Kamala Education of Society's

PRATIBHA INSTITUTE OF BUSINESS MANAGEMENT

Knowledge is Power

Process Manual

"The goal is to provide inspiring information that moves people to action."
- Guy Kawasaki

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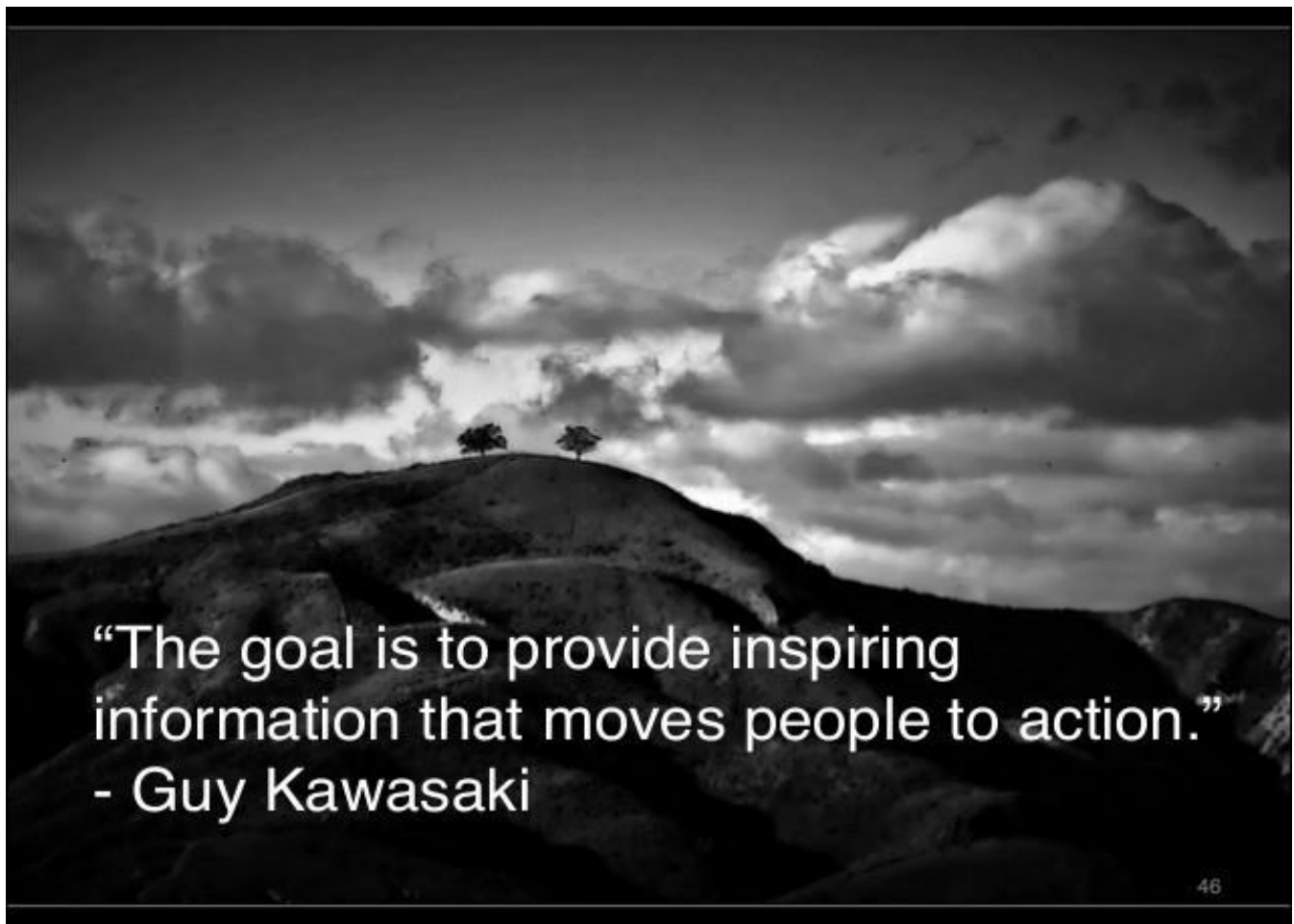
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Pratibha Institute of Business Management

Chapter 1 – History of the Institute

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 upto 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 reigns 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.

Our Vision

To become a leading business school for its excellence in academics with the purpose of fulfilling the industry requirements through holistic development of the future socially sensitive leaders, managers committed to excellence and possess the right knowledge, skill sets and right attitude towards their work and life.

Our Mission

To provide quality management education to the young generation, to develop committed managers with ethical and moral values for becoming valuable human resources for nation building.

Different institutes under   KES:-

Our Affiliates.......

Pratibha Institute of Business Management	Pratibha College of Commerce and Computer Studies	Pratibha College of Education
Pratibha Skill Development Center	Pratibha Junior College	Pratibha International School

Infrastructure and other facilities:-

Institute Culture:-

The institute believes in participative working style where the tasks are delegated among various faculty members and also students through various committees. The IQAC cell monitors the working of these committees and works towards satisfaction of stakeholders through mapping the suggestions and feedbacks received from them.

Thus the institute has been working with consistency and sincerity towards its long term mission and vision. In this journey the institute has always believed in consolidation than expansion and consistency in work than one time achievements. In the future too, it would invest more in building quality through skill development initiatives, consultancy based projects and generating professional manpower as per changing needs of industry.

Institute Philosophy:

Organisation Transformation for Learning Excellence (Marquardt)

Structure | Vision | Strategy | Culture

# Chapter 2-   Institute Philosophy

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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 become a <u>leading business school</u> for its <u>excellence in academics</u> with the purpose of <u>fulfilling the industry requirements</u> through holistic development of the future <u>socially sensitive leader</u> – manager committed to excellence and posses the right knowledge, skill sets and attitude towards their work and life.
Mission	• To provide <u>quality management education</u> to the young generation, to develop committed managers with <u>ethical and moral values</u> for becoming valuable human resources for nation building.
Objectives	To adopt a <u>transformative and innovative</u> approach for curricula and pedagogy. (the method and practice of teaching, especially as an academic subject or theoretical concept). • To adopt a <u>learner-centered paradigm</u> of education, introducing multi-disciplinary, industry-oriented, entrepreneurship, and skill-based courses. • To adopt <u>new pedagogical techniques</u> such as blended learning flipped classroom and experiential learning. • Incentivizing and facilitating <u>faculty development and exchange programmes; research.</u> • To impart <u>quality education and good moral values</u> to young generation and provide them excellent and perfect environment and infrastructure for their overall growth.

	• To endorse <u>communication and awareness</u> programme. • To promote <u>research & publication</u> on contemporary & relevant issues of higher education. • To be a part of reform dialogues and an independent voice of the higher education community in India. • <u>To invest in knowledge</u>, it receives the highest interest.
Quality Policy of PIBM	• PIBM is committed to provide quality education to its students from technical and professional fields to meet expectations of student, Parents, University and the corporate world for their total satisfaction level. • PIBM will continue to strive towards <u>creating knowledgeable , skillful and able professionals</u> of all races, religions to come together in order to fulfill their dreams of higher education, employment, career enhancement and better standard of living. • Institute adapts participative learning process, use of modern innovative teaching aids and systems to ensure <u>effective and efficient teaching learning process.</u> • PIBM in <u>close collaboration with the industries</u> prepares professionals with corporate culture to perform and deliver expected results in today's business world. • PIBM strongly believes in <u>continuous improvement</u> to be done continually in developing quality for <u>operational excellence</u> to meet changing and challenging business requirements.

Quality is everyone's responsibility.
W. Edwards Deming

BrainyQuote
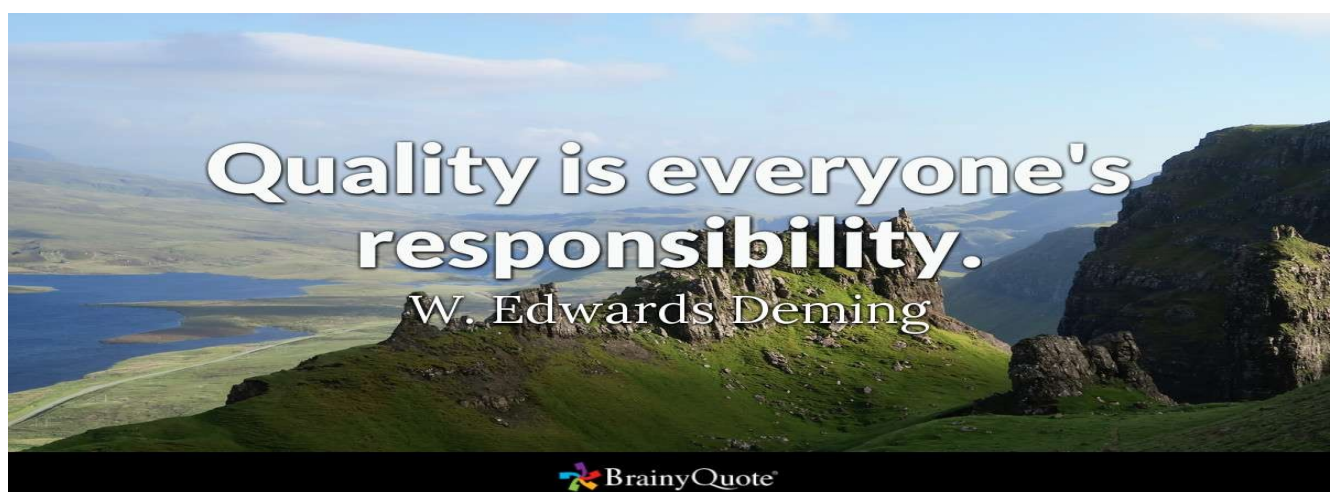
Dissemination and Implementation of Quality Policies

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:

Quality policy	Strategies for implementation
To meet expectations	• The most important stakeholders of the Institute are the students. The expectations of students regarding curriculum development, infrastructure, teaching learning, evaluation processes and students development programmes are mapped effectively. Feedback from students and faculty is considered very important for future changes as per the expectation of students
Creating knowledgeable ,Skillful professionals	• 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 and human skills in students through soft skill training , case study approach , practical orientation and problem solving techniques.
Effective & efficient teaching learning process.	• The faculty members are the pillars of sound teaching learning process. The Institute provides ample opportunities to the faculty members to develop and upgrade themselves through Faculty Development programmes, further studies , attending seminars, conferences and writing research papers .The teaching learning process focuses on giving optimum inputs to students in the given time duration as per curriculum set by the University.

Close collaboration with the industries	• 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. • The Institute has signed MOUs with many prestigious organizations and industries for collaboration at various levels. • The Institute has strong placement cell which supports the students by conducting various pre-placement activities.
Continuous improvement & operational excellence	• Since inception the Institute has been sincere and honest in its efforts to establish and maintain innovative practices. The changing needs of students, industry and the society are mapped, accepted continuously. The implementation of the academic plans is monitored carefully for operational excellence at every stage.
Environmental Policy	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. Our Policy therefore, is to : • Integrate the consideration of environmental concerns and impacts into our • decision making and activities, • Minimise our waste and then reuse or recycle as much of it as is possible. • Minimise energy and water use within our buildings and processes in order conserve supplies and minimize the consumption of natural resources. • As far as is possible, purchase products and services that do the least damage to the environment. • Plastic free environment

- Celebration of cracker free Diwali
- Train, educate and inform our employees about environmental issues that may affect their work,
- Promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner,
- Communicate our environmental commitment to incumbents of the institute and thepublic and encourage them to support it

I don't want to protect the environment. I want to create a world where the environment does not need protecting.

Golfian.com

Institutional Policies

The Institute has constituted policies to secure a qualitative improvement in its functioning by being responsive to the needs and aspiration of its various stake holders to achieve the vision. The closed loop of functioning connects the policies and plans for the implementing strategies, build culture of excellence.

These policies are formulated with an objective to develop a quality system to improve various processes of the Institute and to promote measures for functioning towards quality enhancement

Infrastructure Policy

Topic	• Policy for Procurement ,Utilization and Maintenance of Infrastructure
Aim	• 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.
Policy Objectives	• To provide necessary infrastructural facilities so as to facilitate teaching learning environment for the staff and students. • To ensure optimal utilization of the infrastructural resources. • To ascertain the timely inspection and maintenance of the Infrastructure. • To take timely decision about proper allocation and utilization of the available financial resources. • To ensure systematic planning and implementation about capital expenditure and disposal of fixed assets. • To set ground rules about proper usage of equipment by all stakeholders and observe its effective implementation.
Policy Applicability	• 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.

Policy Details	- The infrastructure includes fixed assets of the institute. These are given below in tabular form. - The value of fixed assets is depreciated every year as per the norms given by Shikshan Shulka Samiti. - The yearly expenditure of various fixed assets is decided and budget is prepared by the institute according to the norms and standards set by the regulatory bodies.

Fixed Assets

Land	- The institute ensures optimal utilization of land by proper perspective planning of the entire land area by earmarking it for various curricular and co-curricular purposes like - Academic building - Cafeteria - Sports Ground - Parking area
Building	The building infrastructure supports objective of academic excellence by giving strong back up for creating adequate teaching learning environment which includes - Spacious classrooms and labs with adequate ventilation - Availability of natural lighting and ventilation in the building to reduce use of electricity - Free environment for physically disabled - Easy access to administrative blocks - Adequate circulation area in terms of staircases, toilet blocks, passages etc. - In campus cafeteria

Furniture and equipment	• The furniture supports the academic activity. • Preference is given to quality and comfort while choosing the seating arrangement, • Benches, chairs and tables. Racks, cupboards are robust and accommodative. • The equipment in terms of computers and peripherals, printers, projectors, EPBX systems PA systems is available • Required provision is made for fire safety as per the norms.
Books	• Books are purchased as per the need of the stakeholders and university / AICTE requirements. • The books have proper accessions, storage and easy retrieval. • Use of modern technology in library is achieved through digitization computerization, multimedia PC's, e-books. • Every year specific budget is set aside for library books.
Process details	1) Need analysis of the infrastructural requirements from stakeholders 2) Approval for procurement by Governing Council 3) Preparing annual budget for infrastructural expenses 4) Actual procurement 5) Quality assurance and testing of procured material / infrastructural items 6) Entering the procured material in dead stock register 7) Preventive maintenance plan for specific equipment 8) Repair and maintenance of damaged equipment 9) Analysis of infrastructural facilities available and feedback from stakeholders 10) Update and upgrade the infrastructural facilities depending upon stakeholder feedback

Admission Policy

The admission process is centralized and is carried out by competent authority i.e. Directorate of Technical education , Maharashtra State

80% seats of the total intake are filled through CAP rounds

20% seats are filled at institutional level as per CET merit

Reward and Recognition Policy

Policy Aim	• To appreciate and value extraordinary Academic, Research, Administrative excellence demonstrated in the institute.
Policy details	The policy is valid for all the employees of PIBM. In this policy the rewards given under following categories – • Best contribution from individuals from each program of PIBM Best non teaching staff • Best infrastructure maintenance staff
Policy Applicability	• All the above category awards are given in the monetary /gift voucher/any other suitable form. • A Certificate of Appreciation is given by the Management of PIBM in a special event conducted to acknowledge the individuals.
Recognition and Reward (R &R) Nomination and Approvals	• The nominations are received from the director, validating the extraordinary contributions. • The number of individuals receiving the awards could be more than one, for any of the category at the discretion of the Committee.

Research Policy

Policy Aim	• To promote research and development activities in the field of Information Technology & Management.
Policy Objectives	• To encourage the faculty members & students for research initiatives in form of paper presentation in conferences at national & international level. • To prepare faculty members & students for writing and publishing research paper. • To publish the Journal- of the Institute twice a year. • To publish Institute newsletter term wise covering the activities organized in the Institute. • To undertake various study/research/sponsored project in co-ordination with the Industry–Institution Interaction committee. • Develop the aptitude for entrepreneurship in students by arranging the lectures or by involving them in various such activities in the Institute. • To ensure the importance of academic integrity and the pursuit of quality in research. • To encourage faculty members for Doctoral research by establishing Research center.
Research Nomination and	• The Institute has allocated seed money of 2% of annual budget per annum for research which is utilized for research related activities. • The institute sponsor faculty and students for undertaking research projects, attending conferences, seminars and presenting research papers.

Approvals	• Decision for such sponsorship is taken by the research committee by reviewing the level of paper and the level of conference in the Research Committee meeting. Recommendation of the Research committee is required for the same.
	• Each Faculty will be sanctioned up to of Rs 5000/- in a year for attending FDP, Conferences and Seminars. If the faculty has availed the full sanction of the year and proposes to attend the said events beyond sanctioned amount, special approval be sought from the Director for same. The said decision will be taken in all fairness and with equal justice to all faculty members.
	• Faculty members will obtain prior approval from the Director on recommendation by the HOD for attending the same.
	• Each faculty will be nominated a maximum of two programmes per semester, so as to give an equal opportunity to all members.
	• Leave taken for such purposes will be treated as Duty Leave.
	• Each faculty attending such conferences, Seminars, FDP will submit a detailed report and certificate for the same to the Research Committee.
	• Any deviation from the abovementioned policy will be authorized by express permission of the Director only
Policy Applicability	• The Policy is applicable to all the employees of the Institute comprising of teaching, non-teaching staff of the Institute.
Policy Procedure	• A Certificate of Appreciation is given by the Institute to faculty as well as students who contribute in research and or promote research in a special event.

Consultancy Policy

Policy Aim	• The aim of Consultancy policy is to provide educational services and programs to the community / industry at large for mutual benefit and better learning
Policy Objectives	• To promote and mobilize internal expertise of the Institute. • To contribute positively to motivate and retain the Institute staff on the job in order to normally compensate them for the opportunity costs arising from their extended deployment, in form of honorarium and other related statutory benefits. • To foster appreciation of capabilities and expertise and the importance of team work. • To ensure staff deployment for consultancy is approved by the Directors.
Policy Applicability	• The Policy is applicable to all the employees of the Institute comprising of teaching, non-teaching staff and class IV employees of the Institute.
Policy Details	• Institute has set policy for rewarding their staff for the consultation work provided by them. • Employee giving consultancy are appreciated in the institutional meeting • Faculty providing consultation services are provided with duty leave. • The consultation details , provided by them are mentioned in Institute Newsletter • The revenue distribution of consultancy fee will be 50% to institute, 50% to the Employees engaged in consultancy.

Publication Policy

Policy Aim	• The aim of publication policy is to work with knowledge generation through innovative strategies (research), transfer of knowledge (education and training through Institute-Industry alliance) and

	disseminate knowledge (publication and consultancy)
Policy Objectives	• To promote the research culture among every individual. • To explore the hidden talents among staff, students and industry persona. • To enhance and sustain the quality education and knowledge among budding professionals • To promote the innovative and creative ideas and culture.
Policy Applicability	• The Policy is applicable to all the employees of the Institute comprising of teaching, non-teaching staff • The Policy is also applicable to all the authors and all those involved in publications of the institute
Policy Details	• Policy for - Manuscript Handling • Policy on Reviewer Anonymity • Policy on Retention of Papers • Editor-in-Chief Appointment Policy • Criteria for Editors-in-Chief
Policy for - Manuscript Handling	• PIBM as a publisher should make informed judgments about the correctness and relevance of manuscripts under consideration for publication. • PIBM relies on faculty members as qualified volunteers to review the manuscripts and serve on editorial boards to make the editorial decisions as well as to provide feedback to authors. • The editor-in-chief or journal editorial board member reserves final rights with regard to the contents of journal.
Policy on	• The "Rights and Responsibilities in PIBM Publishing" assures that PIBM will maintain the anonymity of reviewers. • Editors and administrators of PIBM publications must keep the identities of all reviewers of particular manuscripts hidden from authors, other reviewers, and the public.

Reviewer Anonymity	• Identities of reviewers may be revealed to members of a publication's Editorial Board. Identities of a reviewer may also be made known to other reviewers of the same manuscript, provided that the consent of all affected reviewers is obtained. • Reviewers must also maintain the confidentiality of reviewer identities, as well as the reviews themselves, that are communicated to them at any time.
Policy on Retention of Papers	• Processed papers will be held for five years under the custodian of chief editor and after which the material can be discarded.
Editor-in-Chief Appointment Policy	I. Appointing an Editor-in-Chief 1.For the Journal Generally, the regular employee of Institute with PhD degree and having national and international publications in his/her credit is asked to become the Editor in Chief. The Publications Board will interact with the candidate and after due verifications of records he Board will decide to appoint the candidate. 2.For the newsletter The designated member in departmental teaching staff will be considered for the newsletter co-ordinator . The EIC of Journal also will be EIC of the newsletter. 3.For a new institutional student magazine The institutional coordinator of the student welfare council is asked to become the Editor in Chief. The Publications Board will interact with candidate to understand the candidate's knowledge in different languages (Hindi, English and Marathi) . Based on this the Board will decide to appoint the candidate.

Criteria for Editors-in-Chief	A. Functionalities 1) The editorial board should follow well-defined procedures for refereeing and review, and should be very fair, unbiased, and faithfully executed. (Schedule should be made) 2) Editorial in Chief should take appropriate action to deal with backlogs of accepted papers (could be in form of Weak accept or accept with minor changes) 3) Editor in chief should ensure that manuscripts are given for review on defined time period. And should be able to track the status of all papers. 4) PIBM web site should display the link for authors regarding the paper submission guidelines, copy-right format, feedback form. 5) Editorial board should handle the concerns and complaints of authors/readers in a timely, courteous, and fair manner. 6) Editor should ensure that referees have a satisfactory experience in their interactions with the publication

Plagiarism Policy	
Preamble	Ethics and honesty are the two most important components of the academic activities be it teaching or research. Teaching & research is a novel profession based on extremely high moral values. There can not be any room for claiming the credit for the work he/she has not undertaken. Many times it is observed that some of the "academicians" knowingly or unknowingly publish or present other's work as their own. Such acts will affect healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual.
Definition of Plagiarism :	Plagiarism is defined as presenting another person's work as one's own work. Presentation includes copying or reproducing it without the acknowledgement of the source. Plagiarism involves copying of :

	phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source. Plagiarism could be intentional (dishonest plagiarism) or non-intentional (negligent plagiarism). **Negligent Plagiarism :** Negligent plagiarism means innocently or carelessly presenting another person's work as one's own without acknowledging the Source. It arises from one's inadequate knowledge and competency in writing. It is also due to careless attitude resulting into non-compliance of standard verification procedures. In this type of plagiarism the degree of copying is not substantial. . **Dishonest Plagiarism :** Dishonest plagiarism means knowingly and deliberately presenting another person's work as one's own work without acknowledging the Source. It involves intentional copying of substantial proportions of the other's work without written or unwritten permission and also without acknowledging the source.
How to detect Plagiarism :	It is the prime responsibility of an institute or individual to distinguish original content from plagiarized work. The detection of plagiarism is a judgment to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Such person should also be aware of the tools available to detect the plagiarism. PIBM will use the best tools / software to detect plagiarism. It is of an out-most important for an academic institute to educate its student and teaching community about what constitutes plagiarism, how it is detected and off course the action that is going to follow if plagiarism is proved.
Compliance Statements :	Procedural Fairness : PIBM is committed to dealing with alleged plagiarism by any incumbent in accordance with the principles of procedural fairness, including the right to: (a) Be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond; (b) Have a reasonable period of time within which to respond to the allegations against them;

	(c) Have the matter resolved in a timely manner; (d) Impartiality in any investigation process; and (e) An absence of bias in any decision making.
Identification and Assessment of Alleged Plagiarism :	Where an examiner detects or is made aware of alleged plagiarism by any person, the examiner must report the alleged plagiarism to an empowered body (Director, HOD, Research Head – as applicable) which confirms first if there is a plagiarism or not; if it is, then whether it is negligent or dishonest type and what is the degree of plagiarism. This empowered body will then submit its report along with its recommendation to a statutory bodies(SPPU) which are empowered to take disciplinary actions.
Counseling:	As the detection of plagiarism and steps to prevent it are important, equally important is to educate students about the dangers of plagiarism. PIBM will take steps to strengthen the moral of students so that they do not take support of the unfair-means.
Guidelines for action :	The Institute will form a committee of about 5 experts who will establish whether there is a plagiarism or not, if it is then what is the level. This committee will have a Head Research Committee is an ex-officio member. This committee will submit its report to the Director for a final decision in this regard. The committee of experts will use the best possible software recommended by UGC or National Knowledge Commission for detecting the plagiarism. Depending upon the Report of the Committee, following Action will be taken : 1. Rejection of Research paper/Project/Activity outright 2. Issue of Warning letter 3. Fine

Library Policy

Aim	• To provide user centric informative environment, for creating inspiration for teaching, motivation for research and support lifelong learning.
Policy Objectives	• To act as a channel of communication and dialogue between the Institute Library and its users. • To establish systematic process of selecting and acquiring learning and research material of various media through collaboration of management, staff and students. • To cater to the needs of users as per the requirement • To increase usability by providing various media of reading material
Policy Applicability:	• The policy is applicable to all students, staff members of the Institute to make use of the library facilities by taking library membership.
Policy Details	• The timing of Library shall be from 9:15am – 5:15pm • A Student can issue up to 4 books one time • Books shall be issued only to those students who provide library card/ membership card. • Students should return the books or renew it on or before date given on the due date slip of the book • Books will be issued for 7 days. • The book can be reissued to student as per the availability. • Fine of rupee one will be charged per day for late return of the book. • Student can issue one CD per day and magazine/journal for two days. • Syllabus and Question papers shall be given to the students for one day and it should be returned back before 11a.m of the next day. • Old issues of journals shall be issued to the students for 2 days.

	• In case of loss of book from the student, student should replace the same by new book.
	• Student should keep Newspaper Journals and all the other items in place after utilization use.
	• For additional requirement of books, Demand form is to be filled by the student
	• Students need to maintain silence in the library.
	• Use of mobile is strictly prohibited.
	• Registering in library log book is mandatory after entering in the library.

Examination Policy	
Aim	• To conduct examination effectively and to asses student performance during the course / programme
Policy Objectives	• To train teaching and non-teaching faculty members about conducting examination effectively. • To plan for the assessment/evaluation as an indicator for evaluating student performance, achievement and overall learning. • To evaluate the students achievement with the help of formative and summative evaluation approaches. • To ensure effective implementation of the evaluation reforms of the university.
Policy Applicability	• The policy is applicable to all the students and employees of the institute, as per nominated duties

Policy details	- Appropriate rules and regulation be drafted for smooth conduction of the examination. - Non compliance of any of the exam rules and regulations lead to appropriate punishment - Concurrent evaluation method be adopted for continuous improvement - Evaluation parameters of every semester be set in advance before the beginning of academic term - Evaluation parameters be communicated to all the students during induction in the beginning of programme - Compliance instructions regarding the rules and regulations be given to the students before, during and after the exams - Notices regarding exam schedule should be displayed well in advance - All the faculty members involved in the examination process be given clear instructions to be followed before, during and after the examination

ASR Policy

Aim	- To create sense of social responsibility and inculcate moral values and ethics in students and all academic fraternity. - To train, help and support neighborhood community and underprivileged through extension activities.
Policy	- 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. - To provide a variety of learning experience to the students this can

Objectives	develop a sense of participation, service and achievements among the volunteers. • To develop qualities of leadership by discovering the latent potential among the students.
Policy Applicability	• The policy is applicable to the Institute Management, Teaching and Nonteaching staff, Students. • Management will provide need based funds and human resource for undertaking projects and conducting neighborhood / extension activities.
Policy details	• 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 • Providing training and support to the target groups. • Conducting awareness campaign on Health, Environment protection in association with • hospitals ,institutes and organization • Conducting blood donation camp • Social Sensitization in Students, Teaching community on social issues through seminars, lectures and training • A Certificate of Appreciation is given to participants who contribute in social/ extension activity.

Policy for physically disabled students	
Title	• Policy for equal opportunity and easy access to physically handicapped or disabled students / faculty members / any other visitor
Policy Aim	• To ensure equal accessibility of all facilities to the physically disabled /Handicapped students

Policy Objectives	• To reserve special quota for physically handicapped students in the admission process. • To promote equal opportunity of learning to the disabled students as any other students • To create conducive environment to the disabled/Handicapped students • To give access to all required areas for learning.
Policy Applicability	• All disabled/handicapped students, Staff members of the Institute are entitled to make use of the facilities exclusively provided for them
Policy Details	• The main entrance and exit of the Institute be easily identifiable and accessible. • The front gate be wide and able to accommodate the needs of differently abled students and visitors • Emergency exits be easily identifiable and accessible • Extra time or writer assistance be provided for handicapped students on producing proper certificate for University exams. • Special seating arrangement to be made for such students. • Students with partial visual impairment be allotted front seat, for better viewing in classrooms. • Separate toilet with required facilities be provided for physically disabled students

Policy for Medical facility and response to emergency

Policy Title	• Medical facility and response to emergency
Policy aim	• To provide safe and secured environment to all the members of the institute

Policy Objectives	• To ensure secured and safe environment • To provide immediate treatment in case of any mishap or any other incidences • To provide first aid facility in the institute • To create health conducive environment to the students of the institute • To promote awareness on health
Policy Details	• The Institute has vehicle arrangement for medical emergency. • A state of art multispecialty hospital is accessible. • The Institute has the arrangement of admitting the student in the hospital for emergency medical services. First aid boxes are kept in the Institute premises. Sessions on fitness, health, and yoga are conducted for faculty and students.

Rules & Regulations

Rules and regulations alone cannot make a good institution. However, they serve as guidelines for smooth conduct of the institute. In order to actuate the plan and enhance performance, the institute follows an effective framework of rules and regulations. Such framework aims to encourage responsible behavior and Self discipline for optimum utilization of resources and constructive environment.

Policy for Regulatory framework of institute

Objectives	• To frame appropriate rules and regulations for the institute time to time • To inform & guide the Staff, Faculty Members and Students about the same • To avoid disorder and confusion. • To ensure the safety of staff and students • To create an environment conducive to learning

Scope	• These rules and regulation are framed for the faculty , staff and students to ensure smooth functioning of the institute
Mode of communication to Students	• Prospectus of the institute • Affidavit / Undertakings, Display Boards • Notices / Circulars • Process Manual

Students:-

All the students admitted in the institute are expected to display fair conduct, respect and humility towards the teachers, institute, university and society. They will strive for highest performance as per their capability. The institute believes in self discipline in students so that cordial atmosphere is maintained in campus.

The institute has defined norms for student related issues which are informed to the students during the "Induction programme"

Rules and regulations for Students	
Uniform	• Students are expected to wear clean and allotted uniform in the Institute campus. • The disciplinary committee, faculty members along with department heads would ensure that students wear proper uniform two days in a week • The students should be attired in uniform whenever they represent the Institute in any of the events within and outside the campus.
Identity Card	• Student should wear and display his / her identity card and produce it on demand by the authorities i.e. by any member of the staff or other authorized persons. • If the identity card is lost, fresh identity card will be issued after collecting

	a fine.
Absenteeism	• As per university rules 80% attendance is required for granting of term. • Attendance is mandatory for lectures / labs / other compulsory activities / tutorials . • Prior permission is to be taken in writing from Course coordinator / Director / HOD for leave
Attendance and performance in internal examinations	• The attendance of the students should be at least 80% of attendance in a semester. • After Term End Exam, result is displayed within 7 days , • Retest is conducted for the students securing less than 40% marks and the result of the same is declared within two days. • Any student scoring less than 40% marks even after retest , appropriate action will be taken in consultation with Subject Matter Experts(SME's)
Use of Mobile Phones	• Use of mobile phone is strictly prohibited during classes and examinations. Non-compliance with this instruction will invite disciplinary action.
No Smoking Zone	• The Institute campus is a no smoking zone and smoking is strictly prohibited in the Institute campus
Anti ragging	• Ragging is strictly prohibited in or outside the campus of PIBM • All students shall familiarize themselves with rules/regulations/guidelines code of conduct, anti-ragging measures and discipline of PIBM • All students admitted in the institute and their parents will submit an affidavit regarding anti-ragging within one month of their admission. • Any student who suffers ragging or notices occurrence of ragging shall immediately report the event to concerned authority. • Incidences of ragging can be reported to any member of Anti-ragging

	squad, Anti-ragging committee of the Institute. • Students may report incidence of ragging either orally or in writing. They may also report the incidence in person or by phone. Anonymity of the caller will be maintained. • Any victim of ragging not satisfied with the action taken by the Head of the Institution or by the University may submit an appeal in writing to report the event to the local police.
Library Rules & Regulations	• Library Timing is from 9:15am – 5:15pm • Book is not issued without library card/ Membership card. • Student can issue up to 3 books at one time for 7 days • Students would return the books or renew it on or before date given on the due date slip of the book • Rs 1/- fine would be charged per day on late returned book. • Student can issue one CD per day and magazine/journal for two days. • Student can issue syllabus and old Exam papers for one day. They have to return it back before 11:00am for next day. • Student can issue the old issues of journals for 2 days. • If a student looses/misplaces any book he/she has to replace the same new book • If students want to demand particular book, which is not available in the library, they would fill book demand form, which is available in library. • Students would enter their names in library log book before using the library facility.
	• External Memory devices / Pen drives would be scanned for virus before using it, if found making use of these devices in windows environment strict action would be taken against the user • Internet facility is available only on Linux Operating system • Internet facility can be used from as per the Lab timings. Students cannot use this facility during their Theory and practical sessions.

Computer Lab	- Sign the Usage / Log Register for Internet facility & Extra Practical (computer number) - Do not Disturb the positions of monitor, CPU Keyboard ,Mouse - Do not unplug power cables and Shut Down the computers after usage. - Any problem with students' personal computers / Laptops will be entertained by Systems Administrator only with prior permission of Director (Technical). - Students can contact systems administrator for the assistance of usage of Wi-Fi facilities for their own Laptop. - Do not download the data other than education purpose. - All the computers in the campus ,including other connected computers are under supervision of system Administrator - Students are not allowed to enter in Server room.
Sports Room	- Sports room will be kept open from 10:00am – 5:00pm - Students should enter their names in Sports room register while entry and exit - Students can make use of sports room only when they don't have lectures - Students should make entry in the register for utilization of any kind of sports material - Sports material should be kept in place after utilization - Cleanliness should be maintained in the sports room - Students should not bring any personal belongings in the sports room. - The materials utilized for playing should be returned back to the sports coordinator and its entry should be made in the register while issuing as well as while returning back. - Sports material shall not be given to any students who is not having identity card - If students want to play certain out door games in the evening ,they should get the permission from sports coordinator and should enter in the register without fail

	• Fine will be imposed on the entire team members in case of any damage/Loss of any sports material
General Rules	• All students are strictly prohibited from participating in any activities which will disturb the classes and/or cause threat to the peaceful atmosphere of the Institute campus. • It is prohibited to organize or attend meetings other than the official ones which are specifically permitted by the Director. • All expressions or activities which are immoral, antisocial, communal and anti national are strictly prohibited in the Institute campus and are punishable. • No student shall get involved in any political activities inside campus. • Smoking, chewing pan masala, chewing gum etc. are strictly prohibited in the Institute campus. Entering the Institute campus, consuming liquor and other intoxicating drugs, is also strictly prohibited. • Disfiguring/damaging / destroying the Institute property is strictly prohibited. • No one shall distribute or circulate any notices, pamphlets, leaflets, etc., within the campus and shall not exhibit any type of banners, flags, posters, etc. without the prior sanction of the Director • Unauthorized entry of outsiders into the campus is strictly prohibited. Unless permitted by the Institute authorities, students shall not bring or entertain outsiders inside the Institute campus. • Nobody shall collect money from others in the campus. • During the free hours students may utilize Library, Digital Library or Lab facility or they may sit inside their own class room without disturbing the nearby classes. • The Institute will not be responsible for loss of valuables / cash brought by the students to the campus.

Governance and Management

Standards Metadata Management vs Governance

Management
- Making decisions

Governance
- Setting the environment where others can manage effectively

Chapter – 3 : INSTITUTE GOVERNANCE AND MANAGEMENT

CHAPTER3
INSTITUTE GOVERNANCE AND MANAGEMENT

Introduction:-

The institute needs to Plan, Execute and Control different activities to actuate the vision and mission through systematic decision making.

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.

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.

This chapter discusses in detail about the actual management and functioning of the Institute through establishment of various committees.

Organizational Structure and Decision making Process:
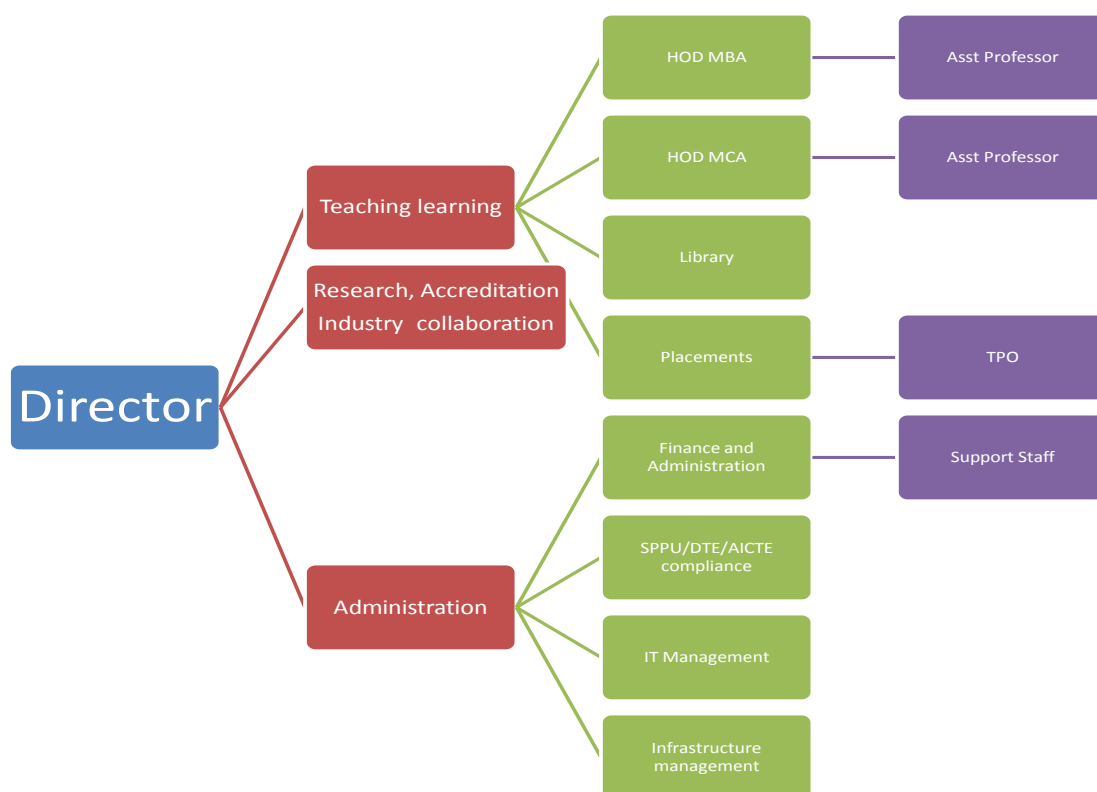
The Institute director is the highest designated authority of the institute who reports to the Governing council. The HOD's of both the departments are responsible for the academic working of the department. The Head Research, Industry Collaboration and Accreditation is responsible for Research endeavors and reports to the director . The administrative department reports to the director for effective and timely working and proper implementation of various processes related to statutory bodies including accounts and finance. All the support staff works under the administrative department.

The specific features of the organization chart and decision making structure are:-

- Top down structure with no dual authority

- Less hierarchical positions for fast and effective decision making

- Participative decision making with distributed responsibilities

- Focus on team works and responsibility sharing rather than individual

- Emphasis on creating ownership and belongingness towards the role given to each

- member of the organization
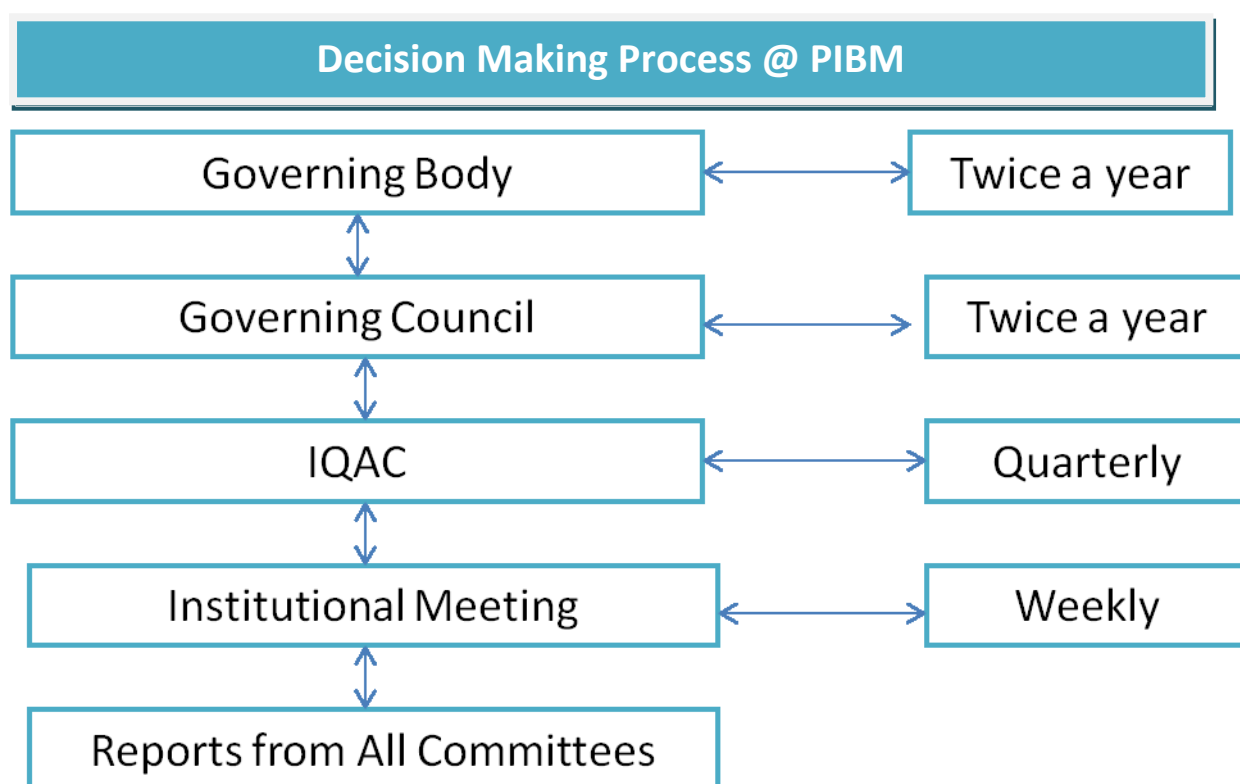
Decision Making Process @ PIBM

Governing Body	⟷	Twice a year
Governing Council	⟷	Twice a year
IQAC	⟷	Quarterly
Institutional Meeting	⟷	Weekly
Reports from All Committees		

The highest authority of the Institute is the Governing body (Board of Trustees) which appoints the Governing Council members as per the directives by AICTE and Local Management Committee members as per the directives given by university.

Governing Council meets twice a year and takes strategic decision about the Institute. The strategic decisions include infrastructural development, approval of budget, Guidelines for approval of staff, admission process and also monitor the function of IQAC.

IQAC receives the inputs from all the other committees and these inputs are discussed in

institutional meeting and submitted in the meeting of Governing council for further decisions.

Governance ,Management and Execution

The institute works on participative management principles. Various institutional tasks are achieved by constitution of committees with specific authority and responsibilities within the framework of the organization. Overall responsibilities of these committees are divided into Governance, Management and Execution.

Reporting Structure:

```
                        Governing
                         Council
                            |
          +-----------------+------------------+
          |                                    |
        IQAC                          Local Management
          |                              Committee
          |
   +------+-------------------+-------------------------+
   |                          |                         |
Departmental               Non                     Statutory
Teaching                   Statutory               Committees
   |                          |                         |
+--+---+           Administrative            Grievance Handling Committe
|      |           Committee
MBA   MCA
                   Purchase and Finance      Anti Ragging Committee

                   Infrastructure            Internal Complaints Committee
                   Management

                   Computer /Lab             Student Welfare Council
                   Management

                   Research & Extension      ST/Sc Committee
                   Projects/Consultancy

                   Examination

                   Library

                   Event Management

                   Industry Interaction

                   Alumni Association
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Constitution of Committees

The highest authority of the Institute is the Governing body (Board of Trustees) which appoints the Governing Council members as per the directives by AICTE and Local Management Committee members as per the directives given by university .These are the committees that play a crucial role in taking strategic decisions regarding the overall institutional working. These committees are responsible for overall governance and policy making of the entire institute. Internal Quality Assurance cell [IQAC] spearheads the quality enhancement strategies and monitoring the overall academic excellence.

The Institute has constituted various statutory, institute level, department level committees and sub committees with specific objectives to ensure effective implementation of plans and monitor the effectiveness of procedures.

1] Statutory committees are constituted as per AICTE Regulations and Pune University Act 1994. The structure and function of these committees is as per statutes.

2] Non Statutory committees 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 .

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.

Each committee has tenure of three years .The committee meetings are held as per the schedule or as per the requirement. The performance of each process is assessed and reviewed through Internal audit periodically by IQAC and qualitative inputs are given accordingly.

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 over all development of the institution.

Institutional Governance

A] Board of Trustees:-

The Parent Trust Audyogik Tantra Shikshan Sanstha is an educational public trust also registered under society's Act. The 'Board of Trustees' is the same as the 'Board of Governors.

Board of Trustees	
Composition	• Chairperson • Secretary • 5 members
Frequency of Meetings	• Twice a year
Objective	• To create and implement a shared vision within the Institute community • To help the Governing council and the Local Management committee make important decisions regarding Institute policy and orientation • To take Policy decisions as per the objectives of the trust. • To help in the formulation of the Institute Development Plan that would usefully direct strategic decisions regarding the working of various Institutes under the umbrella of the trust. • To approve / reject the annual budget and sanction the expansion plans of the Institute if any.
Scope	• Shall take strategic decisions and involve in all the activities that are essential for smooth functioning of the institute
Procedures	• Specific agenda would be drawn up for each meeting covering all the issues to be discussed, taking into consideration the suggestions, recommendations given by the Governing Council • Minutes of meetings are recorded • Resolutions are made for major decisions.

B] Governing Council of the Institute:-

The Governing Council is a statutory committee with a mandate to guide, direct and to act as a body for overall development of the institute. The Committee is made up of fourteen people and its composition, conduct and affairs shall be directed as per the regulations mentioned in AICTE Act, 1987.

Governing Council Apex body for the Institute constituted by the Institute as per the guidelines of AICTE	
Composition	• Chairman-parent Trust-1 • Nominees of the trust -2 • Eminent Educationists-2 • Industry Representatives-2 • Representative, AICTE-1 • Representative, University of Pune-1 • Representative, DTE-1 • Representatives, Teaching staff-2 • Representative, Non-Teaching staff-1 • Director as member secretary-1
Frequency of Meetings	• Twice a year
Tenure	• 5 years
Objective	• To act as an apex body of the institute for overall development of the institute • To ensure optimum utilization of institutional resources • To ensure that the institute is adhering to the norms and standards set by various regulatory bodies • To plan the future growth of the institution • To guide and direct the institute authorities on various aspects • Guide and direct the institute authorities on various aspects • Formulate policies and make decisions that are vital to the existence of the Institution • Decide strategic planning for the Institution

Functions	• Develop monitor and review the objectives and targets of the strategic plan • Determine policies for the Institute including policies for the safety, welfare and discipline of students. • Approve the Institute budget and monitor the application of the total financial resources available to the Institute through the regular review of budget. • Monitor and review the Site Learning Plan. • Maintenance of any property owned by the trust • Perform such functions as necessary to establish and conduct. • Facilities and services to enhance the education, development, care, safety, health or welfare of students, residential facilities for the accommodation of students. • Do all those acts and things incidental to the exercise of these functions
Scope of work	• Shall fulfill all the roles, responsibilities and powers defined as per AICTE directives. • Shall evolve both short-term and long-term programmes for the improvement of the Institute • Shall look into the welfare of the faculty and employees of the Institute. • Shall exercise financial powers beyond those delegated to the Director within the budgetary provision of the Institute in consultation with Institute management • Shall ensure that the norms given in the Act of the State and by the University, AICTE regarding terms and conditions of service and other rules governing recognition/affiliation of the Institute are strictly adhered to. • Should ensure that the Institute gets adequate infrastructure for implementing various programmers and delivering academic inputs • Shall exercise powers to take disciplinary action against staff.

	• Shall ensure that no financial irregularity is committed or any irregular procedure with regard to admission/examinations is adopted. • Shall have the power to propose to the parent trust, rates of tuition fees and other annual charges and also review the budget of the Institute presented by the Directors for forwarding the same to the parent trust for approval. • Shall appoint a senior staff member as an "NAAC Coordinator", who, irrespective of other responsibilities, shall monitor to ensure that the requirements of the quality accreditation standards are being implemented.

C]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 fo"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.

Composition	• Chairperson of the Management • Secretary of the management • One HOD nominated • Three Teachers nominated – 3, one should be a woman • Non Teaching Employee • Four local members – Education, Industry, Research, Social Service1 should be an alumnus, • IQAC co-ordinator

	• President and Secretary of the College Student Council • Director of the insitutite as member secretary
Frequency of Meetings	• Twice a year
Tenure	• 5 years
Objective	• To provide the guidance and support for efficient management of the institute.
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

Quality Enhancement, Monitoring, Auditing, Control

A] 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 promotin PIBM's holistic academic excellence.

The cell is constituted by the Institute to assess the Internal Quality of the Institute which reports

to the Governing council 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

Objective	• To develop a quality system for consistent and catalytic action to improve the academic and administrative performance of the institute • To prepare quality policy of the institute and create awareness about the same • To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
Composition	• Director • Coordinator • Teaching representatives -4 • One Industry Representative • One Local representative • Two Administrative representatives • Three student & One Alumni representative
Frequency of Meetings	• Quarterly
Tenure	• 5 years
Scope	Shall engage in all the activities to improve the academic & administrative performance and thereby assure quality enhancement of the institute.
	• Development and application of quality benchmarks/parameters for the various academic and

Functions	administrative activities of the Institution
	• Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
	• Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes
	• 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
Effectiveness Criteria of IQAC	• Number of quality enhancement programs
	• Number of quality Audit conducted
	• Feedback received & corrective action taken
	• Inputs received from all stake holders for continuous improvement

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.

Internal Quality Audit Function	
Composition	• Director-1 • IQAC Coordinator-1 • Teaching Representatives-4
Frequency of audit	• Twice a year
Objectives	• To review the overall functioning of all Statutory and

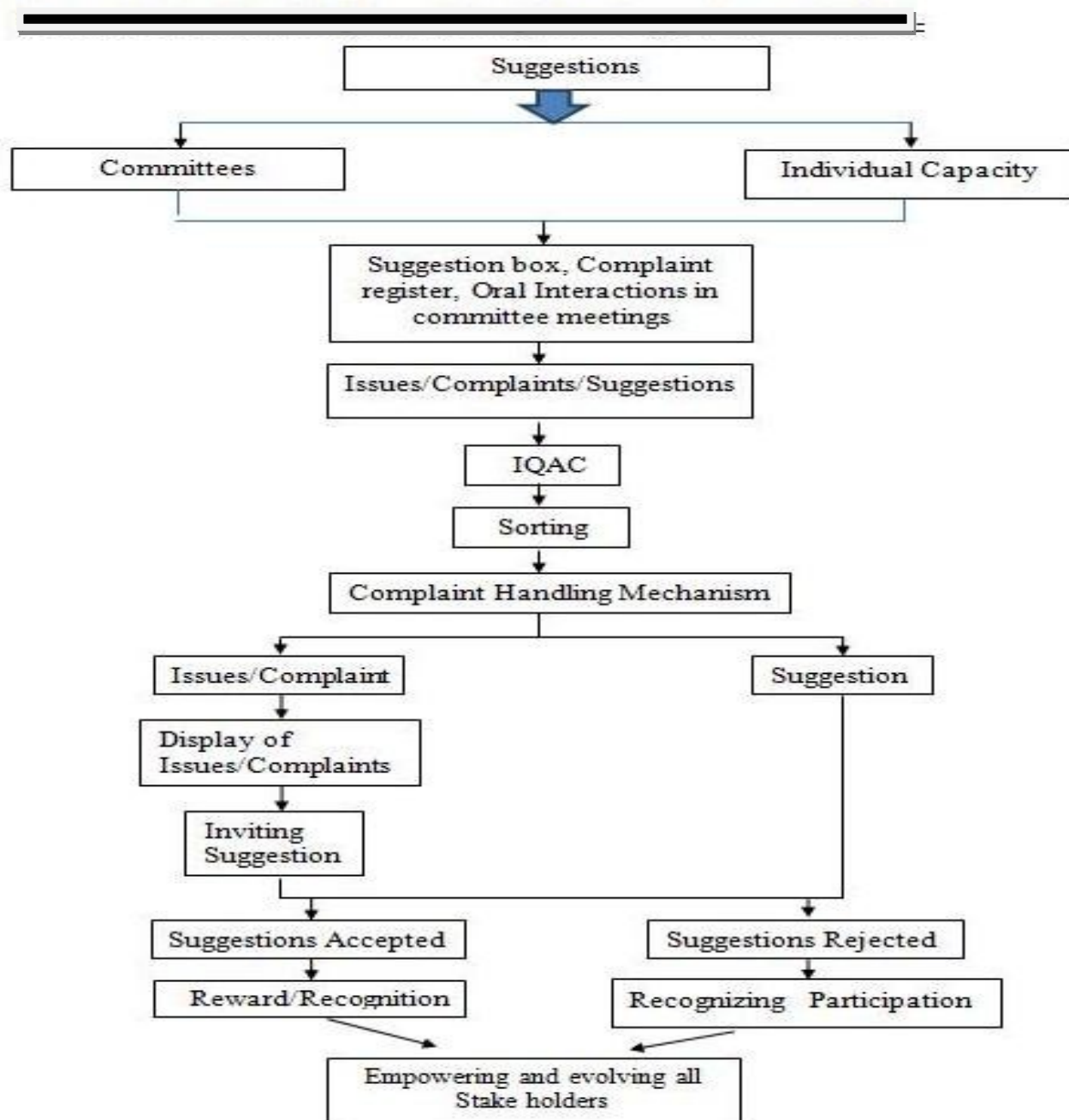|	
	Institutional committees • To give suggestion for more efficient working • To monitor the outcome of activities implemented • To ensure effective implementation and improvement in Institutional functioning. • To communicate the audit report to IQAC Co-ordinator • To take appropriate action through effective review of the audit report.
Scope	• It shall include all activities that is associated with review, monitor and analysis of Academic, Finance and Administrative Audit
Inputs	• Process Manual • Committees formed for various functions • Quality Policy • Compliance norms – specified committee wise
Audit Process	• Audit Parameters for each institutional Process / Committee • Auditing for adherence of stated objectives, calendar activities, documents, process, outcomes. • Resultant compliance/noncompliance Reports • Communication to Process Owner/Head of the committee • Follow up on compliance • Receiving compliance report from the committee
Outcome	• Monitoring the efficiency and effectiveness of stated objectives • Ensuring quality policy adherence • Smooth and hassle free working of the institute

Feedback Mechanism

The Institute believes in continuously tracking its direction and performance by seeking feedback from all the important stakeholders   .

IQAC understands and analyzes the feedback, assesses the utility and acceptability of the programs and the feedback analysis is used for further improvements. On the basis of the analysis, actions are suggested for future development.

Feedback Mechanism	
Composition	- Director - IQAC Coordinator - Four Faculty Members
Frequency of receiving feedback	At the end of each term and also after major events / activities
Objectives	- To prepare comprehensive feedback format - To find out areas for improvement - To compile feedback received for future improvement and performance enhancement - To analyze the feedback and suggest measures for taking corrective action
Scope	- It shall involve in implementing all activities related to collection and analysis of feedback - It also involve in deciding future action for improvement on the basis of the feedback received

Mode of receiving feed back and analysis	• Structured feedback from students on the curriculum delivery, teaching process and various events • Response from parents, alumni, industry professionals in major events like Parents Meet, Alumni Meet, guest lectures and seminars. • Feedback from visitors in the feedback book or letters • The library collects feedback from users in specific format at the end of each term, after book exhibition and library day celebration • Feedback from all the stakeholders regarding overall performance, quality of the Institute with respect to various parameters
Procedure	• Various parameters in the feedback format are analyzed to find the satisfaction index of the user and also the issues of concern • Analysis of all the feedback received • Feedback analysis are compiled and discussed in the institutional meeting and action plan is prepared for improvement • Suggestions/complaints specified in the feedback are given to suggestion schemes@ PIBM for further action to be taken

Suggestions

Committees

Individual Capacity

Suggestion box, Complaint register, Oral Interactions in committee meetings

Issues/Complaints/Suggestions

IQAC

Sorting

Complaint Handling Mechanism

Issues/Complaint

Suggestion

Display of Issues/Complaints

Inviting Suggestion

Suggestions Accepted

Suggestions Rejected

Reward/Recognition

Recognizing Participation

Empowering and evolving all Stake holders

The Institute has developed its own suggestion scheme for exploring and accessing creative and innovative talent in the internal stakeholders to resolve problems.

	Suggestion Scheme @ PIBM
Composition	• Director • IQAC Co-ordinator • Two teaching Representatives • One Administrative Representatives
Frequency of sorting of all received suggestions	• Once in 3 Months
Objectives	• To involve the participation of all the stakeholders for continuous development of the institute • To motivate all stakeholders and create a sense of belongingness, accountability and responsibility • To explore the hidden talent of all the stakeholders • To promote creativity and innovation • To create a participative working environment where every member has an urge to contribute in the development of the institute
Scope	• IQAC shall engage its members in all activities pertaining to receiving, sorting and implementing suggestions received from all stake holders
Mode of receiving Suggestions	• Suggestion Boxes • Complaints, Issues, Suggestions, feedback received from all the Committees • Suggestion received while collecting feedback for every process • Suggestion given by class IV employees • Suggestion/Feedback given by parents during parents association • Suggestion/Feedback given by industry in the feedback register or during Industry interactions happened in any of the events

Method of handling suggestions	• Inputs received from various channels are sorted by IQAC members once in three months • Suggestion are received at individual capacity as well as through committee • These suggestions may be in the form of Feedback, Complaints, Issues and Suggestions • Issues/complaints and Suggestions are sorted Issues/complaints are displayed to receive suggestions. • All the received suggestions are further discussed with management • Suggestions having feasibility and practical application are implemented • Some suggestions are kept for future implementation and some are rejected on the basis of its impracticability and impact • Appreciation/Recognition is given to useful suggestions
Outcome	• Improved ability to tap the creativity of EVERY Stakeholder [right from class 4 employees] of the Institute and implement ideas generated and give recognition through rewards & recognition. • Enhanced quality of work life through stakeholder's participation by giving them an opportunity for self expression and increasing the sense of belonging to the Institute. • Creating awareness about converting a grievance into an innovative suggestion

Statutory Committees

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	
Composition	- Director of the Institute – Chairman - Professor-Secretary - Teaching Representatives -5 - Civil and police Admin Representatives -1 - Local Media Representatives -1 - NGO Representatives-1 - Parent Representatives -2 - Student Representatives -8
Frequency Of Meetings	Twice in a year and as per the requirement
Tenure	3 years
Objective	- To prevent and eradicate ragging in the campus and thereby provide healthy environment to the students. - To maintain Secured and safe atmosphere for the students - 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. - To maintain discipline in the institution and take necessary disciplinary actions with the help of Anti Ragging Squad - To enquire into the matters that lead to dissatisfaction of the students - To create awareness to the students regarding legal consequences after ragging
	Shall engage in all activities pertaining to prevention of ragging in the institute

Scope	• Shall maintain discipline of the students within the premises of the institute
Function	Anti ragging Committee will, • Appoint Anti Ragging Squad • Shall supervise and monitor all activities of Anti Ragging Squad • Maintain the vigilance, oversight and patrolling functions and shall remain mobile, alert and active. • Make surprise visits on hostel, and other places vulnerable to such incidents. • Inspect such places whenever necessary. • Conduct an on the spot enquiry into any incidents of ragging referred to it by the head of the institution or any other member • 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]

Grievance Redressal Committee for Students, Faculty Members & Other Staff

The Grievance Redressal Committee is a statutory committee with a mandate to hear, deal 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.

Grievance Redressal Committee	
Composition	• Director, • Ombudsman, nominee university of Pune -1 • Departmental HOD-2 • Teaching representatives -2
Frequency of Meetings	• Twice a year and as & when required
Tenure	• 3 years
Objectives	• To develop an organizational framework to promptly address and resolve grievances of Faculty Members & Other Staff, Students fairly and equitably.

	• To ensure that, there is no laxity in terms of fair-deal with the Faculty Members & Other Staff, Students. • To ensure effective solution to the grievances of Faculty Members & Other Staff, Students through an impartial and fair approach. • To address the academic and administrative problems of the students. • To provide satisfaction to the Faculty Members & Other Staff.
Scope	• The Grievance Committee shall consider grievances of students, faculty members and other staff of the Institute.
Functions	• To consider all grievances submitted in writing by any member of the Students, Faculty members and other staff of the Institute. • To access to all files confidential or otherwise relevant to the individual's grievance. • To study the application and after looking into the relevant documents discuss with those concerned. • To submit its recommendations and report to the Director as expeditiously as possible • To make final settlement of any grievance within a reasonable period(normally not exceeding one month)
Complaint management mechanism	The complaint management mechanism of Students, Faculty Members and other staff of the Institute, is carried out in three levels in the institution: Students • The departmental level grievances are attended by the concerned Co-ordinators, Mentors and Department Heads • The student coordinators and staff coordinators of various clubs and associations act as facilitators to communicate and sort out the grievances pertaining to various clubs and associations. • Unresolved grievances at the departmental level and association level are referred to the Grievance Redressal Cell of the institution. • Faculty Members and other staff • The departmental level grievances are attended by the department

	heads
	• Unresolved grievances at the departmental level are referred to the Grievance Redressal Cell of the institution.
	• Individual faculty can approach the Grievance Redressal Cell of the institution with Her/His complaints.

Internal Complaints 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."

Internal Complaints Committee	
Composition	• Presiding Officer -1 • Secretary-1 • NGO Representative -1 • Faculty members -2 • Student Representative-2
Frequency	• Twice a year
Tenure	• 3 years
Objectives	• To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of girls and women. • To ensure the implementation of the policy in letter and spirit by undertaking all necessary and reasonable steps • To constitute appropriate committees for purposes of gender

	sensitization • To conduct enquiries into complaints of sexual harassment. • To uphold the commitment of the institute to provide an environment free of discrimination and violence against women. • To generate public opinion against sexual harassment of women employees /girl students in the Institute.
Scope	• Shall engage in all activities in Promoting, Creating Awareness, Providing Protection to all Girl Students /Women Employees within the Institute. • Shall be applicable to all complaints pertaining to sexual harassment.
Functions	• Ensure a safe environment free from Sexual Harassment for women including prevention and deterrence of Sexual Harassment. • Prepare and prominently display the policy for the prevention and prohibition of Sexual Harassment. • Maintain a proactive program to educate all members as to the definition of sexual harassment and procedures for redressal. • Undertake workshops and training programmes at regular intervals for sensitizing the members. • 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. • Facilitate initiation of proceedings under this policy through the institution of committee against sexual harassment for redressal of an act/s of sexual harassment.
Jurisdiction	• The policy and the rules & regulations would apply to all students, faculty and nonteaching staffs on active roles of PIBM . The policy and the rules & 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. • 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 organized by PIBM outside the campus including the period of travelling for such activity).

- 2. In particular, the rules and procedures laid down in this policy shall be applicable to all complaints of sexual harassment made:

I. 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.

II. 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.

Student Welfare Council

The Student Welfare Council 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.

Student Welfare Committee	
Composition	• Chairman-1 • Teaching Representative-2 • Sports Faculty-1

	• Student Representative-10
Frequency of Meetings	• Twice a year and as & when required
Tenure	• 3 years
Objectives	• To look after the welfare of the students • To create and provide a forum to participate in cultural activities. • To make all rules relating to discipline or welfare of the students, sports, extension work, social work, students' health • To communicate its views, observations and recommendations to any authority of the University in respect of any matter which concerns the students • To take such steps as are necessary for the general welfare of students
Scope	• Student welfare committee considers all activities pertaining to welfare of the students.
Functions	• 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; • 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 • To communicate its views, observations and recommendations to any authority of the University in respect of any matters relating to the students. • 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. • To take such steps as are necessary for the general welfare of students; • 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.

ST/SC Committee

Constitution of Committee for SC/ST:-

The Committee for 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)

Composition	Chairman Secretary 5 Members
Frequency of Meetings	Twice a year and as per requirements
Tenure	One Year
Objectives	i. To implement the reservation policy for SCs/STs in the Universities and Institute. ii. 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 trends and changes towards fulfilling the required quota. iii. 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. iv. 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.
Scope	Implement the reservation policy for SCs/STs in the Institute.
Functions	1) 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.

2) 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.

3) 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.

4) 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.

5) To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in Universities/Colleges.

6) To monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and university.

7) 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.

8) 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.

9) Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations.

10) The SC/ST Cell exclusively looks after the work related to SC/STs matters and no other work is assigned to the Cell.

11) 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.
Documents to be Maintained	1. 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. 2. Circulars - Government of India orders and Commission's decisions 3. Data in respect of appointment, training of these communities in teaching and non-teaching posts 4. 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. 5. Remedial Teaching Record for SC/ST students 6. Record of Grievances of SC/ST students and employees(If Any) 7. Register for employment of SCs/STs

Non statutory Committees [Institutional]

Administrative Committee
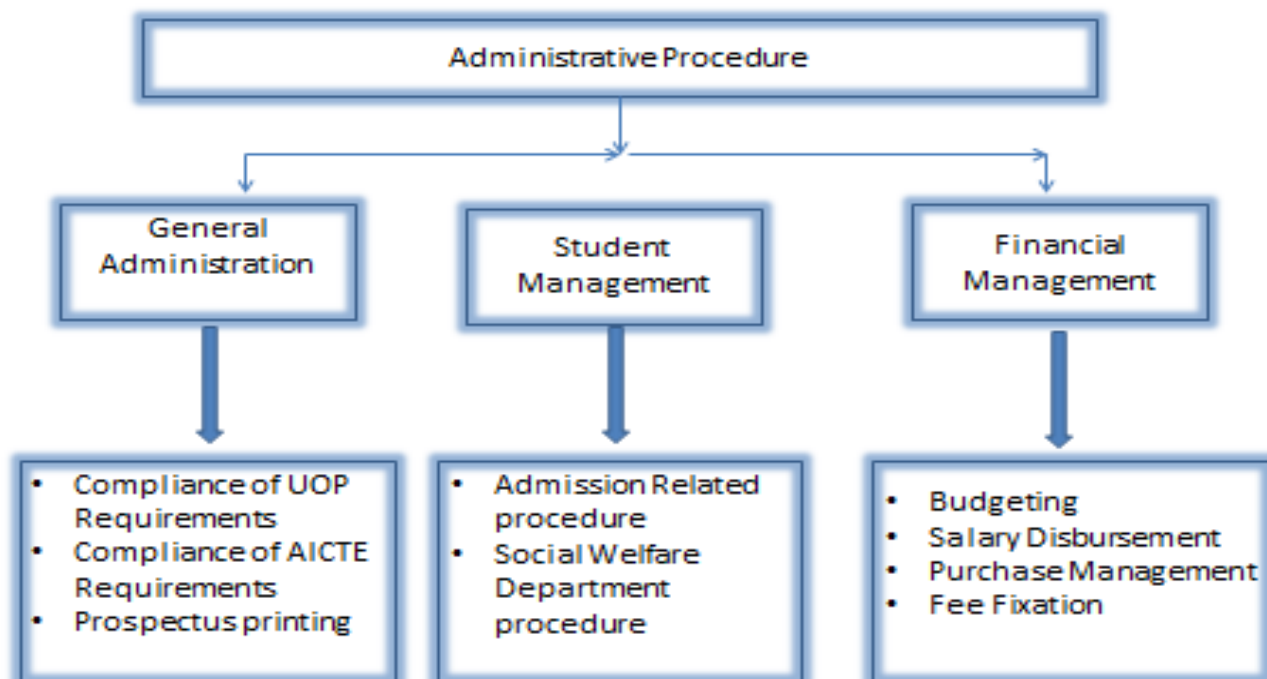
The Administrative Committee is a committee to develop, implement and monitor all the Administrative activities of the Institute. The Committee is made up of four members.

Composition	• Chairman-1 • Secretary-1 • Members -2
Frequency of meeting	• The committee shall meet minimum twice a year. [Starting of the Semesters and after the end of the term]

Tenure	• Two Years
Objectives	• To ensure Smooth administrative work in the organization • To support all the activities related to administrative activities.
Scope	• Shall engage in all activities related to general administration and ensure smooth functioning of all the administrative activities. • Shall fulfill Compliance of University of Pune AICTE,DTE requirements
Functions	• To handle the admission process. • To conduct university examination smoothly • To get the exam form, eligibility form, revaluation form distributed, filled and submit it to the university • To look on the infrastructure related queries and get them solved • To handle selection and LIC committee procedure

Administrative Procedures:-

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                    ┌─────────────────────────────────────┐
                    │      Administrative Procedure        │
                    └─────────────────────────────────────┘
                            │           │           │
          ┌─────────────────┘           │           └─────────────────┐
          ▼                             ▼                             ▼
  ┌───────────────┐           ┌───────────────┐           ┌───────────────┐
  │    General    │           │    Student    │           │   Financial   │
  │ Administration│           │  Management   │           │  Management   │
  └───────────────┘           └───────────────┘           └───────────────┘
          │                           │                           │
          ▼                           ▼                           ▼
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• Compliance of UOP Requirements • Compliance of AICTE Requirements • Prospectus printing	• Admission Related procedure • Social Welfare Department procedure	• Budgeting • Salary Disbursement • Purchase Management • Fee Fixation

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.

I] Details of General Administration procedures

Procedures	These functions are divided into following main processes 1] Compliance of SPPU requirements 2] Compliance of AICTE requirements 3] Prospectus printing procedure
Procedures-1	• Compliance of SPPU requirements- Continuation of affiliation
Time	• Before 31st October
Procedure-1	1] To apply on line for continuation of MBA and MCA courses by paying required Continuation fee 2] To receive the names of members of LIC committee from university of Pune 3] To Co-ordinate the visit of the LIC committee for continuation of affiliation 4] To comply with the deficiencies pointed out by the LIC committee , if any [to be done by the director and HOD] 5] To submit the compliance report to the LIC chairman within three months from the LIC visit 6] To ensure that the chairman visits the institute for verification of compliance and submits the report to the university 7] To receive the continuation of affiliation letter from University of Pune . 8] To Keep all the records for future references
Effectiveness criteria	The institute complies with university norms and receives continuation of affiliation on time
Procedure-2	Compliance of AICTE Requirements(Extension of approval)
Time	• As per the guidelines of AICTE
	1] To apply on line for extension of AICTE approval MBA and MCA courses by paying required fees

Procedure-2	2] To refer the AICTE handbook for the present year for revised norms if any and its applicability to the institute 3] To inform the Governing council about the revised norms if any and comply with the same 4] To fill up the compliance report on AICTE portal carefully with correct information as per the schedule given by AICTE 5] To pay the required extension fees on line. 6] To submit the copies of extension report to DTE and University of Pune. 7] To Coordinate the expert committee visit if any 8] To receive the extension letter [from web portal] from AICTE 9] To Keep all the records for future references
Effectiveness Criteria	• The institute complies with AICTE norms and receives extension of approval on time
Procedure:-3	• Printing of prospectus
Time	• April – May
Procedure-3	1] To Collect content , photographs and other material from respective director ,heads of both departments and Student members 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 3] Coordinating the printing work and proof checking 4] Actual printing of specified number of copies 5] Procuring the softcopy of the prospectus in CD for records
Effectiveness criteria	• Availability of Prospectus without any errors in the beginning of June every year [before the admission process starts]

II] Procedures related to Student management

Admission related procedures	
Procedure:-1	• Admission through CAP

Time	• July – August

Procedure-1	1] To visit the DTE website www.dte.org.in for recent notifications regarding admission process for the present year
	
	2] To display the admission calendar with important dates as published by DTE
	
	3] To take print out of the allotment list , after allotment by DTE on website
	
	4] Check the name of the student coming for the admission through the allotment list
	
	5] To check the eligibility of the applicant as per DTE rules by checking all the documents
	
	6] Complete the admission process as follows
	
	  a] Get the admission form filled by the students with photograph
	
	  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 applicable [in case migration / gap certificate is not available take the application regarding the same from student]
	
	  c] Collect the fees and give receipt. In case the student request for fees installment , take application from the student about installment .For category students , the fees are collected as follows
	
	i] ST/ ST / NT /SBC : no tuition fees only development and university fees
	
	ii] For OBC : Half tuition fees and development and university charges
	
	7] To enter the students data online after the admission process is completed
	
	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
	
	9]To prepare the meritlist of students after all CAP round

Procedure:-2 Admission through Institute Quota	
Time	• July -August

Procedure-2	1] To advertise about the admission availability through various media as per requirement to create awareness among aspirants
	2] To publish advertisement for inviting applications for filling up institutional level seats and probable vacancies after CAP round
	3] To prepare the merit list of the applicants based on the CET score after receiving the admission applications within prescribed date.
	[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]
	5] To check the eligibility of the applicant as per DTE rules by checking all the documents
	6] To Complete the admission process as mentioned in the previous section for CAP admissions
	7] To Prepare the merit list of students after all seats are filled

Procedure:-3 Admission verification by DTE and Pravesh Niyantran Samitee	
Time	• October- January
Procedure-3	1] To visit the DTE regional office for verification of documents of all admitted students
	2] To get the students documents verified by the competent authority for confirmation of admission.
	3] In case of any discrepancy / lack of documents , inform the concerned student regarding the same.
	4] After DTE verification submit the verified list to Pravesh Niyantran Samitee for approval
	5] To ensure that all admission are approved and confirmed
	* 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
Effectiveness criteria	• Admission process of all the students completed within time.
	• No vacant seats for any course
	• Admissions are confirmed by DTE & PNS

Procedure 4 :- Eligibility of students by the university	
Time	September , October

Procedure-4	1] To get the eligibility forms filled by the admitted students along with all the required documents [same as mentioned in the admission process] 2] To collect the eligibility fees from the students as per university notification 3] To verify the eligibility by the administrative staff and approve the same by the Director 4] Pay the eligibility fees of all students to the University as per the norms.
Effectiveness criteria	• Filling up of eligibility forms as per time line and payment of eligibility fees
Procedure -5	• Cancellation of Admission
Procedure -5	1]To receive the application from the student regarding the cancellation with the valid reason for the same 2] Take the approval for cancellation from director 3] Complete the cancellation of admission by returning all the original documents and refunding the fees. The refund of fees is given according to the University norms as follows within 7 days of application • If cancellation is within 15 days after the admission, Rs. 1000 deducted from the fees and refund would be given to the candidate. • If the cancellation is to be done after the cutoff date declared by DTE, no refund from fees is given. 4] To cancel the admission through CAP round: the cancellationof admission needs be done online before the cutoff dates of CAP, this process is applicable only for admissions done through CAP round. 5] To transfer the vacancy generated by cancellation to the institutional quota , if the cancellation is done after CAP rounds 6] Fill up the vacancy by following the admission process as mentioned in previous sections.
Procedure -6	• Transfer of students from other institute
	In case of available vacancy created in the Institute in the 2nd or 3rd year due to cancellation of admission. The institute can admit

	interested eligible students from other institutes in the same university as follows
Procedure -6	1] To receive the application from student for seeking admission
	2] to check the availability of seats
	3] To check the eligibility and previous year marklists
	4] To receive ' No Objection certificate' from the present institute where the student is studying
	5] Follows the admission process as mentioned in previous sections

Procedure- 7 : Students Scholarship related work	
Time Schedule	September – October
Procedure- 7	1] To prepare the list of category students
	2] To prepare the category wise fee structure chart as approved by Shikshan Shulka Samitee for the present year
	3] To submit the fee structure of the institute to the social welfare department and get the same approved
	4] To get the forms filled online by the students
	[or hard copy in case of discrepancy]
	5] To submit the forms of ST students in the social welfare office for ST students.
	6] To display the names of the students without caste validity certificate
	7] To get the validity application filled by the students [in case of non availability]
	8] To do the follow up for receiving the fee reimbursement
	9] To prepare the details of the total amount receivable and give the same to the accountant
Effectiveness criteria	• The documents are submitted to the Social welfare department on time for early refund of money

Administrative Document and Records

General Administration

- Administrative time table
- Approval letters AICTE
- Recognition DTE
- AICTE compliance
- Governing council MOM
- Institute Prospectus
- Visitors book
- Inward/ outward file

- Affiliation letter university
- LIC reports
- Trust meetings MOM
- CDC MOM
- University exam centre – documents
- Holiday list

Student administrative records

- Admission forms with certificates
- Merit lists for admission
- Student application file
- Result sheets

- Original certificate file
- CAP allotment
- Social welfare dept file
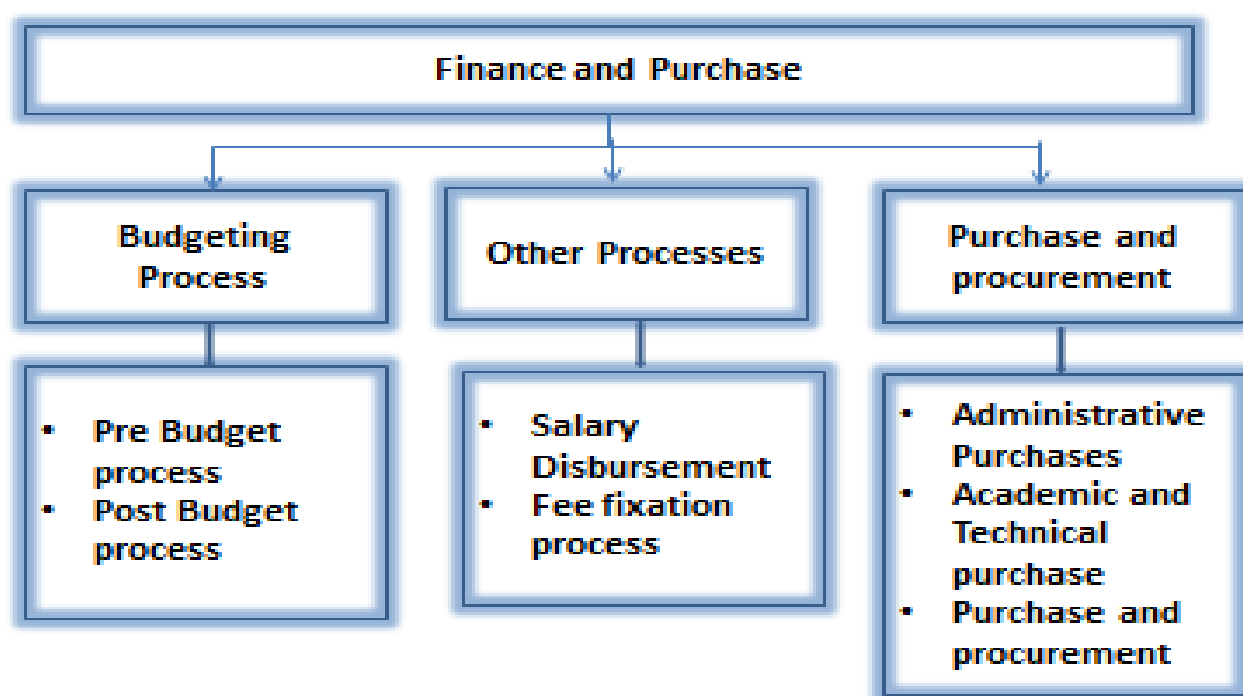- Anti ragging affidavit

Finance and Purchase 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.

Composition	• Chairman-1 • Secretary-1 • Members-3
Objectives	• To help assure a financially sound organization that is well-prepared to achieve its overall mission, vision and goals
Frequency of	• The committee shall meet at least twice a year.

Meeting	
Functions	• To prepare budget and financial statements • To get approval of the budgets for different activities • To supervise on activities related to finance. • To get the rates approved by approved vendors • To obtain minimum 3 quotations to purchase equipment and furniture from unapproved vendors • To decide and finalization of quotation • To raise the purchase order to respective vendor • To make advance payment or to make payment against delivery after quality check by respective users • To prepare monthly salary cheques • To calculate fees of Shikshan Shulka Samiti • To keep records and maintain purchases • To verify the stock and material purchased • To review the processes for compliance with laws and regulations relevant to finance

Procedure for Finance Management

Budgeting Process	
Time	• February – March
Procedure 1	• Pre Budget [to be done by accountant]
Procedure-1	1] To collect the requirement from the departments , director faculty members , students regarding their present and future needs 2] To refer to the minutes of governing council meetings , management meetings and LMC regarding non recurring and recurring expenditure 3] Requirement of one time material /items/equipment [> 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. 4] To collect the requirement from the departments , director , faculty members , students regarding their present and future needs

	5] To refer to the minutes of governing council meetings , management meetings and LMC regarding non recurring and recurring expenditure
	6] 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
	8] To present all the data to the directors / management representatives
	9] To prepare the balanced budget with due weightage given to following critical heads of expenditure
	[to be done by the director / management representatives]
	a] Salary & staff welfare [around 60% of the total expenditure]
	b] Administrative expenses [around 10 % of total expenditure]
	c] Maintenance [around 5 % of total expenditure]
	d] Library expenses [around 5 % of total expenditure]
	e] Research extension and industry interaction expenses [around 10 % of total expenditure]
	f] Depreciation : [around 10 % of total expenditure]
	10] To prepare final budget with the heads of expenditure as per the format of Shikshan Shulka Samitee , considering the above weightages.
	11] To submit the budget to the directors for approval
	12] To present the budget in the Governing council for final approval
Procedure-2	• Post budget
Procedure-2	1] To monitor the expenses as per the budgetary provision quarterly
	2] To inform the director about the gap between budgeted expenses and actual expenses , if any
	4] To propose the revision of expenditure with respect to actual expenses on higher or lower side
	5] To approve the revised budget in next Governing council meeting
Procedure-3	**Salary Disbursement**
Time	• On 7th day of every month
Procedure	1] To calculate the salary payable to each employee for the previous

	month 2] To draw account payee cheque on the name of the employee
Procedure -4	**Fees fixation proposal with Shikshan Shulka Samitee**
Time	• Before 30th June every year
Procedure-4	1] To prepare the income expenditure account and balance sheet of the entire institute 2] To get the accounts audited by the certified Chartered accountant of the trust 3] To Download Shikshan Shulka Samitee Form from website 4] To fill up the Shikshan Shulka Samitee (SSS) Form as per the expenses incurred. 5]To Calculate the fees as per the formula given by SSS 6]To submit the fee proposal with following document: • Trust documents • Approval letters • Copy of previous fees • Audited report of the current year • Audited reports of two previous years TDS return details • Copy of current Salary sheet • Notarized affidavit by chairman 7] To file the office copy for future reference
Effectiveness criteria	• Fee fixation is done timely with required accuracy

Procedure for Purchase Management	

Procedure -1	**Administrative Purchases**
Time	• Throughout the year
	Administrative purchases are mainly of recurring type and do not require specific expertise or technical knowledge. Vendors / suppliers

Items	of such items are identified and are approved. 1] Purchase for furniture and accessories : include tables , benches , chairs , cupboards racks , curtains , storage material , partitions notice boards , blackboards, etc 2] Purchase of books and journals [done by librarian] 3] Purchase for electrical equipment and maintenance : includes tubelights , fans , bulbs , electrical fittings 4] Purchase for building material and maintenance : plumbing material, building maintenance material 5] Purchases related to vehicle maintenance 6] Purchase for stationary and office material : files , pads , pens , paper sheets , receipt books , letter heads , 7] Purchase for miscellaneous items
Procedure -2	**Academic and Technical Purchase**
Time	• Throughout the year
Items	1] Generator 2] Lift 3] Lease line 4] LCD Television 5]Computer hardware and peripherals 6] LCD projectors 7] Public address system 8] Software
Procedure- 3	**Purchase and procurement**
Time	• Throughout the year
Procedure -3	1] To receive the Material requirement / requisition for the new academic year as per the budget. 2] To decide the timelines for the purchase of material after discussion with directors 3] Inform the regular approved vendor In case of routine purchase and carry out the procurement A] For major purchase / maintenance [more than 100,000], take prior

	approval of the material as well as the supplier from the directors
	i] To give purchase order along with specifications
	ii] To receive the material in the scheduled time
	iii] To arrange for inspection of the material by concerned authorities as follows
	a] Technical material : Director [technical]
	b] Major purchase : Directors / Professor.
	iv] To get the approval from concerned authorities about the specification and quality
	v] To arrange for the payment
	vi] Bills are filed [along with warranty letter etc]
	vii] Dead stock register is updated and numbering is done of the purchased item.
Effectiveness criteria	Material is made available as per the specification on time

Documents and Records
• Audited Statements
• Trust fund details with FD copies
• Bank statements
• Salary muster
• Budget file
• Shikshan Shulka Samiti file
• Fee register

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

Composition	• Chairman-1 • Secretary-1 • Members-3
Objectives	• To plan and implement timely maintenance of institutional building and equipment's • To maintain the institute surrounding clean and hygiene
Frequency of meetings	• Once in 30 days or as and when required
Functions	• To assign the duty and supervise the maintenance and cleaning staff • To find suitable service provider for maintenance services like carpenter, painter, plumber ,electrician • To collect information from faculty and staff about maintenance requirement and arranging to repair it time to time • To monitor the maintenance of the institutional garden and ground • To monitor the procurement of material for infrastructural maintenance • To respond to the complaints regarding the infrastructure from stakeholders and initiate corrective action. • To find out the future needs regarding furniture and equipment as per the future plans and convey the same in institutional meetings • Training the administrative staff about usage of fire extinguisher / generator • Conducting safety drills
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 place and maintain cleanliness of the same once in a month

	• To check the availability of water in the campus through out the day
Effectiveness Criteria	• Routine maintenance of entire campus
	• cleanliness and hygiene
	• Effective and optimum utilization of the infrastructure
	• Timely action taken for complaints received
	• Reduce wastage of electricity / water

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

Computer lab Maintenance and Monitoring Committee

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

Composition	- Chairman-1 - Secretary-1 - Members-3
Objectives	- To plan and monitor software installation and hardware up gradation - To make systematic procedure for Network Security - To maintain the computers and peripheral devices in the institute - To provide support for conducting online exams (Academic and Placement Drives) - To check the warranty to existing equipment's - To provide Printer Refill Procedure - To provide the procedure for Material Scrap
Frequency of meetings	- Once in three months or as and when ever required
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	1] To ensure that all computers are switched off when not in use. 2] To check whether the Computer labs are cleaned every day as per schedule and ensure its smooth functioning 3] To understand the future needs regarding the computational facilities and scrutinizing various service providers and vendors 4] To prepare various registers for complaints ,usage of computers and maintenance files 5] To monitor and maintain the condition of Computers 6] 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 7] To list out computer peripherals those have expired its support warranty and software which is to be renewed. 8] To conduct a meeting for finalizing the requirement 9] To collect three quotations for the purchase of software and hardware 10] To prepare a comparative statement of the quotations received 11] To present the comparative statement in committee meeting and get it approved by the chairman. 12] To select the vendor with the best price and to fill up the requisition slip, prepare the purchase order for the same. 13] To send the purchase order to the vendor 14] To sign the bills once the checking and installation is done 15] To Update the dead stock register and number the material on purchase of any material 16] To secure the computer systems by keeping the anti virus updated 17] To respond to the complaints regarding the computers / peripheral devices from stakeholders and initiate corrective action.

18] To prepare, maintain and monitor various registers for complaints, maintenance records

19] To display the renewal dates of soft wares , and domain name of institute website

20] To keep a record regarding configuration change / upgrade

21] To maintain the logbook regarding lab usage

22] To provide assistance related to internet service

23] To receive the requirements from examination or industry, institute interaction committee for conducting online exam

24] To check whether the Computer labs are cleaned every day as per schedule and ensure its smooth functioning

25] To prepare / to update the Layout / Network diagrams as per the requirement after the end of the current term

26] To receive the software requirements from faculty before starting of next semester by preparing the circular

- **Printer Refill Procedure :**

27] To check the non-working of the equipment

28] To check the warranty of reapective equipment as per invoice or on its official website

29] To contact the vendor or warranty authority for claim if the equipment is under warranty

30] To take consistent follow up until the repaired or new equipment is received

31] To fill the requisition by entering the request in the Printer Register in case of refilling required

32] To check the printer usage register, check for discrepancy, inform the committee secretary/Chairman, else to follow the the printer refill procedure

33] To mark the printer register with "Refill Stamp" along with date of refill.

- **Procedure for Material Scrap**

34] To check the complaint register and analyze the frequency of the compliant of problematic device

	35] To check the warranty of the said device
	36] To list out problematic devices
	37] To prepare the list of parts which are in working condition and can be used elsewhere
	38] To counter check the same by senior members
	39] To conduct a meeting for finalizing the devices which are needed to be scrapped before the final budget meeting
	40] To get the list of material to be scrapped approved by the chairman
	41] 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
	43] To collect three quotations from the scrap vendors
	44] To prepare a comparative statement of quotations received
	45] To present the comparative statement in the committee meeting and get it approved by the chairman of the committee
	46] To prepare the scrap note for the same
	47] To send the scrap note to the concerned vendor
Effectiveness Criteria	Effective utilization of available resources
	Sound condition of the computer systems and peripheral devices
	Optimum utilization of the same by faculty and students

Computer lab maintenance and Monitoring Committee
Documents and Records

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

- Requisition circular

- Quotations

- Notices

- Maintenance and Up gradation File

- Warranty documents File

- Printer Refill Register

- Material scrap Register

Research & Extension Committee

The Research Committee is to develop, implement and monitor the Research, Consultancy and Extension Program of the institute. The Research committee activities have three distinct arms

1. Post Graduate Research Cell

2. Research Publications

3. Projects and Consultancy.

Composition	• Chairman-1 • Secretary-1
PGRC	• Head (Director of the Institute is the Head by default) • Administrative Representative • 2 Faculty Representatives
Research Publications	• Editor • Panel of Editors
Projects and Consultancy	• Departmental Heads • 1 faculty member
Objective	• To promote and encourage the faculty members & students to undertake research activities. • To deliver quality research outputs to enhance the reputation of institute by the quality of their research work and publication. • To undertake research activities, deliver quality research outputs for service to the community to which the research

	relates • 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.
Frequency of the Meetings	• Thrice a year or as per the requirement
Scope	• Shall engage ,Co-ordinate and monitor all activities related to Research, Extension Projects and consultancy
Functions	PGRC • To enroll research scholars for doctoral programme • To enrich research activities through organized research & developmental activities like Executive Education & Management Development Programs. • To motivate faculty members to establish expertise and credibility in select areas of research in management. • To 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. • To develop panels of expert guides to conduct Ph.D. programs. • To 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 & empirical research papers and research reports. **Research Publications** • To call experts as review panel members for guiding & blind review process. • To publish the refereed Journal- i[4] of the Institute twice a

	year. • To print newsletter thrice a year covering the activities organized for the faculty & students along with the achievements and the upcoming events. **Projects and Consultancy** • To undertake various industry /University/UGC/AICTE sponsored projects – • To initiate Industry –Institute Collaborations for consultancy and Training
Procedure 1	PGRC
	1. To Prepare PGRC Calender of Activities and function accordingly 2. To Follow SPPU guidelines for Doctoral Program **3.** To Maintain the Documents and records accordingly.
Procedure 2	Research Publication
Procedure	1.Publication of international Research Journal 2.Release Function of Journal
Procedure-3	Publication of international Research Journal
Procedure-2	1] To prepare Yearly calendar & Schedule for journal [beginning of academic year] 2] To Prepare guidelines for journal papers 3] To give 1st C all for Paper to Authors 4] To send Circulars to staff and students 5] To finalize Expert / Referee panel & Review Sheet 6] To Invite the Experts/referees 7] To give 2nd and 3rd call for papers to Authors, 8] To do Blind coding of articles 9] To send Coded articles with review sheets to experts 10] To carry out result compilation & intimate author with results

	12] To receive final camera ready copy from author
	13] To receive copy-right from authors
	14] To get quotation from printers & finalization
	15] To carry out proof reading of printed papers against the original soft copy.
	16] To do final verification of document from author , and final checking by editor and editorial team
	17] Final printing
	18] To send thank you letters and complimentary copy to authors and referees
	19] To dispatch journal copy to all subscribers
	20] To increase the impact factor of the institute journal.
Procedure 3	Release Function of Journal 1] To prepare guest list for release function for the i4 journal which includes referees , authors along with other guests 2] To inform the event management committee about the function with basic guidelines
Effectiveness criteria	• High impact factor of the journal • release of journal as per schedule • participation from industry , faculty and students • Feedback from authors , readers about the quality
Procedure-4	Extension Activity 1] 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 2] To arrange a meeting with the identified NGO representative for planning the activity 3] Discussion with student welfare council members for execution of the activity 4] Selecting volunteers from both MBA/MCA programme 5] Providing training to the selected volunteers for visiting the area 6] Visiting the target area 7] Implementation of the programme

	8] Collecting feedback of the activity Preparing report and doing feedback analysis of the activity
Procedure- 5	**Projects and Consultancy** 1] To Undertake the projects and consultancy assignments department wise 2] To depute faculty members and students teams 3] To discuss the methodologies and content and list phase wise activity 4] To prepare and action plan and implement . 5] To maintain appropriate documentation and reports for the same 6] Departments to individually maintain the documentary record and submit the semester end report to the Research Committee Chairman for information

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Research And Extension
Documents and Records

PGRC

1. PGRC Proposal and Approval
2. PGRC Correspondence files
3. Circulars, Activity Reports
4. All documents pertaining to PGRC functionalities

Research Publications

- Published papers of staff & students
- Document showing calculation of impact factor

- Feedback analysis Extension
    - Proposal
    - Proposed budget
    - Report

- Certificate of appreciation

Projects and Consultancy

- **Project Details, Sanctioning Authority, Project Report, Financial Audit Report, Submission , correspondence**
- **Consultancy – MOU, Correspondence File, Task undertaken, Resource Allocation, Activity Plan, complete Report .**
- **All the relevant documents not described above.**

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

Composition	- Chairman-1 - Secretary-1 - Member-2
Objectives	- To promote and encourage the faculty members & students to undertake research projects and consultancy work. - To guide research projects at Institute level, University level, State level & National level. - To undertake various research projects, sponsored project in co-ordination with the Industry–Institution Interaction committee. - To undertake training and consultancy for industry and professional bodies.

	• To generate funds through active training and consultancy work
Frequency of The Meetings	• Twice in a year
Functions	• To allocate projects to faculty members and students • To promote collaborative activities and consultancy work. • To sign MOU with industry and Professional bodies for mutual benefits. • To give consultancy services for achieving process excellence
Procedure 1	• Assigning research project to faculty
Procedure-1	1] Receiving proposal from faculty members 2] Organizing presentation of concerned faculty of proposed research 3] Notification and approval processes. 4] Cost analysis 5] Identification of benefits to the Institute 6] Assessment of risks associated 7] Progress and final reporting 8] Financial management and profit sharing. 9] To maintain all the documents related to Projects
Procedure 2	• Consultancy procedure
Procedure-2	1] Identification of industries for consultancy and developing an association with them 2] Identification of the area for consultancy in the industry 3] Sharing the expertise mutually 4] Creating a network with Industries and Professional organization through meetings and interactions. 5] Developing Industrial & Academic relationship and confirm mutual benefits 6] Discussion with industry interaction cell 7] To maintain all the documents related to Consultancy

Effectiveness Criteria	• Number of research projects undertaken by faculty members • Number of consultancy given in association with industries and corporates • Number of Collaborations/MOU's signed

Projects and Consultancy **Documents and Records**
• Consultancy records • Consultancy brochure • MOU's signed with industries • Synopsis of projects undertaken by faculty members • Projects and project report completed by staff & students • Feedback analysis

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 is 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

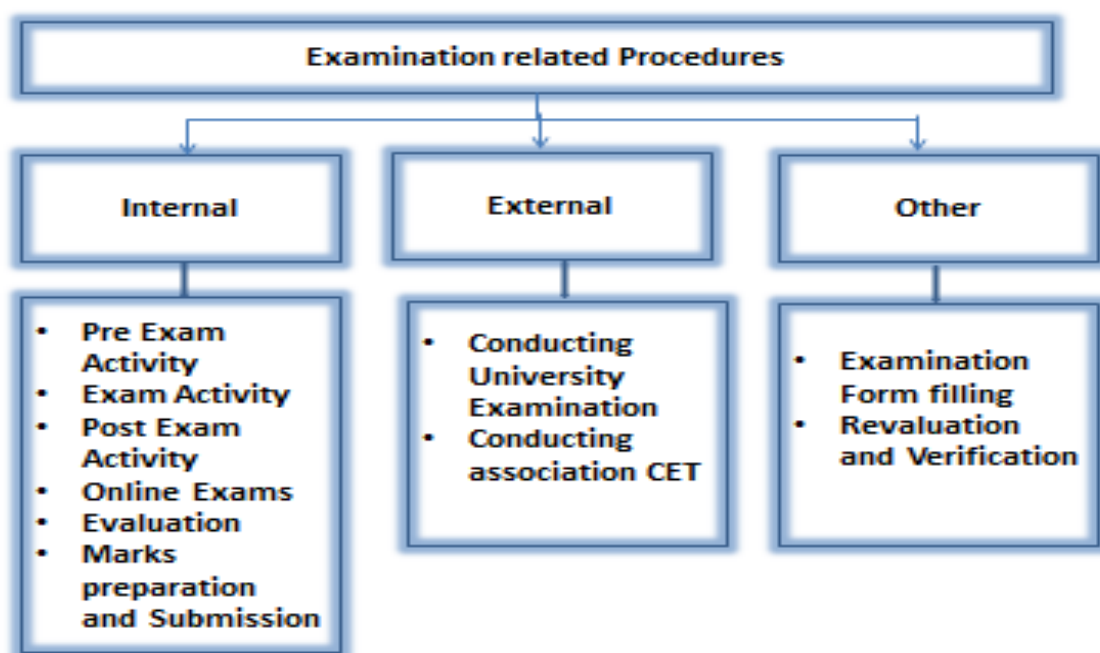|	
Composition	• Chairman-1 • Secretary-1 • Co-ordinators-2 • Members-4
	• To plan for the assessment/evaluation as an indicator for evaluating student performance, achievement of classroom

Objectives	training as well as overall learning • To monitor and communicate the progress and performance of students through the duration of the course/programme • To ensure effective implementation of the evaluation reforms of the university by the institute. • To evaluate the students achievement with the help of formative and summative evaluation approaches.
Frequency of the meetings	• The committee shall meet at least twice a year and as and when required
Functions	• To plan and conduct various internal exams at Institute level effectively • To perform the result analysis and suggest corrective action • To plan various assignments • To prepare the track record of the student • To communicate the internal marks to University in prescribed time schedule through administrative department

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

Procedure 1	**Pre Exam Activity**
	1] To Conduct Examination committee meeting for exam planning as per the academic calendar. Finalize and confirm the dates once again with higher authorities.
	2] To conduct department wise meeting with faculty to discuss on the activities to be undertaken and marks distribution
	3] To display notices regarding distribution of marks policy to the faculty and students.
	4] To prepare notice for students for the Exam date & time table and display it on Examination Notice board.
	5] To Send the circular to the subject faculty for submitting the Questions (midterm) and Question paper (Prelim).
	6] To receive the question papers , make required photocopies and class wise packets at least 2 days before the exam.
	7] To circulate the Supervision chart and confirm the availability of

	faculties, technical staff .
	8] To prepare the attendance sheet for the exam.
	9] Display the Seating arrangement
Procedure 2	**Exam Activity**
Procedure 2	1] To distribute the answer sheets and question papers to the supervisors
	2] To ring the bells as per the exam schedule.
	3] To arrange seating arrangement in the exam halls
	4] To give a demo to students and explain the rules and for using it in case of on line exam
	5] To start the exam on time by distribution of answer sheets and question papers
	6] Circulate the attendance sheet for the students
	7] Collect the answer sheets and send it to the concerned faculty for checking
Procedure 3	**Post Exam Activity**
Procedure 3	1) To collect the checked answer sheets and mark list from the concerned faculty in prescribed time .
	2) To receive the marks for all subject according to the student list by all subject teachers
	3) To discuss the marks scored, with the committee members
	4) To compile the entire data in one excel sheet
	5) To the result as per the date finalized.
	6) Display the result subject and class wise on notice board.
	7) To arrange the retest if required after the declaration of the result for weak students

	8) To prepare the internal marks list to be sent to the university before the External examination starts
	9) To receive university CD from the administration office or to be filled online depending upon system.
	10) To get the required software installed as per the university requirement
	11) To enter the marks in the CD according to the seat numbers
	12) To take the print outs of absentee, marks, etc. according to the subject
	13) To take the signature of the director and put institute seal on the print outs
	14) To write the software on the CD.
	15) To verify everything once again
	16) To submit the print outs and the CD to the office
	17) To Receive the result from the university
	18) To do the analysis of the result
	19) To find out the toppers as per semester and passing percentage
	20) To distribute the mark sheet to the students
	21) To flash the toppers on Institutional websites and LCD TV
Procedure 4	**Internal Marks preparation and submission**
Procedure 4	1] To collect internal marks from each subject faculty as per the weight-age decided in the policy of the concern department 2] To enter the marks using the software given by UOP, take a print out and sign from Director and burn the CD with the data to submit it

	to UoP.
Procedure 5	**Conducting Online exam (Placement Academics)**
Procedure 5	1] To give a demo to Faculty and staff and explain the rules for using it in case of on line exam 2] All machines with antivirus and dual booted with Linux be used for internet browsing. 3] In case of the online exams conducted for placement under windows environment all the sites other than company's online test website be blocked. 4] Required data about computer facility would be prepared by Lab Assistant and checked and confirmed through following hierarchy
Role of Subject Faculty in evaluation	1] To set questions for assessment which are meant to support learning and bring about an improvement in standards. 2] To keep records of all continuous assessments held. Use the assessment results to provide learning support and enhance performance. 3] 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
Effectiveness criteria	• Display of result in time • Using innovative methods of evaluation • The Internal marks are sent by the department to the university before end of final university exams

Internal Examination Process **Documents and Records**
• Examination Time table • Examination time table circular to the faculty members • Result data of every year • Result analysis

- Question papers of every exams
- Assignment Schedule

	Procedure for External Examination

Procedure	• **Conducting External Examination** 1. Center for academic university examination 2. Conducting CET 3. Conducting association CET
Procedure 1	**Center for academic university examinations**
Procedure 1	1] To Conduct Examination committee meeting for exam planning after getting the examination dates and time table 2]To Prepare notice for students for the Exam date & time table and display it on Examination Notice board. 3] To appoint the Internal sr. supervisor , jr. supervisors , exam coordinator for the exam 4] To receive details of external sr. supervisor from the university 5] To circulate the Supervision chart 6] To display the Seating arrangement 7] To conduct the exam in most fair and transparent manner 8] To collect the answer sheets and Jr. supervisor's report and send to the cap centre 9] To distribute the mark sheet after declaration of result from University of Pune. 10] To prepare the internal marks list to be sent to the university before the exam starts
Effectiveness criteria	The institute conducts the examination efficiently with most transparent and fair manner &No discrepancy found
Procedure 2	**Conducting CET examination**
	To appoint the man power as mentioned in CET exam guidelines. 1]To receive the number of students appearing for the examination in

Procedure 2	institute centre , from Exam organizing body. 2] To receive required number of answer sheet and other examination material form Exam organizing body on prescribed day. 3] To display the time table of the examination and distribute the hall tickets to students 4] To get the correction done from exam department In case of any errors in the hall tickets 5] To appoint the internal sr. supervisor , Jr. supervisor and other staff as per CET guidelines 6] To receive the name of External sr. supervisor from Exam organizing body 7] To informs the police department about examination schedule 8] To make seating arrangement for the examination by allocating examination halls , writing exam numbers etc 9] To receive the examination paper from distribution centre on the day of examination 10] To conduct the examination in most transparent and fair manner preventing any malpractices , under the supervision of external and internal sr. supervisors 11] To receive the flying squad and furnish required information 12] To send the answer sheets to Custody along with the jr. supervisors report 13] To receive the OC as proof of submission. 14] To Keep all the records for future references
Effectiveness criteria	• The institute conducts the CET efficiently in fair manner
Procedure3	**Conducting association CET**
Procedure3	1] To pay the annual CET fees to the association [Feb–March] 2] To receive the communication about the dates of CET from association office 3] To receive the CET forms from Exam coordinator and get them filled by the aspirants and distribute hall tickets

	4] To receive on line exam paper on the date of CET
	5] To conduct the CET examination
	6] To send the answer sheets to the examination coordinators
	7] To Receive the score cards and distribute them to the students
	8] To Keep all the records for future references
Effectiveness criteria	• The institute conducts the Association CET efficiently

External Examination Procedure
Documents and Records

- University Letter
- List of students appearing for University examinations with name and seat numbers
- University letter nominating external senior supervisor
- Appointment letter of external senior supervisor
- Letter given to police department
- Office copy of all documents submitted to CAP centre
- Examination Time table

Other procedures related to Examination

Procedure -1	**University Examination form filling**
Time schedule	**September and February**
Procedure-1	1] To procure Exam form from University/incase on line go to university web site and down load. 2] To display Notice for students about Examination form 3] Distribute the exam forms and get it filled by the students [Accompanying document for each form: For Semester I, Graduation mark sheet ,For all other semesters the mark sheet of earlier semester] 4] To Check for the students balance fee details while receiving the filled exam forms from students 5] To Collect Fees for examination from students as per UoP circular

	6] To Prepare DD of total examination fees received in favor of university of Pune 7] To prepare the covering letter with examination fee details along with the DD and keep the OC for records 8] Submit the DD with covering letter to the examination department of the university and keep DD 9] Receive the hall tickets from the university Note: Students will verify subject details on the hall ticket and inform the university in case of discrepancy.
Procedure -2	**Revaluation & Verification of answer sheets**
Time	Within 8 days after declaration of the result.
Procedure-2	1] To Display notice regarding the revaluation and rechecking after declaration of the results 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.] 3] To collect revaluation / rechecking fees 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
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

E] Library Committee

The Library Committee is a committee to study library needs and advise the Librarian on matters of general library policy and development of library resources.
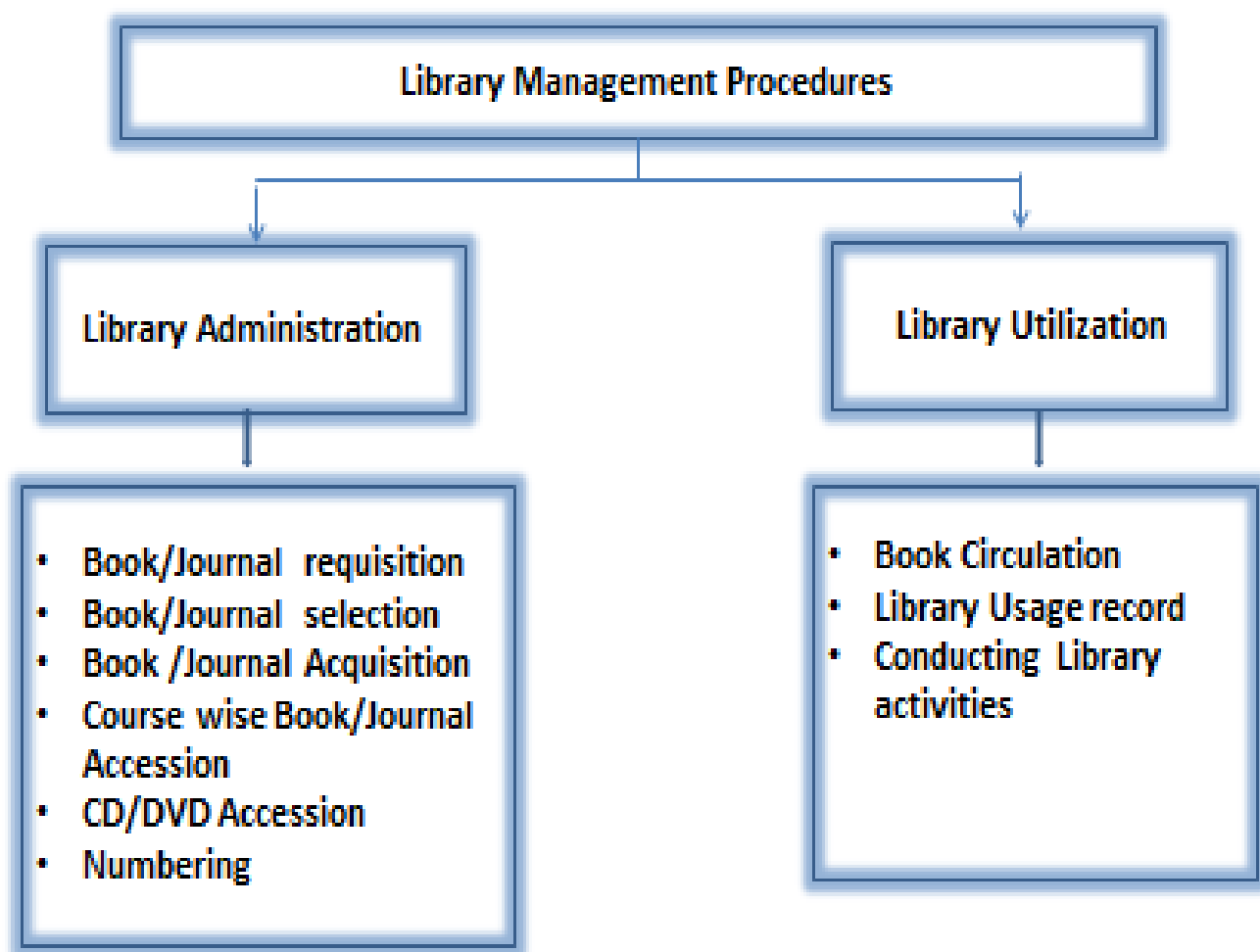
Composition	• Chairman-1 • Secretary-1 • Members-3 • Student Reprsentative-2
Frequency of the meetings	• Twice in a year and as an when required
Objectives	• To act as a channel of communication and dialogue between the Institute Library and its users. • To frame / update library policy, rules and regulations. • To prepare library budget for the academic year in February and revise budget in October • To promote Innovative practices in the Library functions
	•]To provide for proper documentation services and updating the Library collection. • To work towards modernization and improvement of Library and documentation Services. • To maintain the required books, magazines, Journals, CDs/DVDs as per the University Syllabus and the requirement given by the students and staff. • To Monitor the usage of library . • To motivate and encourage the students and staff to read by conducting various activities, competitions. • To provide support for i^4 journals subscription • To maintain the correct record of the books, journals and display it in the library.

| Functions | To update the Notice board, display the paper cuttings useful for students and staff To formulate policies and procedures for efficient use of Library resources. To adopt measures to enhance readership To prepare budget and proposals for the development of the Library. To conduct library orientation program, FDP on accessing e resources. To monitor and enhance library usage with specific reference to e-journals To promote Innovative practices in the Library functions To frame / update library policy, rules and regulations. To prepare library budget for the academic year in February and revise budget in October |

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:-

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                    │      Library Management Procedures       │
                    └─────────────────────────────────────────┘
                              │                      │
                    ┌──────────────────┐   ┌──────────────────┐
                    │ Library          │   │ Library          │
                    │ Administration   │   │ Utilization      │
                    └──────────────────┘   └──────────────────┘
                              │                      │
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Library Administration

- Book/Journal requisition
- Book/Journal selection
- Book /Journal Acquisition
- Course wise Book/Journal Accession
- CD/DVD Accession
- Numbering

Library Utilization

- Book Circulation
- Library Usage record
- Conducting Library activities

Library Administration	
Procedure-1	• Books/Journals selection
Time	• Throughout the year
Procedure-1	• After the approval of the yearly library budget ,books / journals are selected in the beginning of every academic year by
Parameters for	1] i] Feedback from faculty/student or guest faculty 2] ii] Books prescribed in the university syllabus 3] iii] Books recommended in the academic advisory committee /management meeting or any such meeting 4] iv] Books of general reading on motivation , values and literature

selection	5] v] Books required for specific books selection process would be through : 6] Book Exhibition 7] Through internet [for international / e journals] 8] Circulating the Publisher's catalogue to the faculty. 9] Book Suggestion from the students or faculty or Guest faculty. 10] Faculty members and Publication representative interaction. 11] Reference books list from syllabus
Effectiveness criteria	• Availability of books as per requisition • Well maintained Accession register • Feedback system in place
Procedure 2	• Book Acquisition
Time Schedule	• In the beginning of every academic year year or as per requirement
Procedure-2	1] To procure Selected books from the vendor for approval. 2] For Journal acquisition: 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] 3] To get the quality of selected book, with the help of Faculty members, HOD and Librarian 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] 5] To inform the administrative department about the purchase 6] To check the price and the discount offered by the vendor as agreed
Procedure -3	• Book accession
Time	• Throughout the year
	1] To do Course wise book accession Mandatory columns. in the accession register are

Procedure- 3	a) Accession no b) Title Name c) Author name d) Edition e) 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 2] To Check the quality of books in terms of binding , missing pages and replace in case of problem 3] To Write acc. No. (from-to) on the back of the bill. 4] To Prepare book card after accession before placing in the rack
Procedure -4	• Journal Accession
Time	• Throughout the year
Procedure -4	1] To Maintain subscription register 2] To Make yearly list of the subscribed journal 3] To Mention the period of journals (Monthly, quarterly, half yearly, yearly) and the subscription period 4] When journal /magazine is received just tick mark on the column or write vol /issue no. in subscription journal 5] To send reminder to the vendor about the pending issues. 6] To take one photocopy of the front page of the journal /magazine and file 7] To file monthly photocopy in the file.
Procedure -5	• CD/DVD accession
Time	• Throughout the year
Procedure -5	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 2] Replace the damaged CD from vendor 3] * Keep the Sample CD's in the CD album for reference
Book Accession	• Numbering the book/items

Time	• Throughout the year
Procedure -6	• **Books/Journals/Projects Numbering**

	• **For Books**
	
	1] To put stamp on first 3 pages , 51 & 101 pages, last page & one side of the book.
	
	Rectangular stamp (with acc. No., Call no., acc. Date, price of the book)on title page.
	
	2] To Stick the book pocket on the inner side of the book front page with 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. No and 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 / magazine
	   2] To arrange the journals on the journal stand.
	
	• **Project report**
	   1] To do the accession of Project reports in the register batch wise and Arrange sequentially department wise.
	   2] To keep Project CD's in the CD case. Only the Documentation is copied on CD.

Library Utilization	
Procedure-1	• **Books/Journals/Projects Circulation**
Procedure-1	• **For Books** 1] To issues Books to the students on weekly basis on their borrow card. Students can issue 2/3 books on their borrow card. Students can get 2/3 books additionally on book bank [If students do not get book- banks books , they can get5 books on their borrow card for 1 week] 2] To charge Late fine Rs. 1/ per day for each students. [Purchase the books against the fine collected from students] 3] To grant 15 days grace period for returning book- banks books, after the university examination. 4] To recover book cost for damaged / missing book from students or new copy of the same book. • **Journals / Magazines** 1]Old journal issues are issued to the students for 2 days . 2] Only one journal is issued to the students at a time. • **Old Question papers Syllabus are not issued and can be referred in the library only**
Procedure-2	**Library Management procedure Maintaining Library Usage Record**
Procedure-2	1] To maintain daily issue return record 2] To maintain register for usage of journals. 3] To maintain separate register for usage of Question papers, CD/DVD, Syllabus copy . 4] To Prepare register for faculty usage
Procedure-3	**Conducting library Activities**
Procedure-3	Various Activities are conducted by Library committee throughout the year to increase the library usage .They are as follows • Virtual Library Orientation • Book Exhibition • Library day Celebration • Subject wise book display

	• Book Review
	• Journal Assignment for book review
	• Display of News paper clipping
	• Display New arrivals

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

Event Management Committee

This committee is established to standardize the process of all events in the institute. This committee ensures effective implementation of all the event/activities.This committee is formulated for specific Events and is dissolved after event completion and Documentation.

Composition	- Secretary-1 - Co-ordinator-1 - Members-3 - Student Representative-4
Objectives	- To organize and manage events in the institute - To ensure participative culture in the institute and build team work - To ensure perfect planning and execution without errors - To create professional image of the institute in front of the guests / external organizations
Frequency of the Meetings	Once in six months or as per the event
Functions	1] To ensure smooth functioning of the event 2] To monitor the process continuously 3] To motivate and encourage the students and staff about events through circular and notices 4] To co-ordinate with all the concerned faculty / students of every events. 5] To provide support for the concerned people involved in the process 6] To maintain the complete report, photographs of the event and display the details of the major events on the website. 7] To check that the library committee has displayed the paper cuttings on the Notice board 8] To formulate SOP's for grand success of the event 9] To adopt innovative strategies to remove the defects from the process 10] To conduct training on handling of public addressing systems to all committee members. 11] To adopt Innovative practices to make the process more successful 12] To take feedback from all who have attended the event 13]To do feedback analysis of every event and take appropriate actions

	accordingly

The procedure of the event management is organized in three phases.

a.   Pre- event work

b.   Actual execution of event

c.   Post event work

Procedure-1	Pre- event work
Procedure-1	1] Conduct the committee meeting for planning the event for finalizing the date and venue , time allotted , list of guest and number of audience 2] To send invitation mails to the invitees 3] To collect the profiles of the guests for the event with current designation 4] To procure the mementos , gifts , prizes etc as per requirement 5] To finalize the agenda in terms of names of dignitaries on dais, detailing of flow of function In terms of sequence , timing , activity , introduction of speakers etc. 6] To select student volunteers, take meeting with them and assign duties like decoration , anchoring , registration ,etc. 7] To get the information about expected audience of the function from the heads and Inform the students of that particular course / batch about the date , venue / timing of the event with prior permission of the HOD / Director 8] Arrange for snacks , lunch etc as per requirement 9] To arrange for the pick/ drop facility for the guest if required
Procedure- 2	Actual Execution of event
	1] To arrange for welcome / registration 2] To check the PA system , LCD , Computer, camera 3] To arrange the memento , gifts in trays , PIBM journal copies 4] To arrange for the pick up of guest

Procedure-2	5] To check lighting of lamp arrangement 6] To draw rangoli , decorate the board, Display of welcome boards and banner , PPT on the TV with music 7] To arrange the dias with name plates , water bottles , agenda copies 8] To collect the presentation from the guest when they arrive at the institute before function 9] After the function is over collect the feedback of the guest about the institute / function etc. 10] Escort the guest for lunch and arrange for the drop facility
Procedure-3	**Post Event work**
Procedure-3	1] To re- arrange the venue to original arrangement , remove the banner , decoration etc 2] To collect feedback from audience and fill up the feedback form 3] To write the report of the event along with documents of the event such as circular, notice, agenda and report 4] To Make hard copies of the photographs for album and update the event repository with the soft copy. 5] To compile all four key events and prepare the note to be published in the newspaper
Effectiveness criteria	• Timely implementation • Feedback regarding usefulness , quality of event • Archive creation

Event management **Documents and records**
• **Event's agenda** • **Report of events** • **Feedback analysis of all events** • **Speakers profile and presentation** • **Press note** • **Newspaper cuttings**

Industry Institute Interaction Committee

The Industry Interaction cell is to promote industry institute interaction through expertise of experienced and knowledgeable person from industry /academics to develop the students for final placements .The Committee is made up of Eleven people.

Composition	- Chairman-1 - Secretary-1 - Co-ordinator-2 - Members-4 - Student Representative-4
Objective	- To facilitate symbiotic relationship with industries and professional organization. - To develop an alliance between industry and academia for placements. - To give exposure of Industrial culture and the requirement of corporates to students
Frequency of meeting	Once in a and when required befor and after each placement drive
Functions	- To create a platform to students for getting placements - To provide placement opportunity to every eligible students - To provide career guidance to the students - To take initiative in building Personality of students through various pre-placement activities - To contact the Industries for giving projects or for project guidance

	- To Arrange Industrial visits - To invite the experts from Industry for sharing their corporate expertise and expectations through lectures. - To keep purposeful Interaction with alumni through alumni association
Procedure	The procedure of this committee is divided into three main phases 1] Pre placement activity 2] Placement Drive 3] Industrial visits
Procedure-1	- **Pre placement Activity:-** 1] To understand the needs of the industry through industry interactions and alumni 2] To identify the nature of different trainings required for getting the student placement ready. The training are imparted to the student in the following area:- - Aptitude training – verbal , quantitative logical , analytical - Soft skill - development of communication skills ,GD ,interview skills - Technical training : domain expertise 3] To invite the trainer / trainers in case of external training 4] To prepare the time table in consultation with the teaching learning committee 5] To conduct test and monitor progress 6] To invite HR professionals , technical experts on Saturdays for interaction with students throughout the year 7] To conduct HR meet
	- **Conducting Placement drive** 1] To contact companies / Job Search 2] To find out the company requirements in terms of eligibility , age , number 3] To communicate to the students about the placement drive and

Procedure-2	display the details regarding placement drive with list of eligible students. 4] In case of joint / pool campus, collect data from other Institutes and forward the data of eligible students to the company 5]Arrange for infrastructure required for placement drive (like booking auditorium/ class room/interview rooms / lab/audio system/ projector/ camera etc) [In case of online test coordinate with the technical team from industry and do the dry run] 6] Inform the event management committee about the campus drive 7] Conduct the event usually consisting of Aptitude test , Technical & HR interview. 8] Display the list of selected students 9] File offer letters 10] Communicate about the placement drive result to the Newsletter publication & website management co-ordinator. 11] To collect the feedback from employers 12] To initiate MOU's or Collaborations with companies for various areas and informs the research and consultancy committee about the same
Procedure -3	- **Arranging Industrial Visits** 1] To contact the HR of the Company 2]To send a request letter regarding industrial visit 3]To get the permission from the company 4] To finalize the date, time and number of class-wise students and agenda of the visit 5]To conduct the visit 6] To prepare the report
Effectiveness criteria	- Feedback from employer - Placement record

Industry Interaction
Documents and records
• Placement record with offer letter from opening communication with the company for placements to offer letters • Reports on Placement Drives • Details of industry expert interaction • Report of pre placement activities • MIS on Industry Contacts with Designation, company Name, Mobile, Email, postal Address • Reports of Industry Visits • Industry Feedback reports

Alumni Association

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.

Composition	• Chairman-1 • Secretary-1 • Treasurer-1 • Vice President-2 • Members-4
Objectives	• To reach ,engage and serve all alumni and students by networking • To foster lifelong emotional bonds between the institute and its alumni • To organize personality development programs with the assistance of Alumni • To support needy students by way of Scholarships, placements, vocational training, projects, Seminars, travel grants, etc. • To organize value addition courses pro industry activities involving

	alumni • To host annual alumni get together and organize periodical meets as and when required • To recognize and felicitate alumni • To give awards to meritorious students
Frequency of the meetings	• Once in a year
Functions	• To organize personality development programs with the assistance of Alumni • To organize value addition courses as co-curricular pro industry activities involving alumni • To host annual alumni get together and organize periodical meets as and when required • To recognize and felicitate distinguished alumni • To give awards to meritorious students
Procedure-1	1] To get the Alumni Association registered under Societies Act 2] To keep the track of the alumni through institute Google group, phone calls , social networking sights 3] To prepare the datasheet about the present details of the employee 4] To conduct alumni gathering at least once in two years 5] To keep a record of alumni contribution in institution like volunteering as panelists, participating in networking events, posting job and internship opportunities, sharing alumni success stories , conducting expert lectures , helping in consultancy projects
Procedure-2	• **Conducting Alumni meet** 1] To finalize the date of alumni meet in institutional meeting 2] To display agenda of Alumni meet on the Institute website. 3] To Send invitation to all alumni (through Google group and other social net working site) or by calling them. 4] To arrange infrastructure required (like booking auditorium/ class room/ lab/audio system/projector etc) 5] To inform the event management committee about the event for

	Conducting the event
	7] To collect feedback from alumni and prepare Alumni meet report
Effectiveness Criteria	• Number of activities conducted • Number of placement reference given by alumni • Participation of alumni in various activities • Number of inputs, Suggestions given by alumni

Alumni Interaction **Documents and Records**
• Alumni data base • Registered document of Alumni Association • Achievements of Alumni

Teaching Learning Committee

Teaching learning committee is established for MBA/MCA department/program to ensure an integrated approach towards teaching – learning and evaluation .

This committee is having all the faculty members of respective departments as its members. Faculty members are assigned with the role of coordinators of various curricular, co curricular and extracurricular activities.

Various matters related to teaching ,learning and evaluations are discussed and decisions are taken once in a week in the departmental meeting .

Composition	• Director-Chairman • HOD's(both MCA/MBA)-Secretary • Faculty members(both MCA/MBA)-Members
Objectives	• To create excellent academic environment through systematic planning • To implement and achieve academic objectives of the institute • To plan and implement the suggestion given by IQAC and

	academic advisory council • To coordinate teaching learning activities including co-curricular activities in line with university curriculum • To ensure continuous evaluation
Frequency of the Meetings	• Once in a week or as and when required
Functions	• To prepare the Academic Calendar of the year • To allocate subjects to faculty members and communicate workload of every faculty members • To plan for continuous evaluation in discussion with examination committee • To plan for bridge courses to cater the needs of students belonging to diverse back ground • To plan for add-on courses as per latest industry needs • To carry out feedback analysis of teaching learning and evaluation To update the website and Notice board
Procedure-1	Preparing academic calendar of the program
Procedure-1	1] To collect the data about holidays , tentative university examination dates , university planner DTE CAP dates [for 1st year] 2] To calculate available number of total working days 3] To prepare the academic plan for reaching the yearly Goals and objectives of the department and accordingly prepare the list of events , internal examinations , presentations and the time required for the same
Procedure-2	Preparing time table [will be done twice in a year before the beginning of each term]
Procedure-2	1] To collect the data about available number of total teaching days [one month before beginning of classes] 2] To calculate the total number of periods available against total number of periods required for every subject 3] To decide the workload of each faculty and availability 4] To prepare provisional / interim timetable and discuss in the meeting 5] To make required modifications and prepare the final copy

	6] To display the timetable on the notice board at least 2 days before the term / classes begin 7] To collect the feedback after two weeks from faculty members and make changes/ modifications if any
Procedure-3	Feedback collection, Analysis and Action [to be done in every term]
Procedure-3	1] Collect the feedback from the students about teaching and learning as per the format prescribed 2] To carry out feedback analysis subject wise /faculty wise and prepare a report. 3] HOD/Director would inform about the feedback to individual faculty and give necessary suggestions if required.
Effectiveness Criteria	• Subject allocation to the faculty at least 2 months before the commencement of the semester • Availability of Lesson plans, teaching material, notes before actual classroom teaching • Reduction in number of off periods – proper substitution • Balance and timely assignments • Balanced work load per Faculty • Mentoring of the students leading to higher comfort level and better learning outcome • Student satisfaction through feedback

• Syllabus (old & new)	• Subject Notes
• Academic Calendar	• Assignment Schedule
• Class Time Table	• Examination time table
• Faculty workload	• Result Analysis
• Students progress	• Activity reports
• Lesson plan	• Departmental Minutes Of the

- Feedback Analysis   Meeting
- Academic circulars
- Notices for students

Chapter -4 Human Resources

Chapter -4 Human Resources

CHAPTER 4
HUMAN RESOURCE

For sustainable growth, Institute effectiveness and employee satisfaction it is imperative to have personnel policies, that are dynamic and accommodative to create conducive working environment where faculty members and staff can explore their best in conformance to the objectives of the institution.

The Institute encourages its faculty members and staff to think explore and share their views and concern with the management to facilitate and operation through collective wisdom and follows a prudent approach recognizing their contribution through recognition and rewards.

The HR policy helps faculty members and staff to be proud of 'who we are' and 'what we do'

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.Oppurtunity 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:

Process for HR management

       A] Recruitment, Selection and Approval

       B] Staff appraisal

       C] Staff development

A] Recruitment , Selection and Induction

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.

The institute strives to select most competent and suitable teaching faculty through unbiased and transparent selection process

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 .

The vacancy positions are filled either by the local selection committee on adhoc basis or by university appointed selection committee for regular appointment

A] Recruitment and Selection
Process Steps in Recruitment followed :
A. Approval by institutional committee
b. Advertisement

c. Selection

d. Induction [adhoc positions]

e. Approval of the candidates by University of Pune.

Procedure i :Manpower Requirement analysis

1]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

1] 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.

4] To prepare selection committee report for the selected candidate and send it to the university for adhoc approval

5] 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 University of Pune

Effectiveness criteria	• Selection of most suitable candidate for the vacant position
Time schedule	• As per requirement

Faculty Position with roles and responsibilities

The institute runs two programs MBA [Management] and MCA [Technology] in the same institute . In order to respond to the different needs and challenges of each course, the institute has created an additional post called Technical Director .

Decisions of the institute are taken by the Director , who is the statutory head of the institute whereas the Technological aspects of the institute are headed by the Technical Director.

Both departments [MCA and MBA] have Head of the departments for implementation of departmental decisions taken in consultation with the Directors .

Institute Director	
Title	Role and Responsibilities of Institute Director Note:- 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 & Local Management Committee of the institute.
Duties	The Institute Director 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.

Head Industry Interaction cell	
Title	Head –Industry Interaction cell will be a professor with additional responsibility of industry interaction and placement activities in the institute .
	1. To establish strong industry – institute interaction through various projects , activities 2. To establish placement cell consisting of staff and student co-ordinators. 3. To plan and implement campus placement activities of the Institute.

Duties	4. To plan and implement pre-placement training in the institute through aptitude coaching , technical mock interviews and personality development sessions 5. To maintain liaison with the industry representatives and co-ordinate successful HR meets. 6. To compile a database of potential placement companies & their contact information, converting them into prospective recruiters. 7. To maintain database of alumni and coordinate alumni interaction with present students.

Research Head	
Title	Role and Responsibilities of Research Head
Scope	The institute placement head will be a professor with an additional charge of research activities in the institute
Duties	1. To inculcate research thought and promote the research activities in the institute 2. To establish research cell. 3. 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 3. To plan the release the journal 4. To motivate and guide the faculty and students to participate in research activities like research projects, publishing and presenting research paper in Journals & conferences 5. To support the consulting work for industry and professional bodies along with directors

Head of the Department MBA/MCA	
Title	Role and Responsibilities of Head of the Department
Scope	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.
Duties	1. To Be responsible for the efficient and smooth functioning of the department and implement the departmental plans. 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. 3. To observe the lessons in the class and be responsible for checking the logbooks, lesson plans prepared by teaching faculty. 4. To supervise, guide and control the work of the teaching and non-teaching staff of the Institute. 5. To promote the initiative of the faculty for self-improvement and encourage them to undertake experiments which are educationally sound. 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. 7. To help and guide the faculty for their professional growth and actively encourage their participation in courses designed for in service education. 8. To make necessary arrangement for organizing special instructions/ remedial coaching for students according to their needs. 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

Administrative /Office staff	
Title	Role & Responsibilities of administrative /Office staff
Duties	1. To assist Directors and Departmental Heads in administrative matters. 2. To communicate / coordinate with the regulatory and controlling bodieslike AICTE , University , DTE , NBA,NAAC as and when required 3. To handle the matters related to property tax , PF , gratuity etc 4. To coordinate with social welfare department as well as Shikshan Shulka Samitee . 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. 6. To make satisfactory arrangements for maintenance of Institute assets and keep all the essential records updated 7. To communicate with the other staff for the smooth running of the Institute. 8. To handle the admission process of the Institute. 9. To receive phone calls and enquiries. 10. To coordinate Interview sessions of the faculty. 11. To prepare appointment letters for selected faculty 12. To maintain various registers, service books, personal files. and leave records. 13. To coordinate the duties of class four employees. 14. To maintain records of bonafide certificates and leaving certificates and update the documents like fees, leave record etc.

Faculty Members	
Title	Roles and responsibilities of the Faculty Members
Objectives	To impart the necessary knowledge and skills To the students To help in building their ability and personality To develop learned, responsible and disciplined citizens. To ensure their readiness for the professional and personal lives
Scope	Faculty members are responsible for the overall development of students – intellectual, emotional and moral
Duties	1. All the roles, responsibilities and powers defined as per AICTE / UOP bye laws 2. To conduct classes as per the time table 3. To prepare lesson plans - monthly and weekly , keep all the required records properly and lead curriculum and instructions as decided in academic meeting 4. To keep abreast of the latest development and technology in teaching, learning and assessment as required by the Institute 5. To manage the available resources optimally and complete the curriculum satisfactorily 6. To share the issues, knowledge and experiences with the other teaching staff to motivate , guide and assist them. 7. To carry out the examination related work assigned by the university 8. To plan, set and evaluate assignments, test and exams 9. To facilitate professional development by attending faculty training workshop and self learning 10. To assist the class mentors wherever required and provide appropriate feedback to the heads and faculty. 11. 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 planning any revision scheme prior to examinations

Librarian	
Title	Roles and Responsibilities of the Librarian
Duties	1. Plan, coordinate and manage all the matters relating to library sources. 2. Prepare library budget with library committee 3. Procure the books, magazines , Journals and maintain accession register. 4. Conduct book inventory and maintain book and magazine records 5. Stimulate students' interest in reading by conducting various activities. 6. Develop their information skills and attitudes. 7. Monitor Library Usage

Technical Staff	
Title	Roles and Responsibilities of Technical Staff
Scope	Lab assistant and Lab administrator who look after the maintenance and management of the computing facilities , computer labs projectors, generators and other equipment
Duties	1. To manage and maintain various equipments in the institute including computer , printers , PA system , LCD projectors etc. 2. To Maintain dead stock registers of software and hardware equipment of the Institute. 3. To install required softwares in the computer labs 4. To make network charts and display rules and regulations for the lab and server room. 5. To monitor internet connectivity as per the requirement of the staff, students, guests and record usage 6. Update the domain, web space of the Institute

Cleaning and helper staff	
Title	Roles and Responsibilities of Cleaning and helper staff
Duties	1. To follow the instructions given by the Director, HOD and administrative staff. 2. To clean the Institute building and premises 3. To clean the water coolers. 4. To help administrative staff wherever essential 5. To open and lock the classrooms. 6. To Help in making arrangements for the exam and any special event s/ programs

Drivers	
Title	Duties and Responsibilities of Drivers
Objectives	Rules and Regulations of drivers for the Smooth Functioning of the transport department.
Duties	1. Drivers are expected to strictly follow their timing and complete the punching formality in the Office.2]They should report Office on Time and communicate while coming in and going out of the campus. 3] In case they are going out for any of the purpose they should communicate Coordinator and office. 4] They are expected to keep the school bus and the respective vehicle in working and OK condition (Petrol / Diesel Filled , Running ok and cleaning of the respective vehicle) 5] In case of problem Report Coordinator and office 6] Contact garage and take prior service and repair appointment 7] Inform probable expenses required to repair/maintain vehicle, Get approval and then get the cheque from the office to avoid inconvenience. 8] Keep normal and spare keys in proper places. Do not handover directly to security.

	9] Reporting of Vehicle travel Km counter to security to maintain discipline is a must.
	10] Vehicle is to be driven carefully on road considering vehicle and people safety norms and RTO Norms.(License and Badge)
	11] Parking is most important on duty .it is the responsibility of the driver to keep vehicle in official / approved parking area. Institute is not going to pay any fine for the mistake.

Security guards	
Title	Role and Responsibilities of the security guards
Duties	1.To be responsible for the security and safety of the Institute assets 2. To be responsible for the safety of the students. 3. To help the visitors and guide them. 4.To monitor vehicle parking

Committee Head	
Title	Role and Responsibilities of Committee Head
Duties	1. To set the objectives of the committee with the help of the other committee members. 2. To conduct time to time meetings of the committee members and discuss a track of the objectives of the committee. 3. To conduct the activities of the committee with the help of committee members , faculty , staff and students 4. To record the minutes of the meetings and make the action plans for future. 5. To report and give the feedback to the Director about the activities.

Working Hours of Faculty members and Staff

1. There will be full working day in a week (ie. From Monday to Saturday)

2. Working hours for Faculty members are generally Eight Hours

3. Working hours for administrative staff are generally eight hour.

4. Half an hour is given for lunch break for both staff and faculty members

5. For all position the working hours can vary to a certain extent depending on training, activities going on at any point in time

6. The nature of work may occasionally demand extra time for which no extra incentives is provisioned

7. Office will remain closed on Sundays if there are no scheduled activities in the Institute

Attendance Record

1. Attendance register is maintained in the administrative section

2. Attendance record is maintained in such a manner that it remains authenticated and unquestionable

3. The faculty members and staff will use biometric attendance for correct entry timing

4. Every employee should reach the institute on time .

5. 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

Leave Policy

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

Rules and Regulations

The rules and regulation are framed for the faculty ,staff and students . Prior information of the rules and regulations are communicated to the concerned employees or students

Rules and regulations for Faculty Members & Staff

1.   The faculty is not allowed to conduct private tuitions or coaching classes

2.   The faculty will not indulge in any act which is against the interest of the institute

3.   The faculty will exhibit total transparency in evaluation and unbiased behavior towards each student

4.   The faculty would be willing to carry out the work assigned by the university

5.   The faculty would prepare lessons plans and subject notes as required for enhancing quality of teaching learning.

Mode of communication to Faculty Members & Staff	- Appointment letter - Meetings - Circulars regarding Service conditions - HR Policies

Salary Disbursement
1] The salary will be paid by seventh of every month. This requires timely submission of all the documents to the accounts department by 30th of every month.
2] The information includes number of days present, leave with pay, and leave without pay and unauthorized absent.
3] After making calculation of earning portions and deductions, the accounts department will deposit the amount in the bank
4] It is the policy to transfer the fixed amount of remuneration directly on a bank account maintained on the zero balance basis in bank

B] Performance Appraisal System

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. An formal letter about increment / promotion is given to the faculty member by the Institute and their acceptance is received.

Performance Management System	
Objectives	- To provide feedback to the faculty members and staff - To identify and make assessment of training needs - To take compensation decisions - To establish benchmark for promotions - To ensure personal development of faculty members and staff

Method	**1]** Self Appraisal- To understand individuals strength, weaknesses, and achievements of individual. **2]** Peer Appraisal- To understand group dynamics, team work within and between faculties. **3]** Students Appraisal- To understand students understanding, views and perception about faculty. **4]** Appraisal by the head- To understand prosperity, growth opportunities and scope for improvement.
Procedure	• 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 • The appraisal forms are carefully designed for capturing adequate information about the performance of the faculty. • The multi level appraisal ensures considerations of all dimensions of the individual performance of the faculty.
Policy	**Faculty Reward and Recognition** • At PIBM, the appraisal of the faculty is done annually in most unbiased manner . • Institute implements open, transparent and participative appraisal system. • 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.

Considering the quality of work and to achieve institutional goals objectively and successfully, the

C] Training & Development

Institute is committed for imbibing a continuous learning culture. Accordingly training and

development initiatives are driven from strategic plans and designed to work forward meeting the overall goals of PIBM.

Policy for Faculty Development
The institute is aware of the challenges of business and technology areas where new knowledge is created very fast . In order to cope up with the fast changing technology and business environment , it is essential that the faculty members keep themselves abreast with emerging trends and latest technology. There are various initiatives taken by the institute in order to motivate the faculty for self development as follows   - Faculty development programs conducted in the institution.   - Faculty members are sent for workshops / trainings   - Faculty is encouraged to write research papers   - Faculty members are motivated for doctoral research   - Financial support for research and publication   - Lean / time concession for doctoral research.

Training Programs	
Objectives	To improve the effectiveness of faculty members and staff in current roles To increase adaptability of faculty members and staff to meet future challenges. To ease the introduction of new technologies or methodologies . To involve & empower employees to enhance their professional growth & also to ensure optimum utilization of overall development.
Training activities	Faculty Development Program Seminars , Workshops Research projects National/International Conferences
	1] Institute encourages the faculty members for further in service

Procedure	education 2] Faculty members of different Committees and are empower to take decision within their delegated area. 3] Faculty members are sent for FDP, Conferences conducted by various Institutes. 4] Faculty members are encouraged to update their knowledge by participating in various training programmes related to their domain knowledge 5] Faculty members are encouraged to participate in workshop conducted by University on syllabus revisit. 6] Mentoring supports professional growth and renewal, which in turn empowers faculty as individuals. 7] Intra Institute training conducted by internal faculty members as refresher programme. They are encouraged to conduct the FDP for in house staff

Grievance Handling Procedure

Grievance shall include only the grievances of personal/Individual employee which may be relating to Job dissatisfaction, work environment, harassment felt at any level, monetary problem and of similar type affecting one individual personality without any comparison with others and solution thereof must not affect any other except the individual aggrieved.

Policy	PIBM is committed to developing and maintaining an effective, timely, fair and equitable grievance handling system which is easily accessible to all complainants.
	1] To develop a culture that views grievances as an opportunity to improve the organization and how it works;

Objectives	2] To set in place a grievance handling system that is client focused and helps PIBM to prevent grievances from recurring; 3] To ensure that any grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality 4] 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 5] To ensure that there is a consistent response to grievances.
Process	1] The aggrieved member shall register his/her petition in the Grievance Redressal register in prescribed form which is available in the office. 2] The grievance committee will meet and listen carefully on the urgency of the complaint. 3]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 or give the recommendations to the management with consensus (if required).

Human Resource **Documents and Records**
• Selection Committee Reports • Qualification and Experience letters • Publication Details • Staff Musters /Attendance • Appointment and increment letters • Service books • Faculty approval records

Chapter 5 – Communication System

Chapter 5 – Communication System

CHAPTER 5
COMMUNICATION SYSTEM

Introduction

The institute believes in participative decision making which involves all the stakeholders of the institute at various levels. In order to create homogeneous organization culture, effective implementation of policies and decisions and maintain, reduce ambiguity, the institute has established various communication channels for co-ordination and communication within and outside of the institute.

A] Communication Channels

The institute maintains timely and effective communication with stakeholders through various ways and mediums

I] Intra-institute communication within he organization includes communication with faculty , staff , students

This type of communication is done through committee meetings , circulars , notices on notice

boards , website , google groups

Ii] External communication with external stakeholders/ agencies include communication with AICTE , University , DTE , Industry and professional bodies , Experts & trainers , Suppliers , vendors , parents , Alumnietc

The institute has framed guidelines for creating as well as using these communication channels effectively and appropriately as follows

i] Intra- institute Communication

1] **Conducting Meetings**

- Every meeting be planned with specific agenda and all members be informed about the meeting agenda well before the meeting to enable effective discussion without disturbing routine work of the members as far as possible . The committee head need to ensure that the timing is suitable for most of the members The committee headneed to ensure that the discussions remain focused on the agenda.

- The agenda, venue and time be communicated to the members.

- The meeting coordinator will ensure participation from every member and equal importance is given to each one without considering their hierarchy in the organization

- The atmosphere must be relaxed and congenial ensuring that everyone is able to make contribution in a constructive and open way.

- One of the members would be assigned the duty of preparing minutes of meeting which are confirmed in the next meeting

Institutional Meeting	
Frequency of the Meetings	- To be held weekly
Composition	- Institute Director as Chairperson - All teaching and non-teaching staff of all departments of the Institute

Objective	• To convey, exchange and update information.
	• To share knowledge, ideas and experience
	• To motivate and empower staff and gain their support
	• To promote and maintain stability
	• To discuss the concerns of staff and students
	• To discuss and monitor work routines and other modus operandi.
	• Provide feedback of various activities, regular teaching and initiate modifications if necessary.
	• To discuss and plan staff-students co-curricular / extra-curricular activities.

Various Committee meetings	
Frequency of the Meetings	• As and when required depending on the committee [The details of each committee is discussed in previous chapters]
Purpose	• To de-centralize the authority and promote participative management
	• To enable the committee heads to closely monitor the work progress and The resolve the issues systematically
	• To promote new and fresh ideas and team work

2] Written communication

Written communication is important in official work. Written communication prevents misunderstanding or ambiguity and ascertains that the communication has effectively reached to concern. The written communication creates a record for future reference. The means of written internal communication are internal circulars, newsletters, notice boards and suggestion box, emails (intranet /internet)

Circulars

Important instructions or information to be communicated is written down in a form of circular with signature of the Directors /HOD and is circulated among the concerned students and/or staff. A staff list is annexed to the circular for the signature implying the acknowledgment of the note or confirmation that it is read to the students/ class. The circular is filed appropriately

The concerned sender / authority ascertain proper monitoring and follow-up action about the instructions content forwarded through the Circular.

Circulars are generally about

- Meeting agenda
- Holiday announcement
- Library
- Exam schedule
- Form filling
- Any specific important issue which could not be may not have communicated in any meeting

Notice Board

The Institute has put up Notice boards where notices, circulars, posters or other note may be affixed for the information of students and staff in general time to time. Every notice board displays information for specific key area as follows

- Office /administrative notice board
- Placement notice board
- Institute updates – activities , achievements ,
- Class-wise notice boards – class-wise assignments , timetable
- Individual notice boards for directors , HOD's , Faculty members for individual planners , timetable , reminders etc.
- In Library
- Displaying the new arrivals
- Showing the status of the total books Journals available
- For paper clippings (after display the file)
- In Computer Labs,
- Displaying the network diagram of all computers
- Displaying the assignment or notices
- Displaying the rules and policies
- In appropriate positions,
- For displaying the event photographs and achievements
- For research activities and latest published newsletter

- For Weekly Quiz
- For displaying the various inter-institute competitions for students

Permanent Display

The Institute would have permanent Display boards at appropriate key locations giving information about :

- Vision & Mission of the Institute
- Institute building map
- Anti Ragging Board
- Plan of action in case of emergency
- Information officer for RTI
- The Institute television would be used for displaying the achievements, welcoming the guests for events in addition to news telecast

Institute ERP system

The institute has prepared its own ERP system as a part of internal project . The ERP system is cloud based . Each student / faculty is given Log -in id for the communication with institute

ii] External Communication

Communication with AICTE

All India Council for Technical Education [AICTE] , is an apex body to grant approval to MCA and MBA programmes .

The institute needs to apply for extension of approval by filling up the On line compliance report on the AICTE portal every year in the month of December .

AICTE Website : www.aicte-india.org

The address for corrspondance

- AICTE Head office

7th Floor, chandralok Building,

Janpath, New Delhi – 110001

- AICTE Western Regional Office

AICTE Western Regional Office,

Industrial Assurance Building, 2^nd Floor,

V.N. Road, Chinchgate,

Mumbai – 400 020

Communication with DTE
Directorate of Technical Education [DTE] Maharashtra state is responsible for the control over the technical education in Maharashtra state. The institute needs to acquire recognition from DTE for running the MCA & MBA programmes

The Institute corresponds with DTE for various processes related to admissions as follows

1] Online Admission process through CAP round

2] Verification of documents of the admitted students

DTE web site   www.dte.org.in

- DTE Head Office

3, MahapalikaMarg, Oppo. Metro Cinema,

Mumbai – 400 001

Communication with Savitribai Phule Pune University

The Institute is affiliated to University of Pune. The university has control over the academic functions of the institute the institute and also the examination and evaluation is conducted by the university

Following are the processes under the university and the institute coordinates the same

- Websitewww.unipune.org

Process
Eligibility of the students [after admissions]
Exam. Forms submissions [2 moths before university exams]
Application for continuation of affiliation [October]
Conducting the examination [At the end of the term]
Receiving university result
Filling up revaluation verification [after university result]

Selection committee for teachers approval
Local Inquiry committee for continuation of affiliation

The address of correspondence

• University of Pune

Ganeshkhind Road, Pune 411 007

The institute has been working on research projects sponsored by University of Pune
The institute has taken significant role in syllabus revision of MCA and MBA curriculum for year 2008 revision as well as 2012 revision
Most of the faculty members are working on various examination committee for various subjects as 1] Paper setting 2] Paper checking 3] Expert for project Viva 4] Expert of Local enquiry committees 5] Subject expert / university nominee for staff selection committee

Communication with social welfare department for free ship and scholarships

The socially disadvantageous groups from the categories like SC ,ST , VJ , NT , SBC, OBC are exempted from payment of fees fully or partly. The institute communicates with the social welfare department for recovery of the tution fees of these students who are admitted through the CAP rounds

1] Getting the Online forms filled by the students

2] Forwarding the application for caste validity certificate

Communication with Industry and professional bodies

There are various occasions for the interaction with the Industry.

• For bridging the Industry-Academia gap, sessions / seminars are organized for students and faculty. According to the yearly plan done by the event committee, the experts are invited to guide the students and faculty.

• Projects are sponsored at various Industries with the guidance from the Industry

experts.

- Faculty is sent for attending the Faculty Development Programmes conducted by Industries

- Placement drive for Industries would be conducted in the Institute

Communication through Website and Groups

The Institute has it's own website. The website gives comprehensive information about the institute. The website is updated fortnightly [or as per the emergency] with latest information/ notices

The Google group of students is used for fast and effective communication with all the current students as well as passed out students Website of the institute

Communication with Parents

The parents / guardians of the students are concerned about the welfare and progress of their wards. The institute and the parent community together can make positive contribution in the performance of the student if they interact with each other in positive spirit

Hence though the institute runs Post Graduate courses,[most of the students are major] , the parents are duly informed about all relevant issues relating to the ward's performance and behavior of their wards. In order to be more effective, the Institute conducts "Parents meet" every year.

Various issue are discussed during the parents meet as follows

- Address by the director

- Institute Information with latest developments

- Introduction to subject teachers , mentors

- Rule and regulations of the institute

- Information about syllabus , assignments etc

- Placement details

- Any other topics raised by the parents

- Progress of the ward [done individually confidential]

The feedback of the parents is collected in written form

Communication with Other Institutions

The institute believes in symbiotic relationship with other institutes of higher learning. The institute takes lead in conducting various activities for enhancing inter institute bonding.

1] Faculty development programmes

2] Inter-institute competitions

3] Syllabus revision workshop

4] HR meets

5] Joint campus drives

Chapter 6: Standard Operating Procedures

Chapter 6: Standard Operating Procedures

CHAPTER 6
STANDARD OPERATING PROCEDURES

Corporate Week

1) To understand and draft objectives of Corporate Week depending on need of business

2) To decide the date, time and venue

3) To decide the topics to be undertaken, Brainstorm including all the members of the Department and student learning needs.

4) To Draft a agenda on the basis of the topic decided

5) To get the approval of the agenda   From Director

6) To Prepare a list of the speakers to be called

7) To Draft a mail to be sent to all speakers.

8) To have telephonic communication with all speakers

9) To send   mail to all speakers attached with detailed agenda

10) To get appointment and freezing their time, receive their detailed C.V's

11) To prepare a detail requirement list (like Honorarium, Gifts ,Awards, Certificates, etc)

12) To get the approval of the requirement list   From Director

13) To conduct the event .- Prepare Flex, Brochure, Spiral

14) Book the Auditorium on decided dates

15) To take feedback of every guest speaker – in Feedback Diary

16) To draft a report after every event

17) Maintaining the report of every activity and program

18) Publish Seminar Proceedings

Cultural Committee(Departmental)

1) To conduct meeting with cultural committee members at least once in a month

2) To understand the need of conducting the cultural event/ competition/ programs

3) To propose the type of event to be organized on the basis of need analysis .

4) To propose the date, time and venue of the event.

5) Notification will be send to Director, HOD, and Coordinator of MBA for approval.

6) To finalize the award to be given and getting it sanctioned for internal events

7) Notice to be prepared and displayed on the notice board

8) Intimation to the students regarding the competition

9) Registration of the participants

10) Co –ordination with the different colleges sending invitations for participation

11) Maintaining the report of every activity and program

12) Uploading the highlights of the event on the intranet site with the photographs.

Photo Management

1. To know the date of the event

2. To get the camera from Requisite authority before two days of the event

3. To check the Battery charging of the camera

4. To click the event photographs

5. To download the photos from camera

6. To tag the photograph describing event, activity and invitees

7. To create a folder in the name of the event and date

8. To store the photographs sorting by event, date .

9. To keep the camera at place

10. To make available photographs as and when required.

Seminar Co-ordinator

1. Collect the database of the guest faculties from – Executive Director, Director, HOD, SME, TPO and other sources.

2. Create a repository of identified guest speakers along with their topics, contact no, emails ids

3. Once the repository is created contact the guest speakers from the list, and get appointments, schedule guest lecture

4. Confirm the appointment of the guest lecturer, get address, get resume and arrange for transportation.

5. Write welcome board

6. Create a Flash Presentation

7. Check Auditorium, Check Audio . Visual, Arrangements.

8. Prepare Introduction to speaker, allot the introduction to a student

9. Arrange Flowers/Gift for Guest Felicitation

10. Arrange for Beverages/ lunch/dinner as applicable

11. Prepare and allot "Vote of Thanks"

12. Take the guest speakers feedback in the feed back diary

Brochure Co-ordination

1) Keeping updated records Departmental Activity reports

2) Keeping Record of Photographs with tags of Guest visits, Seminars and Events – Academic and Corporate.

3) Updated records of Faculty qualification and experiences

4) Updated/ Accurate record of Research Paper Publications of Faculty members - MBA

5) Follow – up on brochure printing from the month of January

Website Updating

1) To Update – MBA/MCA Departments Events Highlights in Website

2) To Prepare the write –ups of the said events including highlights of the event

3) To get the photos of the event from photo co-ordinator

4) To prepare highlights of the event

5) To get the approval of the flash from HOD/ Director

6) To mail the Report to designated authority for upload

7) To check the uploaded report on website

8) To Suggest the improvement/ Modifications /Orientations/Space requirements for an impactful presentation of MBA/MCA activities

Newsletter
1) To establish editorial committee
2) To conduct meeting with the committee members to decide the roles and responsibilities of each member
3) To collect the report and photos of all events , activities from concerned Co-ordinator.
4) To prepare news report
5) To call printer
6) To have discussion with the printer
7) To give the news report for printing
8) To do proof reading
9) To get the final print of the news letter
10) To publish news letter

Career Enhancement Program (CEP)
1. Preparing Calendar of CEP Sessions
2. Co-ordination with Speaker and Students, Co-ordinator for the Same
3. Maintaining records of The facilitator profile, proposal, MOU
4. Attending the CEP Programs – prepare a session wise feedback and discussion with , Director and Facilitator
5. Maintaining the session wise attendance record of the students
6. Arranging Class/Auditorium, audio- visual, stationery, handouts circulation as per requirement
7. Maintaining copy of Presentation used by the presenter
8. Before and After Analysis – Skills development
9. Preparing a final semester end CEP Activity Report

Course Co-ordinator

1) Updated List of Admitted Students

2) Preparing the Time Tables

3) Communicating Slots to Individual faculties

4) Student t Co-ordination – Class timings, Class Locations etc

5) Faculty Co-ordination , Visiting Faculty co-ordination

6) Monitoring the student Attendance – Maintaining daily records

7) Communicating Attendance to HOD, Director

8) Student Communication Regarding less attendance- Action thereby with prior approval of HOD/Director

9) Making available Syllabus copy of individual subjects to all faculties

10) Record of Lesson Plan completion – with HOD, Directors Remarks

11) Handling Student Grievances, Maintaining Application records and appropriate action taken

12) maintain the file related the leave applications, appointment letters of the working students, medical certificates, apologize letter etc of the students

13) Maintaining visiting faculty records and validation of payments thereby

Student Excellence Program (SEP)

1) To understand actual objective of SEP and Plan Activities as per objectives

2) To conduct a meeting for brain storming session with all faculty members to get their suggestions .

3) To Create a calendar after brain storming session and get the approval of the calendar From Director .

4) To conduct the type of event to be organized on the basis of prepared calendar.

5) To decide the date, time and venue of the event.

6) To Prepare a Complete draft of the event (consisting rules and regulations ,Time ,Venue,etc)

7) To get the approval of the draft From Director

8) To conduct meeting with all faculty members after getting approval

9) To explain the event in detail to all mentors.

10) To draft a notice regarding the roles and responsibilities of each group

11) To get the approval of decided roles and responsibilities From Director

12) To Circulate the notice regarding roles and responsibilities among mentors

13) Min 10 days prior intimation to the students regarding the event

14) Before announcing any program to students notification will be sent to Director, , for approval.

15) Notice regarding rules and regulations is to be given and displayed on the notice board for student.

16) To conduct the event .

17) To draft a report after every event

18) Maintaining the report of every activity and program

19) Uploading the highlights of the event on the intranet site with the photographs.