hygiene</li> <li>• Effective and optimum utilization of the infrastructure</li> <li>• Timely action taken for complaints received</li> <li>• Reduce wastage of electricity / water</li> </ul>

**Infrastructure management Committee**

**Documents and records**

- Institute architectural approved plans
- Trust/Society Documents
- Commencement and completion certificates
- Property tax documents

**Infrastructure**

- Dead stock register for furniture & Fixture
- Purchase and payment file
- Software licenses / agreements
- Dead Stock Register for Computer Hardware & Software
- Maintenance Register
- Complaints Register
- Cleaning schedule and Report File

## Infrastructure Policy

<b>Infrastructure Policy</b>	
<b>Topic</b>	<ul style="list-style-type: none"> <li>• Policy for Procurement ,Utilization and Maintenance of Infrastructure</li> </ul>
<b>Aim</b>	<ul style="list-style-type: none"> <li>• To provide excellent academic ambience to enhance the quality of education by offering appropriate infrastructure and support to keep pace with latest trends and technology.</li> </ul>
<b>Policy Objectives</b>	<ul style="list-style-type: none"> <li>• To provide necessary infrastructural facilities so as to facilitate teaching learning environment for the staff and students.</li> <li>• To ensure optimal utilization of the infrastructural resources.</li> <li>• To ascertain the timely inspection and maintenance of the Infrastructure.</li> <li>• To take timely decision about proper allocation and utilization of the available financial resources.</li> <li>• To ensure systematic planning and implementation about capital expenditure and disposal of fixed assets.</li> <li>• To set ground rules about proper usage of equipment by all Stakeholders and observe its effective implementation.</li> </ul>
<b>Policy Applicability</b>	<ul style="list-style-type: none"> <li>• The Infrastructure Policy is applicable to all the stakeholders of the Institute namely students, staff, management, industry professionals and all the individuals working within the Institute premises.</li> </ul>

Computer lab Maintenance and Monitoring committee is a committee to monitor, repair, maintain the Computers and peripheral devices of the Institute.

<b>Computer lab Maintenance and Monitoring Committee</b>	
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Chairman-1</li> <li>• Secretary-1</li> <li>• Members-3</li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To plan and monitor software installation and hardware up gradation</li> <li>• To make systematic procedure for Network Security</li> <li>• To maintain the computers and peripheral devices in the institute</li> <li>• To provide support for conducting online exams (Academic and Placement Drives)</li> <li>• To check the warranty to existing equipment's</li> <li>• To provide Printer Refill Procedure</li> <li>• To provide the procedure for Material Scrap</li> </ul>
<b>Frequency of meetings</b>	<ul style="list-style-type: none"> <li>• Once in three months or as and when ever required</li> </ul>
<b>Effectiveness Criteria</b>	<ul style="list-style-type: none"> <li>• Effective utilization of available resources</li> <li>• Sound condition of the computer systems and peripheral devices</li> <li>• Optimum utilization of the same by faculty and students</li> </ul>

## Functions

- To monitor the condition of computer lab and peripheral devices.
- To prepare a tentative budget for the computational facilities to be purchased in the month of February for the next financial year
- To maintain the records for complaints and maintenance issues
- To maintain dead stock register of computer lab equipment and peripheral devices.
- To prepare and update the Network diagrams for all computer labs
- To keep a record regarding configuration change / upgrade of computers and peripheral devices
- To monitor lab usage
- provide assistance for internet service and usage
- To secure the computer systems from virus infection
- To carry out installation of various software as per requirement
- To provide assistance for conducting online exams
- To procure the material and forward the bill to the concern authority after the approval
- To renew the software licenses
- To monitor the neatness and cleanliness of the computer labs .
- To renew or update the domain name or space of the institute web site
- To maintain and Check warranty documents
- To ensure timely printer refill



## Procedure

- To ensure that all computers are switched off when not in use.
- To check whether the Computer labs are cleaned every day as perschedule and ensure its smooth functioning
- To understand the future needs regarding the computational facilities and scrutinizing various service providers and vendors
- To prepare various registers for complaints ,usage of computers and maintenance files
- To monitor and maintain the condition of Computers
- To determine the annual requirement for computer systems and other peripherals by circulating a circular to all faculty members before the budget meeting, conducted in the month of march
- To list out computer peripherals those have expired its support warranty and software which is to be renewed.
- To conduct a meeting for finalizing the requirement
- To collect three quotations for the purchase of software and hardware
- To prepare a comparative statement of the quotations received
- To present the comparative statement in committee meeting and get it approved by the chairman.
- To select the vendor with the best price and to fill up the requisition slip, prepare the purchase order for the same.
- To send the purchase order to the vendor
- To sign the bills once the checking and installation is done
- To Update the dead stock register and number the material on
- purchase of any material
- To secure the computer systems by keeping the anti virus updated
- To respond to the complaints regarding the computers / peripheral devices from stakeholders and initiate corrective action.

- To prepare, maintain and monitor various registers for complaints, maintenance records
- To display the renewal dates of soft wares , and domain name of institute website
- To keep a record regarding configuration change / upgrade 21] To maintain the logbook regarding lab usage
- To provide assistance related to internet service
- To receive the requirements from examination or industry, institute interaction committee for conducting online exam
- To check whether the Computer labs are cleaned every day as per schedule and ensure its smooth functioning
- To prepare / to update the Layout / Network diagrams as per the requirement after the end of the current term
- To receive the software requirements from faculty before starting of next semester by preparing the circular

#### **Printer Refill Procedure :**

- To check the non-working of the equipment
- To check the warranty of respective equipment as per invoice or on its official website
- To contact the vendor or warranty authority for claim if the equipment is under warranty
- To take consistent follow up until the repaired or new equipment is received
- To fill the requisition by entering the request in the Printer Register in case of refilling required
- To check the printer usage register, check for discrepancy, inform the committee secretary/Chairman, else to follow the the printer refill procedure
- To mark the printer register with “Refill Stamp” along with date of refill.

#### **Procedure for Material Scrap**

- To check the complaint register and analyze the frequency of the compliant of problematic device
- To check the warranty of the said device 36] To list out problematic devices
- To prepare the list of parts which are in working condition and can be used

elsewhere

- To counter check the same by senior members
- To conduct a meeting for finalizing the devices which are needed to be scrapped before the final budget meeting
- To get the list of material to be scrapped approved by the chairman
- To mark the respective equipment as scrap in deadstock register 42] To maintain the scrapped devices in scrap register as well and get ti
- signed by the lab admin, counter checked by system admin and committee co-ordintor
- To collect three quotations from the scrap vendors
- To prepare a comparative statement of quotations received
- To present the comparative statement in the committee meeting and get it approved by the chairman of the committee
- To prepare the scrap note for the same
- To send the scrap note to the concerned vendor

### **Computer lab maintenance and Monitoring Committee**

#### **Documents and Records**

- Budget Report
- Dead Stock Register (Hardware and Software)
- Rules and Regulations
- Complaint Register

## 2. Human Resource Management

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### Introduction

Within the broad framework of institutional culture where Motivation, Ownership, Involvement and development are the keys. With focus on Human Resource the policy aims at:

1. Capacity building of the faculty members and staff through repeated exposures
2. Opportunity for career development
3. Sharing professional and personal problems
4. Group dynamics and team spirit
5. Discipline and devotion.

The policy stay committed to its overall development of its Human Resource.

HR processes at PIBM are as follows:

A	<b>Staff Selection and Recruitment</b>
	<ul style="list-style-type: none"> <li>• The human resource planning, requirement of teaching and non-teaching staff is analyzed by the apex body .The teaching and non-teaching staff are filled as the per the requirements of the department and verified as per the AICTE norms.</li> <li>• Competent and technically sound full time faculty members are essential for any Institute for achieving and maintaining Quality of education and to achieve objectives of the organization in alignment with the individual growth.</li> <li>• The institute strives to select most competent and suitable teaching faculty through unbiased and transparent selection process</li> <li>• The process is dictated by requirement and follows a fair procedure through open advertisement, Interaction on personal basis putting the potentials on the scale and matching it with the job function .</li> <li>• The vacancy positions are filled by the local selection committee and by university appointed selection committee for regular appointment.</li> <li>• Process Steps in Recruitment followed : <ul style="list-style-type: none"> <li>a. Approval by institutional committee</li> <li>b. Advertisement</li> <li>c. Selection</li> <li>d. Induction [ad hoc positions]</li> <li>e. Approval of the candidates by University of Pune</li> </ul> </li> </ul>

**Procedure I :Manpower Requirement analysis**

- Approval of posts (nature and number) by governing Board/ Governing Council chairman 2] Job description/Job requisition along with competencies/skills required with minimum academic qualification required for the post and the department where he/she will be absorbed including duration and package.

### Procedure II :Advertisement

- To publish the advertisement in the local as well as National newspaper for inviting application for vacant positions

### Procedure III : Selection

1. To constitute the local selection committee as per the University Act
2. To arrange the interview of shortlisted qualified candidates by the Local selection committee which consists of the Director , Director (Tech) , HOD, Industry representative, and respective department's senior faculty, subject experts.
3. To prepare selection committee report for the selected candidate and send it to the university for adhoc approval
4. To Give appointment letter and prepare joining report

### Procedure IV :Induction

1. Induction programme is conducted for new entrant faculty members by directors where the vision and mission, quality policy, values of the Institute, service conditions, rules regulation are carefully explained.
2. The newly appointed faculty reads the process manual for understanding the working pattern of the institute.

### Procedure V : Staff approval from Affiliating University

<b>Effectiveness criteria</b>	<ul style="list-style-type: none"><li>• Selection of most suitable candidate for the vacant position</li></ul>
<b>Time schedule</b>	<ul style="list-style-type: none"><li>• As per requirement</li></ul>

**B**

**Pay scale and Grade**

### Revised pay for Teachers in Universities and Colleges

Existing pay	Revised pay
Assistant Professor (at Rs.6000 AGP in PB Rs.15,600-39,100)	Assistant Professor (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Professor (at Rs.7000 AGP in PB Rs.15,600-39,100)	Assistant Professor (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Assistant Professor (at Rs.8000 AGP in PB Rs.15,600-39,100)	Assistant Professor (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Associate Professor (at Rs.9000 AGP in PB Rs.37,400-67,000)	Associate Professor (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
Professor (at Rs.10000 AGP in PB Rs.37,400-67,000)	Professor (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)
Professor (HAG Scale/ PB of Rs.67,000-79,000)	Professor (at Academic Level 15 with rationalized entry pay of Rs.1,82,200/-)

<b>C</b>	<b>Leave policy and other Regulations</b>
<b>Leave Policy</b>	<p><b>General Leave</b></p> <ul style="list-style-type: none"> <li>• 20 days as summer vacation, 6 days as winter vacation, 6 days as Diwali along with holidays on all university approved days’ festivals and for national day’s celebrations.</li> </ul> <p><b>Casual Leaves</b></p> <ul style="list-style-type: none"> <li>• Each employee will be allowed 10 days Casual Leave pay per Academic year.</li> <li>• Before availing such leave prior sanction of the director and HOD is required and faculty need to submit the proof of the same.</li> <li>• Casual Leave cannot be demanded as a matter of right and can be availed to meet contingencies only with one-day advance intimation subject to exigencies of work.</li> <li>• Casual Leave can be taken up to twice a month subject to exigencies of work and at the discretion of the recommending / sanctioning authority and</li> </ul>



cannot be taken for more than 2 days in a month.

- Casual Leave cannot be suffixed and prefixed to any other leave.
- In case of emergencies and / or due to unforeseen circumstances if Casual Leave is availed without notice, the sanction of the authority should be obtained on the next working day, failing which the leave will not be sanctioned and the employee will be treated as absent for that day.
- Casual Leave should not be clubbed with any other leave.
- Casual leave cannot carry forward nor can it be accumulated.
- All leaves shall be calculated from date of joining of the employees and will be as per the university rules
- The leave of the concerned staff shall have prior written approval from the Director in the leave application form.
- In case of unplanned or emergency leave (due to health), the leave forms is to be filled immediately after the leave.
- It is essential to take prior approval from the Director / HOD before leaving the institute campus for any kind of (Official/Personal) work
- All the concerned staff should mention the reason and sign on the movement register before going out for any official work or otherwise
- Employees need to be present in the institute before and after the vacation. (i.e. on the last working day and the first working day) . In case of failure the whole vacation shall be treated as leave without pay (LWP). A record of all the leaves and leave without pay availed by the concerned staff shall be maintained
- All leaves shall be credited to the concerned staff's account in the beginning of every calendar year and the leave remaining in the end of the year shall automatically lapse. There is no provision for carrying forward leaves to next year or of leave encashment

#### **Duty Leaves**

- 10 Duty leaves are also given to the faculties subject to the proof for attending seminar, conferences, workshops, Sawyam Examination, University answer sheet evaluation, paper setting etc.

#### **Time and attendance**

	<ul style="list-style-type: none"> <li>• Attendance register is maintained in the administrative section</li> <li>• Attendance record is maintained in such a manner that it remains authenticated and unquestionable</li> <li>• The faculty members and staff will use biometric attendance for correct entry timing</li> <li>• Every employee should reach the institute on time .</li> <li>• Late coming for ten minutes is considered and allowed thrice in case of emergency. After that one late mark is noted and three such late marks will amount to one leave</li> </ul>
<p><b>General Rules</b></p>	<ul style="list-style-type: none"> <li>• The faculty is not allowed to conduct private tuitions or coaching classes</li> <li>• Working hours for Faculty members are generally Eight Hours</li> <li>• Working hours for administrative staff are generally eight hour.</li> <li>• Half an hour is given for lunch break for both staff and faculty members</li> <li>• For all position the working hours can vary to a certain extent depending on training, activities going on at any point in time</li> <li>• The nature of work may occasionally demand extra time for which no extra incentives is provisioned</li> <li>• Office will remain closed on Sundays if there are no scheduled activities in the Institute</li> <li>• The faculty will not indulge in any act which is against the interest of the institute</li> <li>• The faculty will exhibit total transparency in evaluation and unbiased behavior towards each student</li> <li>• The faculty would be willing to carry out the work assigned by the university</li> <li>• The faculty would prepare lessons plans and subject notes as required for enhancing quality of teaching learning.</li> <li>• There will be full working day in a week (ie. From Monday to Saturday)</li> </ul>

<b>D</b>	<b>Service Record</b>
	<p>Following entries need to be there in the service record of each employee</p> <ul style="list-style-type: none"> <li>• Academic Qualifications</li> <li>• Professional Teaching qualifications</li> <li>• Special qualifications</li> <li>• Nature of appointment</li> <li>• Whether substantive or officiating and whether permanent or temporary</li> <li>• If officiating, state substantive appointment and nature of original vacancy in which he officiates (Article 371, C.S.Rs. and Rule 240(2) of the Bombay C. S. Rules</li> <li>• Pay in Substantive Appointment</li> <li>• Additional pay for officiating</li> <li>• Other emoluments falling under the term ‘pay’</li> <li>• Date of appointment</li> <li>• Signature of the employee</li> <li>• Signature and designation of the head of the office or other attesting officer</li> <li>• Date of termination of appointment</li> <li>• Reason of termination,</li> <li>• nature and duration of leave taken(Earned and unearned leave)</li> <li>• Reference to any recorded punishment or censure or reward or praise</li> </ul>

<b>E</b>	<b>Performance Appraisal</b>
	<p>The appraisal of the staff is done annually in most unbiased manner. To ensure that the staff is involved in his/ her own appraisal, Institute implements participative appraisal system as follows. The Director of the Institute conducts individual meeting with all faculty members to convey the information about appraisal.</p>

<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To provide feedback to the faculty members and staff</li> <li>• To identify and make assessment of training needs</li> <li>• To take compensation decisions</li> <li>• To establish benchmark for promotions</li> <li>• To ensure personal development of faculty members and staff</li> </ul>
<b>Method</b>	<ol style="list-style-type: none"> <li>1] Self-Appraisal- To understand individuals' strength, weaknesses, and achievements of individual.</li> <li>2] Students Appraisal- To understand students understanding, views and perception about faculty.</li> <li>3] Appraisal by the head- To understand prosperity, growth, Opportunities and scope for improvement.</li> </ol>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>• The Director /HOD discusses the appraisal with the concerned faculty for better understanding, improved communication and also to reduce conflict / de-motivation in case of non-agreement</li> <li>• The appraisal forms are carefully designed for capturing adequate information about the performance of the faculty.</li> <li>• The multi-level appraisal ensures considerations of all dimensions of the individual performance of the faculty.</li> </ul>
<b>Policy</b>	<b>Faculty Reward and Recognition</b>
	<ul style="list-style-type: none"> <li>• At PIBM, the appraisal of the faculty is done annually and fairly.</li> <li>• Institute implements open, transparent and participative appraisal system.</li> <li>• Certificate of appreciation along with a gift as a token of appreciation is given to every faculty for the outstanding contribution in conducting extra ordinary useful activity for the Institute / students.</li> </ul>

F	Staff Welfare
<b>Research Funding</b>	<p>Each faculty can avail up to Rs. 10,000 of reimbursement for academic excellence in the following</p> <ul style="list-style-type: none"> <li>• Writing papers in SCOPUS, ABDC Journals, UGC CARE, Web of Science, attending FDP, Refresher course, Workshops, Book Publication, Seminars, Conferences within State, National, International, NPTEL or any other MOOC courses</li> <li>• Faculties need to submit the proof of the same along with the voucher and then submit the same with sanction of Director to the Finance department</li> <li>• Finance department disburse the amount to the concerned faculty.</li> <li>• Apart from 10,000 if any faculty need some funding, management approval shall be required.</li> </ul>
<b>Other Welfare measures</b>	<ul style="list-style-type: none"> <li>• Work from home facility in case of medical emergency</li> <li>• Two time beverages (Tea, Coffee) during the day</li> </ul>

G	Roles and Responsibilities
<b>Institute Director</b>	
<b>Title</b>	<p><b>Role and Responsibilities of Institute Director</b></p> <p><i>Note:</i> - The institute director is selected by the university selection committee and is appointed by the Governing Council of the institute. The full time, permanent director is approved by the University of Pune and is the official head of the Institute. Director is the ex-officio member secretary of the Governing Council &amp; College Development Committee of the institute.</p>

**Duties**

1. Will have all the roles, responsibilities and powers defined as per AICTE / UOP bye laws. The Institute Director
2. Will function as, the Head of the office of the Institute under his charge and carry out all administrative duties required of a head of office.
3. Will be responsible for the proper maintenance of accounts of the Institute, Institute records, service books of faculty, and such other registers, returns and statistics as may be specified by the Society/ Board with the help of administrative officer.
4. Handle official correspondence relating to the Institute and furnish, within

the specified dates, the returns and information required by the State Government/Board.

5. Supervise, guide and control the work of non-teaching staff of the Institute.
6. Will be authorized for allocation of duties to the faculty and shall provide necessary facilities and conduct of Institute examination in accordance with the instructions issued by the Government /Board from time to time; and shall discharge these duties in consultation with the colleagues.
7. Plan the year's academic work in advance in consultation with Institute core committee and hold staff meeting at least twice a month, review the work done during the month and assess the progress of the pupils with the help of Head of the departments.
8. Help and guide the faculty to promote their professional growth and actively encourage their participation in courses designed for in-service education.
9. Promote the initiative of the faculty for self-improvement and encourage them to undertake experiments which are educationally sound.
10. Arrange for informal and non-class room teaching.
11. Form various committees with the help of the faculty and other Directors.
12. Develop and organize the library resources and reading facilities in the Institute and ensure that the pupils and faculty have access to and use of books and journals of established value and usefulness.
13. The Director has the power of taking decision regarding the expenditure up to Rs.50,000 per year on the matters related to fulfillment of Institute objectives.

## Research Head

<b>Title</b>	Role and Responsibilities of Research Head
<b>Scope</b>	The institute placement head will be a professor with an additional charge of research activities in the institute
<b>Duties</b>	<ul style="list-style-type: none"><li>• To inculcate research thought and promote the research activities in the institute</li><li>• To establish research cell.</li><li>• To be the editor of the research journal of the institute . And to Invite the research papers and carry out the process required to publish the Institute Research Journal</li><li>• To plan the release the journal</li><li>• To motivate and guide the faculty and students to participate in research activities like research projects, publishing and presenting research paper in Journals &amp; conferences</li><li>• To support the consulting work for industry and professional bodies along with directors</li></ul>



### **Head of the Department MBA/MCA**

<b>Title</b>	Role and Responsibilities of Head of the Department
<b>Scope</b>	The Heads of the Department (HODs) will work under the Institute Director .All the roles, responsibilities and powers are defined as per AICTE / SPPU bye laws.
<b>Duties</b>	<ol style="list-style-type: none"><li>1. To Be responsible for the efficient and smooth functioning of the department and implement the departmental plans.</li><li>2. To be responsible for the proper maintenance of all the registers records of the department and be responsible to provide guidelines for planning and evaluation.</li><li>3. To observe the lessons in the class and be responsible for checking the logbooks, lesson plans prepared by teaching faculty.</li><li>4. To supervise, guide and control the work of the teaching and non- teaching staff of the Institute.</li><li>5. To promote the initiative of the faculty for self-improvement and encourage them to undertake experiments which are educationally sound.</li><li>6. To plan the year's academic work in advance in consultation with the academic advisory committee and the colleagues and hold staff meeting at least twice in a month, review the work done during the month and assess the progress of the students.</li><li>7. To help and guide the faculty for their professional growth and actively encourage their participation in courses designed for in service education.</li><li>8. To make necessary arrangement for organizing special instructions/ remedial coaching for students according to their needs.</li><li>9. To conduct annual appraisal of departmental faculty and support/mentor the less experienced faculty of the department in pedagogical strategies and class management techniques</li></ol>

**Administrative /Office staff**

<b>Title</b>	Role & Responsibilities of administrative /Office staff
<b>Duties</b>	<ol style="list-style-type: none"><li>1. To assist Directors and Departmental Heads in administrative matters.</li><li>2. To communicate / coordinate with the regulatory and controlling bodies like AICTE , University , DTE , NBA,NAAC as and when required</li><li>3. To handle the matters related to property tax , PF , gratuity etc</li><li>4. To coordinate with social welfare department as well as Shikshan Shulka Samitee .</li><li>5. To conduct physical verification of Institute property and stock at least once a year and ensure the maintenance of stock registers neatly and accurately.</li><li>6. To make satisfactory arrangements for maintenance of Institute assets and keep all the essential records updated</li><li>7. To communicate with the other staff for the smooth running of the Institute.</li><li>8. To handle the admission process of the Institute.</li><li>9. To receive phone calls and enquiries.</li><li>10. To coordinate Interview sessions of the faculty.</li><li>11. To prepare appointment letters for selected faculty</li><li>12. To maintain various registers, service books, personal files. and leave records.</li><li>13. To coordinate the duties of class four employees.</li><li>14. To maintain records of bonafide certificates and leaving certificates and update the documents like fees, leave record etc.</li></ol>

## Faculty Members

<b>Title</b>	Roles and responsibilities of the Faculty Members
<b>Objectives</b>	<ol style="list-style-type: none"> <li>1. To impart the necessary knowledge and skills To the students To help in building their ability and personality</li> <li>2. To develop learned, responsible and disciplined citizens.</li> <li>3. To ensure their readiness for the professional and personal lives</li> </ol>
<b>Scope</b>	Faculty members are responsible for the overall development of students – intellectual, emotional and moral
<ul style="list-style-type: none"> <li>•</li> <li>• <b>Duties</b></li> </ul>	<ul style="list-style-type: none"> <li>• All the roles, responsibilities and powers defined as per AICTE /UOP bye laws</li> <li>• To conduct classes as per the time table</li> <li>• To prepare lesson plans - monthly and weekly , keep all the required records properly and lead curriculum and instructions as decided in academic meeting</li> <li>• To keep abreast of the latest development and technology in teaching, learning and assessment as required by the Institute</li> <li>• To manage the available resources optimally and complete the curriculum satisfactorily</li> <li>• To share the issues, knowledge and experiences with the otherteaching staff to motivate , guide and assist them.</li> <li>• To carry out the examination related work assigned by the university</li> <li>• To plan, set and evaluate assignments, test and exams</li> <li>• To facilitate professional development by attending faculty training workshop and self learning</li> <li>• To assist the class mentors wherever</li> <li>• required and provide appropriate feedback to the heads and faculty.</li> <li>• To ensure that the students are well informed about the curriculum and other add on courses that are planned for the term. Consultation with students would prove to be particularly important when</li> <li>• planning any revision scheme prior to examinations</li> </ul>

<b>Librarian</b>	
<b>Title</b>	Roles and Responsibilities of the Librarian
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Plan, coordinate and manage all the matters relating to library sources.</li> <li>• Prepare library budget with library committee</li> <li>• Procure the books, magazines , Journals and maintain accession register.</li> <li>• Conduct book inventory and maintain book and magazine records</li> <li>• Stimulate students' interest in reading by conducting various activities.</li> <li>• Develop their information skills and attitudes.</li> <li>• Monitor Library Usage</li> </ul>

<b>Committee Head</b>	
<b>Title</b>	Role and Responsibilities of Committee Head
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To set the objectives of the committee with the help of the othercommittee members.</li> <li>• To conduct time to time meetings of the committee members and discuss a track of the objectives of the committee.</li> <li>• To conduct the activities of the committee with the help of committee members , faculty , staff and students</li> <li>• To record the minutes of the meetings and make the action plans for future.</li> <li>• To report and give the feedback to the Director about the activities.</li> </ul>

<b>Technical Staff</b>	
<b>Title</b>	Roles and Responsibilities of Technical Staff
<b>Scope</b>	Lab assistant and Lab administrator who look after the maintenance and management of the computing facilities , computer labs projectors, generators and other equipment
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To manage and maintain various equipment in the institute including computer, printers, PA system, LCD projectors etc.</li> <li>• To Maintain dead stock registers of software and hardware equipment of the Institute.</li> <li>• To install required software in the computer labs</li> <li>• To make network charts and display rules and regulations for the lab and server room.</li> <li>• To monitor internet connectivity as per the requirement of the staff, students, guests and record usage</li> <li>• Update the domain, web space of the Institute</li> </ul>

<b>Cleaning and helper staff</b>	
<b>Title</b>	Roles and Responsibilities of Cleaning and helper staff
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To follow the instructions given by the Director, HOD and administrative staff.</li> <li>• To clean the Institute building and premises</li> <li>• To clean the water coolers.</li> <li>• To help administrative staff wherever essential</li> <li>• To open and lock the classrooms.</li> <li>• To Help in making arrangements for the exam and any special event s/ programs</li> </ul>

<b>Security guards</b>	
<b>Title</b>	Role and Responsibilities of the security guards

**Duties**

- To be responsible for the security and safety of the Institute assets
- To be responsible for the safety of the students.
- To help the visitors and guide them.
- To monitor vehicle parking

## H. Code of conduct

An institute's code of conduct is a set of rules which is commonly written for students of the institute, which protects the culture and informs the students of the institute's expectations. This code shall apply to all kinds of conduct of students and staff that occur on the institute premises including in university sponsored activities, functions hosted by other recognized student organizations and any off campus conduct that has or may have serious consequences or adverse impact on the institute's interest or reputation.

A	Code of Conduct for students
	<p>All students must know that it is incumbent upon them to abide by the Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. That the Institute can provide a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute. They are as follows:</p>
	<ol style="list-style-type: none"><li>1. He/she shall be regular and must complete his/her studies in the Institute.</li><li>2. Students are expected not to do Any disruptive activity in a class room or in an event sponsored by the Institute</li><li>3. Students are expected to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards.</li><li>4. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities. Students are expected to use the social media carefully and responsibly.</li><li>5. Students are expected not to do Any disruptive activity in a class room or in an event sponsored by the Institute</li><li>6. Students are expected to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards.</li><li>7. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities. Students are expected to use the social media carefully and</li></ol>

responsibly.

- 8.** They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- 9.** Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- 10.** Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- 11.** Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- 12.** During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited in the class.
- 13.** Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- 14.** A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.30 a.m. to 5.00 p.m.
- 15.** All the students are expected to be present in the class well -within time Silence shall be observed during class hours.
- 16.** In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- 17.** They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- 18.** Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- 19.** Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy,



without that person's knowledge and express consent.

- 20.** Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- 21.** During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited in the class.
- 22.** Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- 23.** A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.30 a.m. to 5.00 p.m.
- 24.** All the students are expected to be present in the class well -within time Silence shall be observed during class hours.
- 25.** In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session
- 26.** Students shall come to the college in approved uniforms with formal shirts tucked into trousers with leather belt and formal shoes or semi covered chappals. Hawai type rubber or plastic chappals are not permitted.
- 27.** Every student shall wear clean, neat and formal dress, fitted to our culture and tradition. Casual wear such as T-Shirts, shorts and torn jeans must be avoided.
- 28.** All the students are expected to attend all college functions in college uniform unless otherwise specified.
- 29.** All the students shall wear their identity cards, well displayed.
- 30.** All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
- 31.** Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- 32.** For independent study, students are expected to use the class rooms, library or the

demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.

- 33.** Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their residences by 6.00PM.
- 34.** Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.
- 35.** Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
- 36.** Consumption of intoxicants / psychotropic substances in any form or smoking or using chewinggum, panmasala etc. are strictly prohibited.
- 37.** Visitors are not allowed to meet the students in the classrooms.
- 38.** Students should take care of their belongings. The institution will not be responsible for any loss.
- 39.** It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
- 40.** Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
- 41.** Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
- 42.** Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners etc. in the campus without the permission of the competent authority.
- 43.** Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
- 44.** Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be

based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.

45. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College and outside the college.
46. Ragging in any form is a serious offence and it will be dealt with severely. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
47. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.
48. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
49. The college expects students of both sexes to foster a healthy and decent relationship both on campus and off campus. The very spirit of co-education lies in facilitating such a relationship. Any behaviour contrary to this spirit is deemed unlawful and punishable.
50. Students must deter from participating in activities which are not considered suitable for the reputation of the institute including:
  - Organizing meetings and processions without permission from the Institute.
  - Accepting membership of religious or terrorist groups banned by the Institute/Government of India
51. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
52. Unauthorized possession or use of harmful chemicals and banned drugs
53. Smoking on the campus of the Institute
54. Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute
55. Parking a vehicle in a no parking zone or in area earmarked for parking other type

of vehicles. Rash driving on the campus that may cause any inconvenience to others

**56.** Theft or unauthorized access to others resources

**57.** Misbehaviour at the time of student body elections or during any activity of the Institute.

**58.** Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.

**59.** If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

- **WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- **RESTRICTIONS** -Reprimanding and restricting access to various facilities on the campus for a specified period of time.
- **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion
- **EXPULSION** - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any studentrelated activities or campus residences etc.
- **MONETARY PENALTY-** May also include suspension or forfeiture of scholarship for a specific time period.
- **SUSPENSION-** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority.
- **APPEAL:** If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Director.

**B****Code of Conduct for Teaching Staff**

The Code or Professional Ethics for university and college teachers (1989) that has been adopted by the University Grants Commission (Appendix VI) shall be applicable to the teachers (Including Directors, Librarians) of the University, the affiliated colleges and the Recognised institutions. The institute follows the Savitribai Phule Pune University earlier known as UNIVERSITY OF POONA STATUTES (Under Section 42 and / or 73 of the Poona University Act, 1974) (As modified up to the 01.04.1992)

[http://www.unipune.ac.in/pdf\\_files/law/teacher.pdf](http://www.unipune.ac.in/pdf_files/law/teacher.pdf)

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students. Besides, the teachers have to:

1. Report to duty on time
2. Remain on duty during college hours.
3. Adhere strictly to the laws and regulations of the college.
4. Respect and maintain the hierarchy in the Administration.
5. Uphold the honour and dignity of the teaching profession.
6. Provide an innovative and quality education to pupils.
7. Be impartial and discriminative against students.
8. Interact with the students in a friendly manner.
9. Abide by the rules and regulations of the institution.
10. Abide by the procedures to ensure student's safety.
11. Collaborate with fellow teachers.
12. Be responsible and interact positively with parents and other stakeholders in educating the students.
13. Be good counselors and facilitators.
14. Help, guide, encourage and assist students in their learning
15. Manage their private affairs in a manner consistent with the dignity of the profession
16. Seek to make professional growth through education and research.
17. Express free and frank opinion by participation at professional meetings,

	<p>seminars,conference etc. towards the contribution of knowledge.</p> <p><b>18.</b> Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.</p> <p><b>19.</b> Cooperate and assist in carrying out functions relating to the educational responsibilities of the institute and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of university and college examination, including supervision, invigilation and valuations.</p> <p><b>20.</b> They are also expected to give their full cooperation by participating in extension, co-curricular and extra-curricular activities including community service.</p>
<b>C</b>	<b>Code of Conduct for Non-teaching staff</b>
	<ol style="list-style-type: none"> <li><b>1.</b> Report to duty on time</li> <li><b>2.</b> Remain on duty during college hours.</li> <li><b>3.</b> Adhere strictly to the laws and regulations of the college.</li> <li><b>4.</b> Respect and maintain the hierarchy in the Administration.</li> <li><b>5.</b> Maintain honesty, integrity, fairness in all activities.</li> <li><b>6.</b> Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public</li> <li><b>7.</b> Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.</li> <li><b>8.</b> Must not intercept or misappropriate college money.</li> <li><b>9.</b> Must not be absent from duty without official approval or approved sick leave.</li> </ol>

## Chapter 3- Student Development Policy

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<b>A</b>	<b>Admission Procedures and Eligibility</b>
<b>Introduction</b>	<ul style="list-style-type: none"> <li>• MBA and MCA Course is purely carried out by admission process given by Directorate of Technical Education (DTE) - the competent authority of Govt. of Maharashtra for the respective academic year.</li> </ul>
<b>Eligibility Criteria</b>	<ol style="list-style-type: none"> <li>a. For Maharashtra State Candidature Candidate and All India Candidature Candidate, Jammu and Kashmir Migrant Candidature Candidates-</li> <li>b. Nationality of Candidate should be Indian.</li> <li>c. For MCA , BCA / B.Sc./ B.Com./ B.A. with Mathematics as one of the subjects ( at 10+2 level or at Graduation level examination ) and For MBA any Graduation and obtained at least 50% marks in aggregate (at least 45% in case of candidates of backward class categories and Persons with Disability belonging to Maharashtra State only);</li> <li>d. Non zero positive score in MAH-CET(MCA/MBA). Any management admission eligibility test for MBA</li> <li>e. NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National—</li> <li>f. Passed BCA / B.Sc. / B.Com. / B.A. with Mathematics as one of the subjects (at 10+2 level or at Graduation level examination) and obtained at least 50% marks in aggregate;</li> <li>g. Any other criterion declared from time to time by the appropriate authority as defined under the Act.</li> </ol>
<b>Admission Process</b>	<p>Below are the steps MANDATORY as per Government of Maharashtra's Rules and Regulations:</p> <ol style="list-style-type: none"> <li>a. Candidates after successfully clearing the eligibility exam should register for admission process on DTE portal.</li> <li>b. Candidates have to verify the documents on portal, followed by confirmation of Application Form for admissions.</li> <li>c. Candidates have to proceed for Physical document verification at Facilitation Center (FC) mentioned by authorities for further eligibility of CAP Round or management seats.</li> </ol>



- d. Candidates those who want to come through CAP round have to fill Option Forms after declaration of provisional merit list. College allotment list is made available through candidate's login.
- e. DTE Official Website displays the schedule of CAP Rounds. Candidate has to report to allotted college for completing admission process.
- f. For the management Seat the advertisement is given in the leading newspaper with details information regarding the seat under the said quota
- g. For management quota, the merit list is created amongst the applications received and the same is displayed on college web portal.
- h. Students are expected to report to the college within the given timeframe based on the management window.
- i. All original documents are verified by the department nominated point of contact and are submitted to Institute's Document collection authority.

#### Admission related procedures

<b>1</b>	<ul style="list-style-type: none"> <li>• <b>Admission through CAP</b></li> </ul>
<b>Time</b>	<ul style="list-style-type: none"> <li>• July – August</li> </ul>
	<ol style="list-style-type: none"> <li>1] To visit the DTE website <a href="http://www.dte.org.in">www.dte.org.in</a> for recent notifications regarding admission process for the present year</li> <li>2] To display the admission calendar with important dates as published by DTE</li> <li>3] To take print out of the allotment list , after allotment by DTE on website</li> <li>4] Check the name of the student coming for the admission through the allotment list</li> <li>5] To check the eligibility of the applicant as per DTE rules by checking all the documents</li> <li>6] Complete the admission process as follows             <ol style="list-style-type: none"> <li>a] Get the admission form filled by the students with photograph</li> <li>b] Collect the required documents in original and 2 Xerox copies - 10th , 12th , graduation mark list , CET scorecard, domicile certificate , nationality , migration certificate , gap certificate, cast and cast validity certificate if</li> </ol> </li> </ol>

<b>Procedure</b>	<p>applicable [ in case migration / gap certificate is not available take the application regarding the same from student]</p> <p>c] Collect the fees and give receipt. In case the student request for fees installment , take application from the student about installment</p> <p>.For category students , the fees are collected as follows</p> <p>i] ST/ ST / NT /SBC : no tuition fees only development and university fees</p> <p>ii] For OBC : Half tuition fees and development and university charges</p> <p>7] To enter the students data online after the admission process is completed</p> <p>8] To take printout of the Admission form [ The copy of all the printouts to be submitted to DTE after the completion on the online admission process</p> <p>9]To prepare the meritlist of students after all CAP round</p>
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### 2 Admission through Institute Quota

<b>Time</b>	<ul style="list-style-type: none"> <li>• July -August</li> </ul>
<b>Procedure</b>	<p>1] To advertise about the admission availability through various media as per requirement to create awareness among aspirants</p> <p>2] To publish advertisement for inviting applications for filling up institutional level seats and probable vacancies after CAP round</p> <p>3] To prepare the merit list of the applicants based on the CET score after receiving the admission applications within prescribed date.</p> <p>[ In case the number of applications are less than the number of seats available , admit all the students who apply for the seats . and Fill up the remaining seats till the cut off date by DTE]</p> <p>5] To check the eligibility of the applicant as per DTE rules by checking all the documents</p> <p>6] To Complete the admission process as mentioned in the previous section for CAP admissions</p> <p>7] To Prepare the merit list of students after all seats are filled</p>

### 3 Admission verification by DTE and Pravesh Niyran Samitee

<b>Time</b>	<ul style="list-style-type: none"> <li>• October- January</li> </ul>
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<p><b>Procedure</b></p>	<p>1] To visit the DTE regional office for verification of documents of all admitted students</p> <p>2] To get the students documents verified by the competent authority for confirmation of admission.</p> <p>3] In case of any discrepancy / lack of documents , inform the concerned student regarding the same.</p> <p>4] After DTE verification submit the verified list to Pravesh Niyamtran Samitee for approval</p> <p>5] To ensure that all admission are approved and confirmed</p> <p>* In case of unavailability of caste validity certificate , the seats will be confirmed only after submission of validity certificate by concerned student , as permitted by DTE</p>
<p><b>Effectiveness criteria</b></p>	<ul style="list-style-type: none"> <li>• Admission process of all the students completed within time.</li> <li>• No vacant seats for any course</li> <li>• Admissions are confirmed by DTE &amp; PNS</li> </ul>
<p><b>4 :- Eligibility of students by the university</b></p>	
<p><b>Time</b></p>	<p>September , October</p>
<p><b>Procedure</b></p>	<p>1] To get the eligibility forms filled by the admitted students along with all the required documents [ same as mentioned in the admission process]</p> <p>2] To collect the eligibility fees from the students as per university notification</p> <p>3] To verify the eligibility by the administrative staff and approve the same by the Director</p> <p>4] Pay the eligibility fees of all students to the University as per the norms.</p>
<p><b>Effectiveness criteria</b></p>	<ul style="list-style-type: none"> <li>• Filling up of eligibility forms as per time line and payment of eligibility fees</li> </ul>
<p><b>5:- Cancellation of Admission</b></p>	
	<p>1] To receive the application from the student regarding the cancellation with the valid reason for the same</p> <p>2] Take the approval for cancellation from director</p>

<b>Procedure</b>	<p>3] Complete the cancellation of admission by returning all the original documents and refunding the fees.</p> <p>The refund of fees is given according to the University norms as follows within 7 days of application</p> <ul style="list-style-type: none"> <li>• If cancellation is within 15 days after the admission, Rs. 1000 deducted from the fees and refund would be given to the candidate.</li> <li>• If the cancellation is to be done after the cutoff date declared by DTE, no refund from fees is given.</li> </ul> <p>4] To cancel the admission through CAP round: the cancellation of admission needs be done online before the cutoff dates of CAP, this process is applicable only for admissions done through CAP round.</p> <p>5] To transfer the vacancy generated by cancellation to the institutional quota, if the cancellation is done after CAP rounds</p> <p>6] Fill up the vacancy by following the admission process as mentioned in previous sections.</p>
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#### 6:-Transfer of students from other institute

<b>Procedure</b>	<p>In case of available vacancy created in the Institute in the 2<sup>nd</sup> or 3<sup>rd</sup> year due to cancellation of admission. The institute can admit interested eligible students from other institutes in the same university as follows</p> <p>1] To receive the application from student for seeking admission 2] to check the availability of seats</p> <p>3] To check the eligibility and previous year marklists</p> <p>4] To receive ‘ No Objection certificate’ from the present institute where the student is studying</p> <p>5] Follows the admission process as mentioned in previous sections</p>
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### B. Scholarships

<b>Time Schedule</b>	September – October
<b>1</b>	<b>Gov. scholarships/Free ship</b>
	<ol style="list-style-type: none"> <li>1. Institute has a practice of offering Gov. scholarships/Free ship like EBC/OBC/SC/ST/VJNT/SBC</li> <li>2. The regular compliances towards Student Welfare Development is</li> </ol>

	<p>maintained by the Scholarship Department.</p> <ol style="list-style-type: none"> <li>3. During the orientation program a detailed session on scholarship guidance is given by Finance Controller and admin staff.</li> <li>4. MBA/MCA first year students will register their name and provide other mandatory information in Govt. website of scholarship.</li> <li>5. Admin department will continuously follow up with the process and provide update to the students timely. Student's fees approval status shall be displayed on the Government website.</li> <li>6. After the scrutiny the list of student's scholarship approval is displayed.</li> <li>7. The unapproved cases shall be verified for further compliances and the status of the same shall be communicated to the students for further course of action.</li> </ol>
<p style="text-align: center;"><b>Procedure</b></p>	<ol style="list-style-type: none"> <li>1] To prepare the list of category students</li> <li>2] To prepare the category wise fee structure chart as approved by Shikshan Shulka Samitee for the present year</li> <li>3] To submit the fee structure of the institute to the social welfare department and get the same approved</li> <li>4] To get the forms filled online by the students[ or hard copy in case of discrepancy ]</li> <li>5] To submit the forms of ST students in the social welfare office for ST students.</li> <li>6] To display the names of the students without caste validity certificate</li> <li>7] To get the validity application filled by the students [ in case of non availability ]</li> <li>8] To do the follow up for receiving the fee reimbursement</li> <li>9] To prepare the details of the total amount receivable and give the same to the accountant</li> </ol>
<p style="text-align: center;"><b>Effectiveness criteria</b></p>	<ul style="list-style-type: none"> <li>• The documents are submitted to the Social welfare department on time for early refund of money</li> </ul>
<p style="text-align: center;"><b>2</b></p>	<p><b>Institutional Scholarship</b></p>
	<ul style="list-style-type: none"> <li>• The Institute offers scholarship to needy and deserving students from the self-financed funds.</li> </ul>

	<ul style="list-style-type: none"> <li>• Notice is displayed for receiving the application for Institutional Scholarship.</li> <li>• The applications are scrutinized and endorsed by the respective Department and the Director.</li> <li>• The Top management takes the final decision for granting the scholarship</li> </ul>
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**Administrative Document and Records**

**General Administration**

<ul style="list-style-type: none"> <li>• Administrative time table</li> <li>• Approval letters AICTE</li> <li>• Recognition DTE</li> <li>• AICTE compliance</li> <li>• Governing council MOM</li> <li>• Institute Prospectus</li> <li>• Inward/ outward file</li> </ul>	<ul style="list-style-type: none"> <li>• Affiliation letter university</li> <li>• LIC reports</li> <li>• Trust meetings MOM</li> <li>• CDC MOM</li> <li>• University exam centre – documents</li> <li>• Holiday list</li> </ul>
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**Student administrative records**

<ul style="list-style-type: none"> <li>• Admission forms with certificates</li> <li>• Merit lists for admission</li> <li>• Student application file</li> <li>• Result sheets</li> </ul>	<ul style="list-style-type: none"> <li>• Original certificate file</li> <li>• CAP allotment</li> <li>• Social welfare dept file</li> <li>• Anti ragging affidavit</li> </ul>
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<b>D</b>	<b>Student Activities</b>
<b>1</b>	<b>Educational Excursion</b>
	<ul style="list-style-type: none"> <li>• <u>Industrial Trip</u>: Institute sponsors industrial visit each academic year and support the students through financial and non-financial means.</li> <li>• <u>OMT</u>: One Outdoor Management Training each year is sponsored by the Institute for building a Team work among the students.</li> </ul>

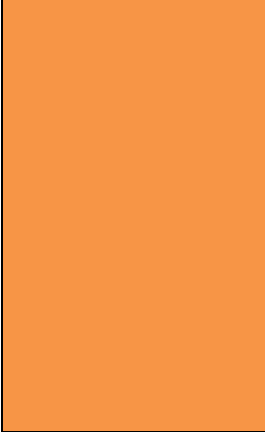
2	<b>Inter Collegiate Activities</b>
	<ol style="list-style-type: none"> <li>1. The college representative/ Coordinator receives the information about inter collegiate competition like curricular, extracurricular, sports, cultural activities through respective college's representative through Brochure, email, what app etc.</li> <li>2. The same information is passed to the students.</li> <li>3. The students are encouraged by the concerned coordinator to enrolling the concern activity. The institute sponsors / refund selected students participating in such activities</li> <li>4. The student get the refund amount of registration from the college</li> </ol>
3	<b>Capacity Building and Skill enhancement SOPs</b>
	<p><b>Soft skill :</b></p> <ul style="list-style-type: none"> <li>• Institute conducts expert session soft skills, Business Etiquette.</li> <li>• The expert sessions are held on the requisition of the Department.</li> </ul> <p><b>Language and Communication skills</b></p> <ul style="list-style-type: none"> <li>• Institute conducts language and communication session as per the requisition of the Department.</li> </ul> <p><b>ICT /Computing skills.</b></p> <ul style="list-style-type: none"> <li>• Institute conducts Add on courses and Enrichment sessions by technical experts as per the requisition of the Department.</li> </ul>
4	<b>Cultural Activities Standard Operating Procedures</b>
	<ul style="list-style-type: none"> <li>• Introduction about the cultural Club to students during Orientation day by respective HOD.(MBA /MCA)</li> <li>• The cultural committee consists of 4 students from 1<sup>st</sup> Year and 4 students from Second year. The composition is made up of 50% male and 50% female. Along with 3 Faculty coordinators from MBA and MCA Department</li> <li>• Sharing the GOOGLE FORM for student registration to all students by</li> </ul>

	<p>respective HOD</p> <ul style="list-style-type: none"> <li>• Receiving student’s willingness and consent for club activities by HOD and Club coordinating faculties.</li> <li>• Selecting club coordinators through casting vote.</li> <li>• Planning budget and cultural activities to be conducted in each semester.</li> <li>• Detailed instructions given about the activity by Club Coordinator faculty to students after discussion and approval by HOD &amp; Director.</li> <li>• Discussion with the students about activity flow chart and activation.</li> <li>• Conduct and recording of Activity by preparing Activity report with Geotag photos.</li> </ul>
<b>5</b>	<b>Sports Activities Standard Operating Procedures</b>
	<ul style="list-style-type: none"> <li>• Introduction about the Sports committee to students during Orientation day by respective HOD.(MBA /MCA)</li> <li>• The sport committee consists of 4 students from 1<sup>st</sup> Year and 4 students from Second year. The composition is made up of 50% male and 50% female</li> <li>• Along with 3 Faculty coordinators from MBA and MCA Department.</li> <li>• Receiving student’s willingness and consent for the formation of sports committee. Club coordinating faculties.</li> <li>• Seeking student’s registration in various sports activities.</li> <li>• Planning the sports events and making the budget approval by HOD and DIRECTOR.</li> <li>• Mobilization of resource and equipment shall be made through appropriate requisition</li> <li>• Declaring with the students about the dates of events, minimum maximum participation/ entry fees, prizes .Encouraging students for participation</li> <li>• The execution of the event shall be done under the supervision of faculty coordinator and Physical Director.</li> <li>• Conduct and recording of Activity by preparing Activity report with Geotag photos.</li> </ul>



E	Placement
	<p>The Training and Placement Cell of our college aims at:</p> <ul style="list-style-type: none"> <li>• To prepare and train aspiring learners to face campus recruitment by providing them exhaustive training with relevance to communication skills, aptitude test demeanor, and overall development for personal &amp; professional grooming.</li> <li>• To arrange guest lecture of industrial experts to update and upgrade learners with hands on experience in the wake of ever changing dimensions of professionalism.</li> <li>• To arrange guest lecture of alumni who are placed in reputed industries to inspire and motivate the aspiring learners.</li> <li>• To make concerted and consistent efforts to enhance employability through campus placements.</li> <li>• We follow the policy of “ONE STUDENT ONE OFFER” i.e once the students is placed in a company, he / she is not permitted to appear for the next placement drives scheduled.</li> </ul> <p><b>Eligibility for placement:</b></p> <p>The following students shall have the rights for their placement under this policy:</p> <ul style="list-style-type: none"> <li>• Students of final year / semester (studying / outgoing / prior to pass out) of their respective course.</li> <li>• Regular, sincere, punctual at their institute.</li> <li>• Students fulfilling required obligations of placement agencies.</li> <li>• Minimum 75% attendance in academics and any other professional enhancement program such as Guest Lectures, Pre-placement Lectures, Industrial Visits, Industrial Tours, Professional Trainings, Soft Skills Training, etc. which are carried out in the campus or outside the campus.</li> <li>• No back log and /or due(s) to the institute/ university.</li> </ul>

<b>F</b>	<b>Alumni Association</b>
	<ul style="list-style-type: none"> <li>The institute believes that alumni are the greatest assets of the institute .The are the brand ambassadors who represent the institute in industry and society at large .The are valuable advisors and supporters for institutional growth</li> </ul>
<b>Composition</b>	<ul style="list-style-type: none"> <li>Chairman-1</li> <li>Secretary-1</li> <li>Treasurer-1</li> <li>Vice President-2</li> <li>Members-4</li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>To reach ,engage and serve all alumni and students by networking</li> <li>To foster lifelong emotional bonds between the institute and its alumni</li> <li>To organize personality development programs with the assistance of Alumni</li> <li>To support needy students by way of Scholarships, placements, vocational training, projects, Seminars, travel grants, etc.</li> <li>To organize value addition courses pro industry activities involving</li> </ul>
<b>Policy</b>	<ul style="list-style-type: none"> <li>Any Student who successfully obtains MBA/MCA degree from Pratibha Institute of Business Management becomes a life member of the association.</li> <li>The request for membership shall be made in the application form approved by respective HOD &amp; Director and should be duly filled and signed by the applicant.</li> <li>The membership shall be Life Membership.</li> <li>Meetings of executive committee members shall be convened once in a year.</li> <li>A quorum for the meeting of the executive committee shall be one-third of the members of the executive.</li> <li>All decisions shall be on the basis of the majority of votes. In case of an equality of votes, the President of the meeting shall have to cast a vote.</li> <li>All matters of dispute shall be referred to the patron and his / her decision shall be final and binding on all parties.</li> </ul>

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- Seven-day notice shall ordinarily be given for all meetings of the General Body/ Executive Committee. The notice of the General Body meeting shall be communicated electronically to all members.
  - In the absence of the President, the Vice-President shall preside over the meetings of the General Body / Executive Committee.
  - All decisions shall be on the basis of the majority of votes. In case of an equality of votes, the President of the meeting shall have to cast a vote.

## Chapter 4- Finance and Accounting

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<b>1</b>	<b>Purchase &amp; Finance Committee</b>	118
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<b>C</b>	Purchase Policy	123
<b>2</b>	<b>Administrative Committee</b>	125

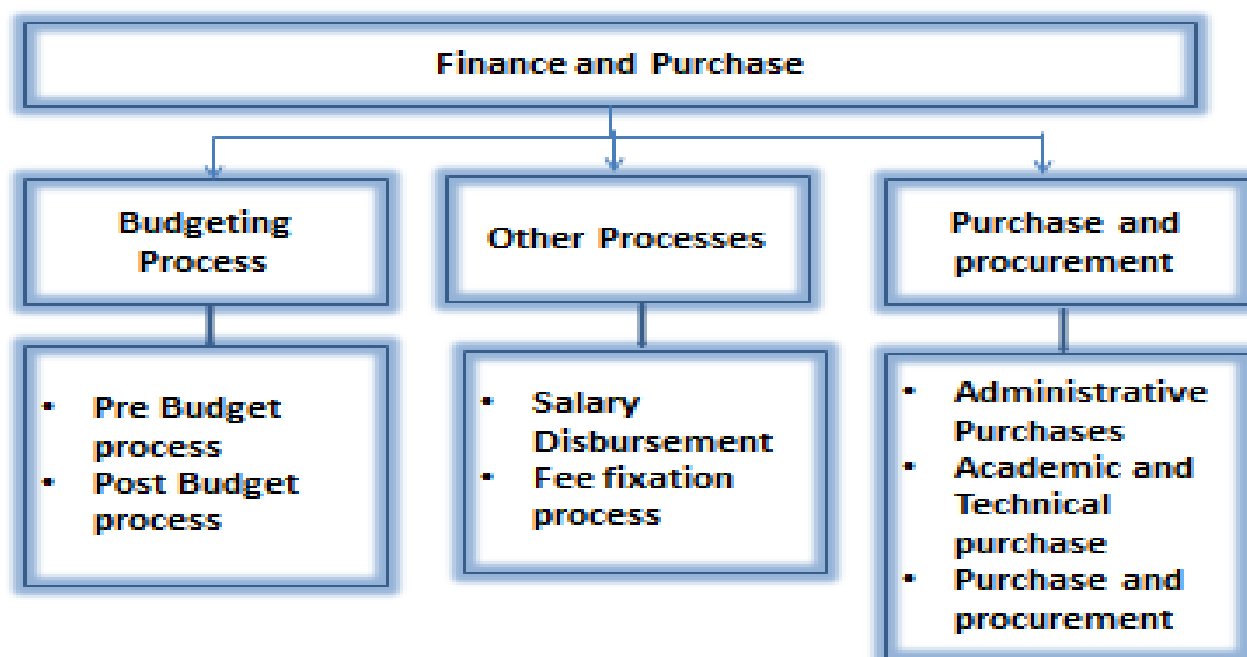
## 1. Purchase and Finance Committee

There is subcommittee under administrative committee which is responsible for finance management for effective handling of finances. This committee is established to develop, implement and monitor the process of purchase and finance . The sub-committee is made up of Five members.

	<ul style="list-style-type: none"> <li>• <b>Purchase and Finance Committee</b></li> </ul>
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Chairman-1</li> <li>• Secretary-1</li> <li>• Members-3</li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To help assure a financially sound organization that is well-prepared to achieve its overall mission, vision and goals</li> </ul>
<b>Frequency of Meeting</b>	<ul style="list-style-type: none"> <li>• The committee shall meet at least twice a year.</li> </ul>
<b>Scope</b>	<ul style="list-style-type: none"> <li>➤ The Institute's annual accounts will be reviewed by the Finance Committee before being submitted to the Governing Body, along with the Finance Committee's comments.</li> <li>➤ The Finance Committee shall establish annual limitations on total recurring spending and total non-recurring expenditure.</li> <li>➤ The Institute shall incur no expenditure other than that specified in the budget without the permission of the Finance Committee.</li> <li>➤ To submit budgetary estimates for construction and other infrastructural amenities that are planned to be provided based on Institute Development suggestions.</li> <li>➤ The Estimated cash flow elements are as             <ul style="list-style-type: none"> <li>a) Salary/Remuneration- 60-65 % of the funds are used for salary distribution</li> <li>b) Student Welfare-12-15%,</li> <li>c) Depreciation- 7-9 %</li> <li>d) 11 %- miscellaneous expenses of the institute</li> </ul> </li> <li>➤ Examines the budgets supplied by the various departments and keeps</li> </ul>

	<p>track of how the department's funding is being used.</p> <ul style="list-style-type: none"> <li>➤ The budget for the fiscal year for the departments and the institute is proposed.</li> <li>➤ Review the Institute's audited finances and submit them to the GC.</li> <li>➤ offer recommendations to the Governing Council for: <ul style="list-style-type: none"> <li>i. Advise the Governing Body on all financial matters.</li> <li>ii. Examine the budgets supplied by the various departments and supervise the use of department budgets</li> <li>iii. Develop a budget for the fiscal year for the departments and institutes.</li> <li>iv. Examine and submit the audited financial statements.</li> </ul> </li> </ul>
<p><b>Functions</b></p>	<ul style="list-style-type: none"> <li>• To prepare budget and financial statements</li> <li>• To get approval of the budgets for different activities</li> <li>• To supervise on activities related to finance.</li> <li>• To get the rates approved by approved vendors</li> <li>• To obtain minimum 3 quotations to purchase equipment and furniture from unapproved vendors</li> <li>• To decide and finalization of quotation</li> <li>• To raise the purchase order to respective vendor</li> <li>• To make advance payment or to make payment against delivery after quality check by respective users</li> <li>• To prepare monthly salary cheques</li> <li>• To calculate fees of Shikshan Shulka Samiti</li> <li>• To keep records and maintain purchases</li> <li>• To verify the stock and material purchased</li> <li>• To review the processes for compliance with laws and regulations relevant to finance</li> </ul>

## Procedure for Finance Management



### A. Budgeting

A. Budgeting	
<b>Time</b>	<ul style="list-style-type: none"> <li>February – March</li> </ul>
<b>1</b>	<b>Pre Budget [ to be done by accountant ]</b>
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. To collect the requirement from the departments , director facultymembers , students regarding their present and future needs</li> <li>2. To refer to the minutes of governing council meetings , management meetings and LMC regarding non recurring and recurring expenditure</li> <li>3. Requirement of one time material /items/equipment [ &gt; 1,00,000 ] would be put forth in the departmental meetings which would then put forth in the Institutional meeting, in case of major purchase ( of Rs. 1,00,000 ) it would be discussed in the Board of Governors i.e. Trustees meeting during budget discussion before finalizing.</li> <li>4. To collect the requirement from the departments , director , faculty</li> <li>5. members , students regarding their present and future</li> </ol>

	<p>needs</p> <ol style="list-style-type: none"> <li>6. To refer to the minutes of governing council meetings , management meetings and LMC regarding non recurring and recurring expenditure</li> <li>7. To refer to the norms set by the regulatory bodies regarding availability of infrastructure , salary scales and heads of expenditure 7] To estimate the availability of funds with the institute</li> <li>8. To present all the data to the directors / management representatives</li> <li>9. To prepare the balanced budget with due weightage given to following critical heads of expenditure</li> <li>10. [ to be done by the director / management representatives]</li> <li>11. a) Salary &amp; staff welfare [ around 60% of the total expenditure ] b) Administrative expenses [around 10 % of total expenditure] c) Maintenance [ around 5 % of total expenditure]</li> <li>1. Library expenses [around 5 % of total expenditure]</li> <li>2. Research extension and industry interaction expenses [ around 10 % of total expenditure]</li> <li>3. Depreciation : [around 10 % of total expenditure]</li> <li>4. To prepare final budget with the heads of expenditure as per the format of Shikshan Shulka Samitee , considering the above weightages.</li> <li>5. To submit the budget to the directors for approval</li> <li>6. To present the budget in the Governing council for final approval</li> </ol>
<b>2</b>	<b>Post budget</b>
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. To monitor the expenses as per the budgetary provision quarterly</li> <li>2. To inform the director about the gap between budgeted expenses and actual expenses , if any</li> <li>3. To propose the revision of expenditure with respect to actual expenses on higher or lower side</li> </ol>



4. To approve the revised budget in next Governing council meeting

### Documents and Records

1. Audited Statements
2. Trust fund details with FD copies
3. Bank statements
4. Salary muster
5. Budget file
6. Shikshan Shulka Samiti file
7. Fee register

### B. Sanction of student fees

#### Fees fixation proposal with Shikshan Shulka Samitee

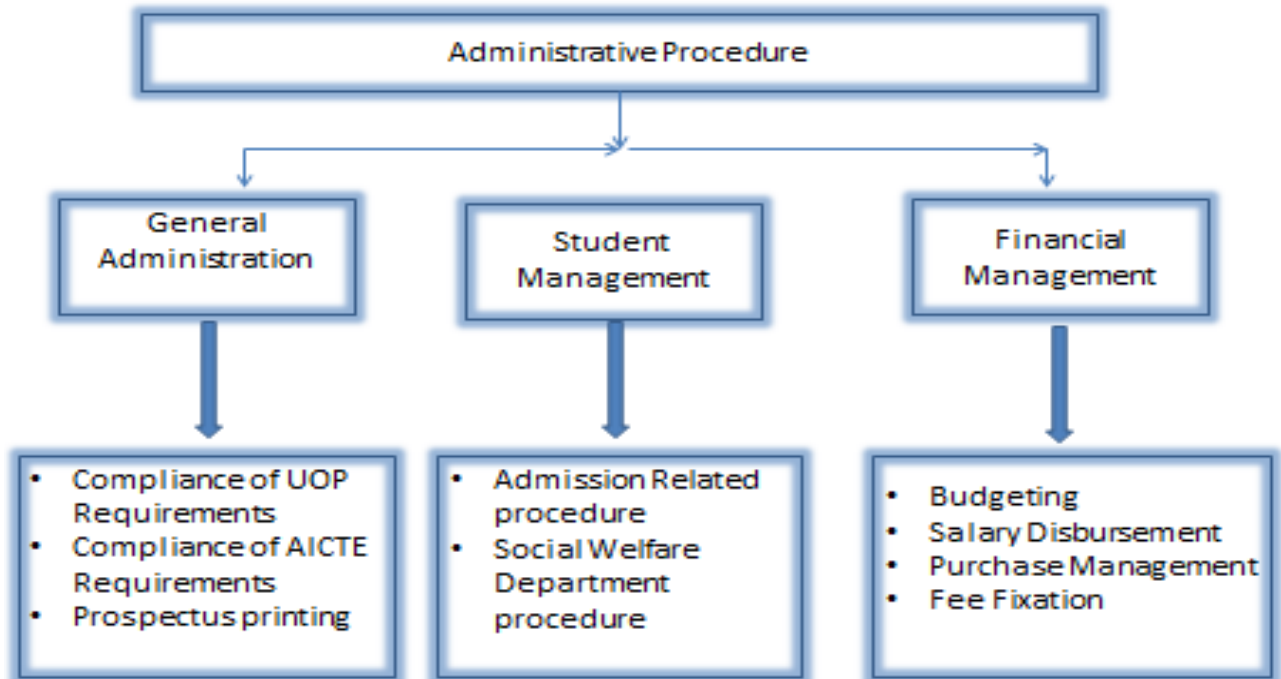
<b>Time</b>	<ul style="list-style-type: none"> <li>• Before 30th June every year</li> </ul>
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1] To prepare the income expenditure account and balance sheet of the entire institute</li> <li>2] To get the accounts audited by the certified Chartered accountant of the trust</li> <li>3] To Download Shikshan Shulka Samitee Form from website</li> <li>4] To fill up the Shikshan Shulka Samitee (SSS) Form as per the expenses incurred.</li> <li>5] To Calculate the fees as per the formula given by SSS</li> <li>6] To submit the fee proposal with following document: <ul style="list-style-type: none"> <li>• Trust documents</li> <li>• Approval letters</li> <li>• Copy of previous fees</li> <li>• Audited report of the current year</li> <li>• Audited reports of two previous years TDS return details</li> <li>• Copy of current Salary sheet</li> <li>• Notarized affidavit by chairman</li> </ul> </li> <li>7] To file the office copy for future reference</li> </ol>
<b>Effectiveness criteria</b>	<ul style="list-style-type: none"> <li>• Fee fixation is done timely with required accuracy</li> </ul>

<b>C. Purchase Policy</b>	
<b>1</b>	<b>Administrative Purchases</b>
<b>Time</b>	<ul style="list-style-type: none"> <li>• Throughout the year</li> </ul>
<b>Items</b>	<p>Administrative purchases are mainly of recurring type and do not require specific technical knowledge. Vendors of such items are identified and are approved.</p> <ol style="list-style-type: none"> <li>1] Purchase for furniture and accessories : include tables , benches , chairs , cupboards racks , curtains , storage material , partitions noticeboards , blackboards, etc</li> <li>2] Purchase of books and journals [ done by librarian]</li> <li>3] Purchase for electrical equipment and maintenance : include tubelights , fans , bulbs , electrical fittings</li> <li>4] Purchase for building material and maintenance : plumbing material, building maintenance material</li> <li>5] Purchases related to vehicle maintenance</li> <li>6] Purchase for stationary and office material : files , pads , pens ,paper sheets , receipt books , letter heads , Purchase for miscellaneous items</li> </ol>
<b>2</b>	<b>Academic and Technical Purchase</b>
<b>Time</b>	<ul style="list-style-type: none"> <li>• Throughout the year</li> </ul>
<b>Items</b>	<ol style="list-style-type: none"> <li>1] Generator</li> <li>2] Lift</li> <li>3] Lease line</li> <li>4] LCD Television</li> <li>5] Computer hardware and peripherals</li> <li>6] LCD projectors</li> <li>7] Public address system</li> <li>8] Software</li> </ol>
<b>3</b>	<b>Purchase and procurement</b>
<b>Time</b>	<ul style="list-style-type: none"> <li>• Throughout the year</li> </ul>

<p><b>Procedure</b></p>	<p>1] To receive the Material requirement / requisition for the new academic year as per the budget.</p> <p>2] To decide the timelines for the purchase of material after discussion with directors</p> <p>3] Inform the regular approved vendor In case of routine purchase and carry out the procurement</p> <p>A] For major purchase / maintenance [ more than 100,000 ], take prior approval of the material as well as the supplier from the directors</p> <p>i] To give purchase order along with specifications</p> <p>ii] To receive the material in the scheduled time</p> <p>iii] To arrange for inspection of the material by concerned authorities as follows</p> <p>a] Technical material : Director [ technical</p> <p>]b] Major purchase: Directors / Professor.</p> <p>iv] To get the approval from concerned authorities about the specification and quality</p> <p>v] To arrange for the payment</p> <p>vi] Bills are filed [ along with warranty letter etc]</p> <p>Dead stock register is updated and numbering is done of the purchased item.</p>
<p><b>Effectiveness criteria</b></p>	<p>Material is made available as per the specification on time</p>

## 1. Administrative Committee

### Administrative Procedures:-



The entire administrative procedures are divided into General administration, Student Management , Finance and purchase management.

In order to accomplish all the above said procedures the administrative committee has prepared time schedule which is carried out timely under the guidance of the Director / professor. The matters / issues related to administration are discussed in management meeting which are concerned with the entire staff and the action plans are decided.

Flow chart above shows the entire procedure to be done by Administrative, Purchase and Finance committee.

## Details of General Administration procedures

<b>Procedures</b>	<p>These functions are divided into following main processes</p> <ul style="list-style-type: none"> <li>• Compliance of SPPU requirements</li> <li>• Compliance of AICTE requirements</li> <li>• Prospectus printing procedure</li> </ul>
<b>1</b>	<ul style="list-style-type: none"> <li>• <b>Compliance of SPPU requirements- Continuation of affiliation</b></li> </ul>
<b>Time</b>	<ul style="list-style-type: none"> <li>• As per AICTE and University circulars</li> </ul>
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1.To apply on line for continuation of MBA and MCA courses by paying required Continuation fee</li> <li>2.To receive the names of members of LIC committee from university of Pune</li> <li>3.To Co-ordinate the visit of the LIC committee for continuation of affiliation</li> <li>4.To comply with the deficiencies pointed out by the LIC committee ,if any [ to be done by the director and HOD ]</li> <li>5.To submit the compliance report to the LIC chairman within three months from the LIC visit</li> <li>6.To ensure that the chairman visits the institute for verification of compliance and submits the report to the university</li> <li>7.To receive the continuation of affiliation letter from University</li> <li>8.To Keep all the records for future references</li> </ol>
<b>Effectiveness criteria</b>	The institute complies with university norms and receives continuation of affiliation on time
<b>2</b>	<b>Compliance of AICTE Requirements(Extension of approval)</b>
<b>Time</b>	<ul style="list-style-type: none"> <li>• As per the guidelines of AICTE</li> </ul>
	<ol style="list-style-type: none"> <li>1. To apply on line for extension of AICTE approval MBA and MCA courses by paying required fees</li> </ol>

<b>Procedure</b>	<ol style="list-style-type: none"> <li>2. To refer the AICTE handbook for the present year for revised norms if any and its applicability to the institute</li> <li>3. To inform the Governing council about the revised norms if any and comply with the same</li> <li>4. To fill up the compliance report on AICTE portal carefully with correct information as per the schedule given by AICTE</li> <li>5. To pay the required extension fees on line.</li> <li>6. To submit the copies of extension report to DTE and University of Pune.</li> <li>7. To Coordinate the expert committee visit if any</li> <li>8. To receive the extension letter [ from web portal ] from AICTE</li> <li>9.] To Keep all the records for future references</li> </ol>
<b>Effectiveness Criteria</b>	<ul style="list-style-type: none"> <li>• The institute complies with AICTE norms and receives extension of approval on time</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• <b>Printing of prospectus</b></li> </ul>
<b>Time</b>	<ul style="list-style-type: none"> <li>• April – May</li> </ul>
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. To Collect content , photographs and other material from respective director ,heads of both departments and Student members</li> <li>2. To collect the statutory information prevailing at the time of printing from various regulatory bodies like AICTE, university , DTE , Shikshan Shulka Samiti which is to be included in the prospectus</li> <li>3. Coordinating the printing work and proof checking</li> <li>4. Actual printing of specified number of copies</li> </ol>
<b>Effectiveness criteria</b>	<ul style="list-style-type: none"> <li>• Availability of Prospectus without any errors in the beginning of June every year [ before the admission process starts ]</li> </ul>

## Chapter 5- Teaching Learning Policy

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<b>A</b>	<b>Subject Choices to Students:</b>
	<ul style="list-style-type: none"> <li>• Prior to the commencement of the Semester the Orientation session is held to aware students about the different choice of the subjects available to them</li> <li>• Students confirm their choice to the class teachers</li> <li>• Based on the data, a preliminary list of electives is prepared. The Selected Subjects added to the Time Table</li> <li>• For MBA course, the Orientation Session towards the specialization is conducted at the end of SEM 1</li> <li>• A Google form is circulated to the student regarding choice of specialization as per the curriculum prior to the commencement of semester</li> <li>• The list of Specialization is finalized and circulated to the faculty, students</li> <li>• Accordingly Time Table and Attendance Sheet is Prepared</li> </ul>

<b>B</b>	<b>Add-on/Value added Certification</b>
	<ul style="list-style-type: none"> <li>• PIBM offers a wide variety of Value Added Courses which are conducted on weekdays as well as on holidays.</li> <li>• Before introducing value added courses to the students, the feedback from the employers, alumni and industry people is taken, analyzed and considered to select/design an appropriate course by identifying the gaps.</li> <li>• HoD and faculty members in the meeting finally decided on selection of course.</li> <li>• The duration of value added course should not be less than 30 hours</li> <li>• A unique course code is given for each course. And the students are informed about the course along with its time table.</li> <li>• Value Added Courses is given on the voluntarily basis. Interested student have to register for the course.</li> <li>• Faculty handling a course is responsible for the maintenance of Attendance and Assessment Record for candidates who have registered for the course.</li> </ul>



	<ul style="list-style-type: none"> <li>• Learners will get a certificate after they have registered for, written the exam and successfully passed.</li> <li>• The students who have successfully completed the Value Added Course is issued with a Certificate duly signed by the Authorized signatories.</li> </ul>
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<b>C</b>	<b>Academic Calendar</b>
	<ul style="list-style-type: none"> <li>• Academic calendar is prepared for a Semester. Every Academic year has two Semesters.</li> <li>• Semester for the first half of Academic Year (August to December)</li> <li>• Semester I and III are part of first half of Academic year</li> <li>• Semester for second half of Academic Year (January to May)</li> <li>• Semester II and IV are part of second half of Academic year</li> <li>• Academic Calendar is prepared by the discussion of Director, HoD and Faculty.</li> <li>• Semester start date and end date is decided as per the university circular.</li> <li>• University list of Public Holidays is considered for preparing academic calendar as Institute follows University published list of Public holidays.</li> <li>• University exam time table of last year is considered for tentative schedule of internal exams</li> <li>• MCA and MBA departmental events includes Curricular, co-curricular and extracurricular activities are planned and shown in the calendar along with tentative dates.</li> <li>• HoD of the department publishes the Academic calendar for current Academic Year</li> </ul>

<b>D</b>	<b>Subject Choices and Subject allotment to faculty</b>
	<ul style="list-style-type: none"> <li>• Conduct of Departmental meeting with all faculty members and Discussion on students choices on elective Courses/ academic activities/ events etc.</li> <li>• All Teachers were asked to submit their choices of subjects.</li> </ul>

	<ul style="list-style-type: none"> <li>• Conducting department meeting in which course allocation is done based on willingness &amp; competency</li> <li>• After allocation, subject teacher is asked to prepare detailed course file of the allocated subject.</li> <li>• The content of course file shall be</li> <li>• Academic calendar, Time Table, attendance sheet, lesson Plan indicating the dates on which units/modules/chapter to be covered, pedagogy tools to be used, illustration/case studies/simulation etc</li> <li>• The course material viz handwritten notes, printed notes, ppt slide nodes/ illustrations case studies, News clippings, Reports , Previous Year Question papers/Question Bank</li> <li>• CIE calendar specifying dates and internal evaluation type e.g. scrap book, project report, assignment, case studies, presentations, term end exam, etc.</li> </ul>
<b>E</b>	<b>Faculty workload</b>
	<ul style="list-style-type: none"> <li>• Workload of every faculty is divided as per their position in the organization Teaching workload, Research workload and administrative workload.</li> <li>• As per the University norms, the workload of teachers in full employment is fixed and as follows:</li> </ul> <p>Teaching Workload</p> <ul style="list-style-type: none"> <li>• Professor=8</li> <li>• Associate Professor=14</li> <li>• Assistant Professor=16</li> </ul> <p>Research Workload</p> <ul style="list-style-type: none"> <li>• Professor=16</li> <li>• Associate Professor=14</li> <li>• Assistant Professor=10</li> </ul> <p>Administrative Workload</p> <ul style="list-style-type: none"> <li>• Professor=18</li> <li>• Associate Professor=14</li> <li>• Assistant Professor=16</li> </ul>

	<p>Workload of every faculty is divided as Teaching workload, Research workload and administrative workload.</p> <p>Time Table is prepared according to teaching workload and communicated to faculty in advance.</p>
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<b>F</b>	<b>Time-Table</b>
	<ul style="list-style-type: none"> <li>• Based on University Calendar, Academic Calendar Faculty allocation to subject, Time table is prepared.</li> <li>• The MCA and MBA programme is a combination of: <ul style="list-style-type: none"> <li>○ Three-Credit Courses</li> <li>○ Two-Credit Courses</li> <li>○ One-Credit Courses</li> </ul> </li> <li>• Every week 3 credit course is given time duration in the range of 180-200min.</li> <li>• Every week 2 credit course is given time duration in the range of 120-150min.</li> <li>• Every week 1 credit course is given time duration in the range of 60-100min.</li> <li>• Time Table is issued by HoD to all the faculty members and students.</li> </ul>

<b>G</b>	<b>Continuous Internal Evaluation (CIE)</b>
	<p>CIE-Introduction</p> <ul style="list-style-type: none"> <li>• Knowledge evaluation through Continuous Assessment is an integral part of Teaching Learning Process</li> <li>• Performance of students over a well- distributed interval of time within the semester can be assessed through CIE</li> <li>• Teachers are allowed to adopt the appropriate pedagogies to achieve learning outcome</li> </ul> <p>CIE Calendar</p> <ul style="list-style-type: none"> <li>• At the beginning of the Semester - Departmental Meeting takes place towards the discussion of proposed CIE</li> </ul>

- Course teachers shall opt for a combination of one or more CIE methods listed below.
- Email of CIE Calendar to each Subject Faculty is done by the HoD
- The faculty have to fill their CIE in the CIE calendar
- The HoD shares CIE Calendar to Students
- Student completes their CIE as per the instructions given in the respective Metric
- Proposed list of CIE's

**Group A (Individual Assessment) - At least 1 per course**

- a. Class Test - For Programming or Technology specific modules, It could be Finding the output of code snippet or developing a code snippet for specific design, Identifying Test Cases; Problem solving / Sums for Mathematical modules like Optimization Techniques
- b. Open Book Test - Programming exercise, Solutioning, Design, Development of Test Plans, Project Plans based on provided scenarios/cases
- c. Written Home Assignment – GAP Analysis; Report on History, Evolution, Architecture of specific technology, Report on current and futuristic trends etc.
- d. Technical Viva Voce
  - a. Project Presentation / Demonstration and Viva-Voce
  - b. Rubrics- knowledge, problem solving, critical thinking

**Group B (Individual Assessment) – At least 1 per course**

- a. Project / Case Study – Feasibility, Requirements, Solution
- b. Coding capability - Practical Assignments, Project Specific coding, Testing, Demonstrating the understanding of Problem statement and ability to devise solution - Practical Assignments, Project Specific Design, Testing
- c. Understanding of Tools - IDEs, Usage of GIT, Test Tools, Technologies covered as part of Open Subjects
- d. Presentations –topic, situation, case study;
  - a. Rubrics- knowledge, problem solving, critical thinking

**Group C (Group Assessment) – Not more than 1 per course**

- a. Field Visit / Study tour and report of the same – Industry visit
  - i. Rubrics- Lay-out & Organization, Description of Processes, Personal Experience
- b. Group Discussions or Group Project & Internal Viva-Voce
  - i. Rubrics- Demonstrating the understanding of problem statement, Suggestions of Improvement / resolution, Analysis of data [facts and figures]

**Group D (Creative - Individual Assessment) – Good to have, based on type of course**

- a. Learning Diary – Brief note out of class, Guest lecture
  - a. Rubrics- Topic covered, Analyse, Learning & Conclusion, Writing Presentation
- b. Scrap Book / Story of the week / Story of the month – Add photos, innovative ideas, theme- product portfolio, company business story, top 10 mutual funds
  - a. Rubrics- Creativity, theme & dialogue, spelling
  - c. Creating Brochures / Bumper Stickers / Fliers- Menu card, business booklet, financial service, employment agency, word or picture
  - d. Participating in Codathon, Hackathon
  - e. Creating and Presenting Posters
  - f. Writing technical blogs (any technology specific )
  - g. Library Magazines based assessment – journals, website
    - a. Rubrics- Analyse, compare, write review, bibliography
  - h. Essay writing -
    - i. Writing a business email
    - j. Resume writing

**Group E (Individual Assessment) - Atleast 2 per course**

- a. Unit Test-I [Written Unit test based on the time table published by exam department - Syllabus to be published by Course Instructor]
- b. Unit Test-II [Written Unit test based on the time table published by exam department - Syllabus to be published by Course Instructor]

- c. End Term [Just before the Semester end examination conducted by University - Entire syllabus]
- d. Practical Exam
- e. Project VIVA VOCE

**CIE Evaluation**

- At least one internal evaluation per module/unit/topic to be conducted by concerned teacher per semester
- The evaluation process is designed to assess the achievement of higher levels of learning (applying, analyzing, evaluating, creating based on acquired knowledge)
- The learner is assessed in each evaluation on fixed point scale
- The student wise evaluation is compiled course (subject) wise per term by the departments.
- The course objective achieved is mapped with PO (As per template which will be finalized and provided by IQAC), annually.
- As per students' performance on each CIE, student evaluation is done

**H**

**Moderation of Concurrent Assessment**

- The whole department including subject teacher, HOD and director is involved in the moderation process.
- Before the moderation process, the individual subject evaluators shows the checked answers sheet to the students and if any grievances have to report within three days from the day of showing the answer sheet to the concerned subject teacher.
- All assessments are pre- moderated prior to delivery.
- A minimum of 3 samples from each assessment are post-moderated.
- As part of the process, copies of work submitted for summative assessment is viewed by HOD who act as a moderator other than subject teachers.
- In the moderation of assessments every reasonable effort is be made to ensure student confidentiality is maintained.
- Moderation result is discussed and finalised in the departmental meeting and

informed to the students towards any grievances and then it goes for filling up the marks in the university marks portal.

I	<b>Weak &amp; Bright Learners</b>
	<ul style="list-style-type: none"> <li>• The Institute is sensitive to the fact that students have different learning abilities and makes an all-out effort to be inclusive in its teaching-learning processes. Efforts are made to raise the learning levels of both slow and advanced learners.</li> <li>• The mechanism of psychometric and aptitude test is used for identifying bright and weak learners.</li> <li>• Students who get less than 50% marks in both the test are put in the category of weak learners and those who are above 50% marks are considered as bright learners.</li> <li>• For weak learners the Institute adopts the following strategies:             <ul style="list-style-type: none"> <li>✓ All faculties conduct remedial lecture for their concern subject and provide subject notes and material to weak student.</li> <li>✓ Mentor follows their progress in regular manner and advising students about regularly attending classes and getting additional help from concerned faculty.</li> <li>✓ Weak students are motivated to attend extra lectures and help them solve more problems.</li> <li>✓ Group student study method is adopted to improve the performance of student.</li> <li>✓ The faculty members also go a step ahead and interact with the parents about the performance of slow learners.</li> </ul> </li> <li>• For bright students the Institute adopts the following strategies:             <ul style="list-style-type: none"> <li>✓ Top three students in SPPU external examination from 1<sup>st</sup> year and 2<sup>nd</sup> year are identified and awarded with mementoes and certificates.</li> <li>✓ Encouraged to take up live projects of the companies.</li> <li>✓ They are also encouraged to participate in inter-college national/international-fest and motivate them to participate in</li> </ul> </li> </ul>

	<p>competitive exams.</p> <ul style="list-style-type: none"> <li>✓ Technical workshops are organized to help the students to understand concepts beyond curriculum.</li> <li>✓ Encouraged to be the coordinators of various events and committees.</li> <li>✓ Motivating and guiding students for higher studies and to get university ranks.</li> <li>✓ Bright students are encouraged to attend conferences; workshops and publish papers or attend technical paper presentations.</li> </ul>
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<b>J</b>	<b>Peer Learning</b>
	<ul style="list-style-type: none"> <li>• Peer Learning across all courses is to create effective student-centric and student-initiated learning spaces wherein learners, irrespective of their learning capacity could come together and participate in the learning process.</li> <li>• Peer learning allows students to work through new concepts and material with other individuals engaged in the same work and provides them with opportunities to teach and be taught by one another, expanding their perspectives and fostering meaningful connection.</li> <li>• In this whole class is divided into smaller groups in which utmost care is given to maintain the slow-fast learner ratio such that each group has equal representation.</li> <li>• A mentor or a leader are assigned for each group who monitors the various activities done by the members.</li> <li>• The activities vary according to the learning needs of the groups and students are encouraged to customize the activities accordingly</li> <li>• The various activities undertaken in peer learning are Group projects, Group Discussion, Case study etc.</li> </ul>



<b>K</b>	<b>Remedial Classes</b>
	<ul style="list-style-type: none"> <li>• At the End of the Semester the Class Performance is observed through Assignments, unit test and end term exams.</li> <li>• Meeting of the HOD and Subject Teachers are held to discuss about the performance improvement of students.</li> <li>• Finalization of the Subject towards the Remedial Session in the meeting to be done</li> <li>• Preparation and Circulation of the Remedial Session Time Table to the faculty and students takes place.</li> <li>• As per the remedial session time table, subject teacher conducts Remedial Sessions.</li> </ul>

<b>L</b>	<b>Opportunities for self-Learning (Policy, List)</b>
	<p>Self- learning is the practice of gaining new knowledge and skills outside of a structured classroom environment.</p> <p><b>List-</b></p> <ul style="list-style-type: none"> <li>✓ Online certification/MOOC Courses</li> <li>✓ Live Projects</li> <li>✓ Aarambh (Institute own inter college event)</li> <li>✓ Members of committee</li> <li>✓ Inter college events participation.</li> </ul> <p><b>Policy-</b></p> <ul style="list-style-type: none"> <li>• In the departmental meeting discussion on the self-learning programmes with all the faculty members.</li> <li>• Discussion of the same self-learning programmes discussed above with the students in the classroom by the HOD after which it is finalised.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students are informed about the online certifications/ MOOC courses, live projects, intercollegiate events through the mail and official whatsapp group.</li> <li>• Students who are willing to participate in the above said activities give their name to the assigned coordinators and participate in it.</li> <li>• Activities of each committee are decided by the student members along with faculty coordinator.</li> <li>• Students committee members carryout the activities of their committees on their own.</li> <li>• Institute own intercollegiate event Aarambh is planned, executed and controlled by the students only.</li> </ul>
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<b>M</b>	<b>External Paper Setters in Term End Examination</b>
	<ul style="list-style-type: none"> <li>• Question paper setter shall be appointed by the examination department in consultation with the HOD.</li> <li>• External paper setter should have minimum experience of teaching the same subject for 3 years.</li> <li>• One paper setter cannot be appointed to set more than 5 subject question papers in a single end term examination unless permitted by HOD.</li> <li>• External paper setter must prepare 1 set of the question paper for each assigned subject.</li> <li>• External paper setter will act as an examiner of the answer sheet for the subject for which paper is set by him.</li> <li>• The exam coordinator shall issue instructions to the Paper Setters about due provision for secrecy and any other matter incidental thereto.</li> </ul>

<b>N</b>	<b>External Evaluators in Term End Examination</b>
	<ul style="list-style-type: none"> <li>• External evaluators are appointed by the exam department in consultation with the HOD.</li> <li>• External evaluator should have minimum experience of teaching the subject for 3 years for which he/she is appointed as evaluator.</li> </ul>

	<ul style="list-style-type: none"> <li>• One evaluator cannot be appointed to evaluate more than 3 subject answer sheet /viva voce unless permitted by HOD.</li> <li>• External evaluator shall be given information and briefing regarding the rules of assessment of answer scripts/ viva voce.</li> <li>• At the time of issuing of the answer scripts to evaluators for assessment, the exam coordinator should obtain the signature of the concerned evaluator for having received the details of the answer scripts for assessment.</li> <li>• While returning the answer scripts to the exam coordinator it shall ensure that entry is made of having received back the answer scripts.</li> <li>• External evaluator must give the mark list of all the evaluated students to the coordinator at the time of return of answer sheet.</li> </ul>
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<b>O</b>	<b>Examination-Internal</b>
	<ul style="list-style-type: none"> <li>• In the Academic calendar, tentative schedule of internal examination is given</li> <li>• Exam department and HoD conducts a meeting to discuss the final dates as well as preparedness for smooth conduction of examination</li> <li>• Exam coordinator instructs subject teacher to prepare question papers of their subject and submit it to exam department in line with the scheduled dates.</li> <li>• Exam time Table is prepared along with faculty Duty chart.</li> <li>• Exam time Table is sent to the students and faculties well in advanced.</li> <li>• During the examination, Attendance Record of students, invigilator and supporting staff is maintained.</li> <li>• After the Examination of particular subject, counted answer copies are handed over to the concerned subject teacher.</li> <li>• The concerned subject teacher distributes the checked answer copies to students for verification and grievances if any</li> <li>• Checked answer copies with its result are to be submitted to exam department within given time period.</li> <li>• Result is displayed by exam deptment.</li> </ul>

<b>P</b>	<b>Examination-External</b>
	<ul style="list-style-type: none"> <li>• Every Semester University displays the External exam time table on university portal</li> <li>• Exam-coordinator shares the same with faculty and students</li> <li>• Exam department conducts meeting with all faculty members in presence of Director and HoD.</li> <li>• According to number of students appearing for examination, Number of exam blocks are decided and along with time table Duty chart is prepared and shared with faculty members.</li> <li>• External Examiner is allotted by university and invitation is sent on behalf of institute.</li> <li>• In presence of External Examiner, Senior Supervisor, Director, Custodian, External Examination conducted smoothly</li> <li>• During the examination, Attendance Record of students, invigilator, External Examiner, and supporting staff is maintained.</li> <li>• After every paper, counted answer papers along with required documents are sent to CAP center</li> </ul>

<b>Q</b>	<b>Co-Po Attainment</b>
	<ul style="list-style-type: none"> <li>• Both the departments should adhere to all the objectives of Outcome Based Education (OBE), the Program Outcomes (POs), Course Outcomes (Cos) shall be adopted which are designed by the savitribai Phule Pune University.</li> <li>• Program Specific Outcomes (PSOs) are designed by the department after rigorous consultation with all faculty and the stakeholders.</li> <li>• The above outcomes are widely propagated and publicized through various means such as display and/or communication through Student in Induction Programs, curriculum, classroom, Faculty meetings, and teaching plan.</li> <li>• In the induction programme, at the time of addressing the students, the HOD should create the awareness about COs, POs and PSOs.</li> </ul>

- The faculty members, mentors, course coordinators, must also inform the students and create awareness and emphasize the need to attain the outcomes.
- All the lesson teaching plans prepared by the respective faculty members must also have COs, POs and PSOs as well as PO-CO Correlation matrix showing there degree of correlation.
- The institute take all the steps for the achievement of CO-PO for all the courses.
- The CO-PO are properly defined with the syllabus circulated by the university and as we are affiliated to SPPU we follow all the instructions given by them.
- The outcomes assessment plan specifies the performance targets/criteria (measurable objectives) that are used by the domain to determine the extent to which the programme learning outcomes are being achieved.
- In the COPO Mapping, 3 levels are defined and on the basis of that we calculate the attainment: Level 1=Less than 39%, Level II-39% to 49%, Level III-50% and above.
- The assessment of student learning outcomes is done by using various measurement tools like viva, internal, external examination. Assessment methodology/tools for each subject are decided keeping in mind the parameters/learning outcomes of that particular subject

R	Live Projects
	<p><b>MCA Department (Practical, Mini Project and Major Project)</b></p> <ul style="list-style-type: none"> <li>• Every Semester in MCA programme has Practical (Programming Assignment) and mini Project (Working Application development).</li> <li>• Practical is conducted in MCA laboratory. Semester I, II, III, has 1 practical modules each, comprises of programs of two programming language whereas Semester IV is a major project which would be executed in an Industry.</li> <li>• Internal Project Guide (Faculty member) is allocated to each student for mini and major project and communicated to students at start of each semester.</li> <li>• Guide should monitor and evaluate the progress of the project on individual basis through handwritten workbook (Project Diary)</li> </ul>

- Project Diary is to be maintained by every students for Mini and Major project containing various project milestones with learnings and remarks from internal guide for concurrent evaluation.
- Based on Project Category, Lab Instructor is expected to conduct Practical.
- Practical Objectives as spelled in Syllabus should be referred time to time and all efforts should be made by Lab Instructor to achieve those objectives.

Note: Detailed guidelines are mentioned in Syllabus

**Guidelines for every project category.**

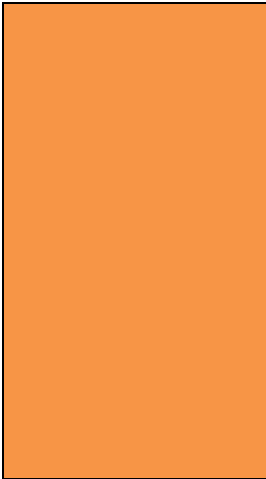
Project Category	Guidelines for Instructor
Programming Assignments	<ul style="list-style-type: none"> <li>• Instructor should prepare a list of “Programs” to be developed by students in the Lab in relevant programming language [ When – Start of Semester]</li> <li>• List of Programs should cover all topics as prescribed in the Syllabus.</li> <li>• Students should demonstrate working programs to Lab Instructor</li> <li>• Student is expected to prepare an “Assignment File” and submit it to Lab Instructor at the end of Semester.</li> <li>• Lab Instructor should follow Pune University guidelines as mentioned in the Syllabus</li> <li>• Lab Instructor should set up lab with relevant compilers on all the PCs which will be used by Students for development of programs</li> <li>• Students can be provided permission to use their laptops, provided they use them standalone in the lab without connecting to LAN.</li> <li>• Lab Instructor should orient students on relevant IDEs like Jupyter Notebook, VS Code, CodeBlocks, Brackets, Eclipse, Netbeans etc.</li> </ul>

Full Life Cycle development of application

- Lab Instructor should set the expectations and orient students about different types of applications that could be developed.
- Lab Instructor should ensure that relevant software and environment is built in the Lab.
- Students should document Requirements and Design and get it approved from Instructor.
- Students should demonstrate working Application to Lab Instructor before the end of Semester
- A project report comprising of
  - Introduction (Regarding Application)
  - Requirements
  - Architecture diagram
  - Design
  - Screen shots
  - Use Cases / Work flow / ProcessShould be documented.

#### **MBA Department**

- During Semester 2 the Orientation session is held to aware students about the Summer Internship Projects
- The detailed information of SIP Projects with specimen copies is shared with students through Email
- The Students are grouped under subject expert faculty for internal guidance
- Students nominate their name to Placement Cell for internship
- Students start their internship by preparing the Project outline with respective companies under the Guidance of Internal Guide
- Students have to be in touch with their internal faculty guide for continuous up gradation and fill the weekly report.
- After the completion of SIP the students has to present their work to the faculty Guide and HOD
- Students have to collect SIP Completion Certificate from the Academic section



to Print and Bind it in the Project

- The Final University Viva- Voce circulars is given from the university along with the external examiners details with whom the concerned faculty coordinates and fixed the date for final viva
- The students attend the final viva voce and submitted their SIP report in the office.
- The final marks with authorized signature of the external examiner is uploaded on university portal.



## Chapter 6- Social Responsibility Policy

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## A. CSR Policy

<b>Aim</b>	<ul style="list-style-type: none"><li>• To create sense of social responsibility and inculcate moral values and ethics in students and all academic fraternity.</li><li>• To train, help and support neighborhood community and underprivileged through extension activities.</li></ul>
<b>Objectives</b>	<ul style="list-style-type: none"><li>• To provide opportunities to the students and staff to plan and execute development project which can result in improving quality of life of the economically and socially weaker sections of the community.</li><li>• To provide a variety of learning experience to the students this can develop a sense of participation, service and achievements among the volunteers.</li><li>• To develop qualities of leadership by discovering the latent potential among the students.</li></ul>
<b>Policy Applicability</b>	<ul style="list-style-type: none"><li>• The policy is applicable to the Institute Management, Teaching and Nonteaching staff, Students.</li><li>• Management will provide need based funds and human resource for undertaking projects and conducting neighborhood / extension activities.</li></ul>
<b>Policy details</b>	<ul style="list-style-type: none"><li>• Identification of target groups in association and networking with NGO's working in education , women empowerment, disabled, Senior citizens and underprivileged section of the society</li><li>• Providing training and support to the target groups.</li><li>• Conducting awareness campaign on Health, Environment protection in association with</li><li>• hospitals ,institutes and organization</li><li>• Conducting blood donation camp</li><li>• Social Sensitization in Students, Teaching community on social issues through seminars, lectures and training</li><li>• A Certificate of Appreciation is given to participants who contribute in</li></ul>

	social/ extension activity.
<b>Conducting CSR activity</b>	<ul style="list-style-type: none"> <li>• Sharing the GOOGLE FORM for student registration to all students by respective HOD</li> <li>• Receiving student’s willingness and consent for CSR and Environment activities by HOD and Club coordinating faculties.</li> <li>• Selecting student Committee coordinators through casting vote.</li> <li>• Planning budget and CSR /Environmental activities to be conducted in each semester.</li> <li>• Identification of target groups in association and networking with NGO’s working in education, women empowerment, disabled, and Environment, Senior citizens and underprivileged section of the society</li> <li>• To arrange a meeting with the identified NGO representative for planning the activity.</li> <li>• Discussion with student welfare council members for execution of the activity</li> <li>• Selecting volunteers from both MBA/MCA program, Providing training to the selected volunteers for visiting the area..</li> <li>• Visiting the target area</li> <li>• Conduct and recording of Activity by preparing Activity report with Geotag photos.</li> <li>• Discussion with student welfare council members for execution of the activity</li> <li>• Implementation of the program.</li> <li>• Collecting feedback of the activity.</li> <li>• Preparing report and taking feedback of the activity from stakeholders.</li> </ul>

**Conserve to Preserve**

**For your better tomorrow, save energy today!**

**B. Energy Conservation Policy**

**Introduction**

Energy Conservation Policy of Pratibha Institute of Business Management is to manage energy in such a systematic way to minimize its impact on the environment. The policy implies to explore the renewable energy resources and to find out alternate resources as solutions to the energy crisis. This energy policy is binding for all the components of the institution and applies to all its stakeholders and to the various activities undertaken by the institution. It will help us to embed efficiency and environmental awareness into our everyday activities, thus helping us to realize our responsibilities and commitment to conservation of natural resources and to limit its usage.

**Objectives**

- To assess our energy usage and measure its impact on the environment.
- To reduce local air pollution emissions using environment-friendly vehicles, including bicycles, public transportation, and use of pedestrian-friendly roads.
- To install photovoltaic solar panels for the generation of alternate energy.
- To install LED bulbs in the whole campus to save energy.
- To develop systematic waste management mechanism.
- To develop rainwater harvesting unit.
- To undertake tree plantation drive.
- To take additional measures to continuously improve our energy consumption.
- To ensure the availability of necessary resources to achieve our objectives.
- To encourage use of advanced technology to minimize energy consumption, atmospheric emissions and noise, particularly from our vehicle fleets.
- To engage in dialogue with the government agencies, municipal corporation and the affiliating university and actively work with the local organizations in the areas of environment, energy efficiency and sustainable development.
- To monitor and respond to emerging environmental and energy issues. To strengthen our employees' and students' environmental knowledge and skills in order to improve our own environmental performance.
- To provide information and training opportunities on energy saving measures.

	<ul style="list-style-type: none"> <li>• To offer opportunities for employees and students to engage in initiatives which contribute to environmental protection.</li> <li>• To train our employees and students to make them 'Go Green Specialists' and partners to plant trees each year.</li> <li>• This policy will be communicated to the students and employees via internal communication channels and will be made available to all the stakeholders on the institutional website.</li> <li>• The Environment and Energy Policy, objectives and targets will be reviewed on a regular basis by the Management of the Institute.</li> </ul>
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**Conserve Water, every drop counts**  
**C. Environment Policy**

<b>Introduction</b>	PIBM is committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimizes our potential impact on the environment. We will strive to use pollution prevention and environmental best practices in all we do.
<b>Policy</b>	<p>Our Policy, therefore, is to:</p> <ul style="list-style-type: none"> <li>• Integrate the consideration of environmental concerns and impacts into our decision making and activities.</li> <li>• Minimize our waste and then reuse or recycle as much of it as is possible.</li> <li>• Minimize energy and water use within our buildings and processes in order to conserve supplies and minimize the consumption of natural resources.</li> <li>• As far as is possible, purchase products and services that do the least damage to the environment.</li> <li>• Making Plastic free environment</li> <li>• To undertake tree plantation drive.</li> </ul>

## D. Gender Equity Policy

### Introduction

- Gender Equity means providing equal opportunities to both men and women in political, economic, education and health aspects. Gender equality is not only a fundamental human right, but a necessary foundation for a peaceful, prosperous, and sustainable Institution. All human beings, by virtue of their shared humanity, inherently possess equal dignity and rights. PIBM strives to affirm and uphold such equal rights and opportunities for the larger spectrum of gender equality.

### Objectives

- Promote communications that represent unbiased representations of gender equity.
- Create a gender-sensitive and Gender equal work environment.
- Conduct workshops that promote diversity and gender-sensitive communication for members and faculty and staff members
- Conduct regular awareness-raising activities among students and staff.
- Provide equal opportunity to all the individuals belonging to diverse gender identities working in our organization including students, teachers, non-teaching staff, and the community.
- Promote an environment that encourages equal access to all the facilities of PIBM to all the stakeholders regardless of gender.
- Encourage an atmosphere of respect and equality for all genders.
- Promote and ensure a culture of safety to eliminate gender discrimination and harassment at the workplace.
- We believe that Diversity and Inclusivity in education and the workplace is an instrument for growth, and we value and celebrate the uniqueness of every individual by fostering an environment of inclusion and empowerment. We take proactive measures. Also, a grievance redressal system is in place in case someone witnesses any discrimination. Based on the above considerations, the PIBM shall strive to maintain a working environment that is free from Gender inequality.

### E. Celebration of National and International Days Policy

<b>Introduction</b>	<ul style="list-style-type: none"><li>• National/International days are celebrated for co-memorizing their importance and remembering Nation's Heroes, Prides and Glories.</li></ul>
<b>Objectives</b>	<ul style="list-style-type: none"><li>• National and International days are occasions to educate the people on issues of concern, to mobilize political will and resources to address global problems, and to celebrate and reinforce the achievements of humanity and values.</li></ul>
<b>Activities</b>	<ul style="list-style-type: none"><li>• Organization of important national/international days are spreading general awareness, nurturing talents, and inculcating innovative ideas amongst all through establishment of Innovation, Cultural, Scientific, Literary, Sports Committees.</li><li>• These committees are involved in all extracurricular activities, organization of National/International days/events.</li><li>• Some of the events are as follows: Swachh Bharat Abhiyan, Republic Day, Independence Day, World Environment Day, International Yoga Day, Women's Day, Teachers Day, Birth Anniversary of Savitribai Phule, Mahatma Gandhiji, Vivekanand, Shri. Chhatrapati Shivaji Maharaj, Netaji Subhash Chandra Bose, and so on.</li><li>• At PIBM, these days are celebrated by organizing experts' sessions and speeches. By arranging elocution competition, extempore, poster competition so that students are involved in such events.</li></ul>

## 4 E-Governance

To enhance the efficiency ,transparency and accountability across various functions the institute adopts E-Governance in following areas

<b>A</b>	<b>Administration including complaint management</b>	<ul style="list-style-type: none"><li>• Service Books</li><li>• Daily Attendance Records</li><li>• Leave Record</li><li>• Communication</li></ul>
<b>B</b>	<b>Finance and Accounts</b>	<ul style="list-style-type: none"><li>• Fees Management</li><li>• Financial Records</li><li>• Final Accounts</li></ul>
<b>C</b>	<b>Student Admission and Support</b>	<ul style="list-style-type: none"><li>• Online admission CET Portal</li><li>• Student Records</li><li>• Teaching –Learning</li><li>• Student information system</li></ul>
<b>D</b>	<b>Examinations</b>	<ul style="list-style-type: none"><li>• SPPU Exam Portal for admistrating examinations forms and fees</li><li>• ERP for Continuous internal evaluation</li><li>• Online Examinations till 2019-20</li><li>• Online Results access to the</li></ul>



		students