



Dr. D. Y. Patil Pratishthan's

**D.Y. PATIL INSTITUTE OF MASTER OF COMPUTER
APPLICATIONS AND MANAGEMENT**

Dr. D. Y. Patil Educational Complex,
Sector 29, Pradhikaran, Akurdi, Pune-411044

website: www.dypimca.ac.in



POLICY HANDBOOK OF

**GENERAL RULES, REGULATIONS, GUIDELINES,
CODE OF CONDUCT, WELFARE MEASURES,
GREEN INITIATIVES AND STRATEGIC POLICY FARMWORK**



VISION

To facilitate vibrant learning environment which provides academic excellence, innovation, experiential learning, research and employability to students and hence contribute to the growth and development of society.

MISSION

To enable students to become lifelong learners.

To foster academic excellence through experiential learning.

To promote innovation and research through value based education



QUALITY POLICY **Pedastal of Academic Excellence**

Ensuring timely, efficient and Progressive Performance of academic, administrative and Financial Tasks.

The relevance and quality of academic and research programs

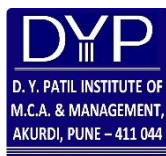
Equitable access to and offerdability of academic programs for various sections of society.

Optimization and Integration of modern methods of teaching and learning

The credibility of evaluation procedures.

Ensuring the adequacy, maintenance and functioning of the support structure and services

Research sharing and networking with other Institutions in India and abroad



Dr. D. Y. Patil Pratishthan's

D. Y. PATIL INSTITUTE OF MASTER OF COMPUTER APPLICATIONS AND MANAGEMENT

(Approved by AICTE, New Delhi & Affiliated to Savitribai Phule Pune University)

**Dr. D. Y. Patil Educational Complex,
Sector 29, Pradhikaran, Akurdi, Pune – 411 044**

GENERAL RULES, REGULATIONS, GUIDELINES, CODE OF CONDUCT, WELFARE MEASURES, GREEN INITIATIVES AND STRATEGIC POLICY FRAMEWORK

HANDBOOK



DR. D. Y. PATIL PRATISHTHAN
DR. D. Y. PATIL EDUCATIONAL COMPLEX,
SECTOR 29, PRADHIKRAN, AKURDI, PUNE – 411 044

**EDUCATIONAL TRUST REGISTERED UNDER
BOMBAY PUBLIC TRUST ACT 1960**

CORE VALUES

Values

Values are the guiding principles of our lives. They are essential for positive human behaviour and actions in our daily lives. We encounter several circumstances every day which test our patience, our character and peace of mind. We have to make tough decisions each day. What guide us in these circumstances are our values.

Following are the core values followed at DYPIMCA&M

We approach our mission with a commitment to excellence, ethical action, and inclusiveness for which the four interdependent core values define our mission.

Collegiality

DYPIMCA&M believe in processes of knowledge sharing for dynamic decision making based on productive synergistic collaborations among our stakeholders in the pursuit of institutional goals.

Excellence

At DYPIMCA&M we committed to impels and seek higher benchmarks by exhibiting quality in staffing, facilities, programs and services by promoting consistent improvement. We encourage collaboration, creativity, innovation and experimental learning among students as well as faculty.

Accountability

We pledge to be responsible and accountable in our all operations by contributing relentless effort to achieve personal and professional growth which leads to escalation of values of the institute.

Transparency

To pursue excellence we continuously assess and enhance our policies, establish and impart characterized and explained objectives and targets to promote a healthier working atmosphere. We practice complete transparency in our fiscal and operational proceedings.

Leadership

We inspire our students to be well-educated leaders who can lead our nation and also excel in addressing the challenges of the competitive world. We teach students consistency in leadership and how it helps in decision making. We constantly motivate them for becoming a change maker of tomorrow.

Integrity

Is practice of being honest and showing coherence between words and actions. We implies Integrity by adhering to intrinsic standards of trustworthiness, practicing rational actions and objective in dealing with students, faculty members, staff and stake holders at all levels of Institution in the noble cause of Quality Education.

Patriotism

One should love his/her country, patriotism should be the apex value. Unlike to the other values, patriotism cannot be taught but definitely can be poised with ethics and goals.

Team Work

When all the above values come together with all the people around DYPIMCA&M it results in a great team, Together all these values makes an outstanding brand institution, student, staff and Management

CHIEF PATRON



**His Excellency,
Padmashree Dr. D.Y. Patil (D.Lit.),
Ex-Governor,
States of Bihar, Tripura, West Bengal,
Founder President,
Dr. D. Y. Patil Pratishthan**

“Great men are born to lead” and the birth of Padmashree Dr. D.Y.Patil in an affluent agriculturist family in Kolhapur in Maharashtra on 22nd October 1935, was the beginning of great things to come. Dr. D Y Patil is a well-known educationist and philanthropist from an agricultural town - Kolhapur in the state of Maharashtra. He is the founder of D Y Patil Group and one of the top ranked pioneers in the field of Education, Healthcare, Agriculture, Hospitality and Sports. In spite of being born in a small agricultural village of Maharashtra, his visionary social & political work has widely reached all corners of the country.

His vision, dedication and passion have been indelibly influenced, by his wisdom and generosity and have left impressionable marks, be it in the area of schools for imparting basic education or institutes for higher learning. He strongly believes that youth in India need a greater platform that offers multiple opportunities to educate themselves across the geography. He envisions a goal of spreading education across the length and breadth of India by taking steps in a direction to craft each and every Institute. He has materialized his dreams under the umbrella of prestigious education institutes in Kolhapur, Mumbai and Pune. A firm believer in the expression 'Actions speak louder than words', his deeds reflect this philosophy in all spheres of life.

The first college offering a Bachelor's degree in Engineering was established in the year 1983. There was no turning back from there. Today, Dr D Y Patil Group has now spread its wings encompassing total 03 Deemed Universities, 06 Private Universities, 180 + institutions, 4.12 lac+ graduating students and 16,000+ employees in the varied disciplines of education. For his contributions to the cause of education and healthcare, the President of India has honored Dr. D Y Patil with the Padmashree in the year 1991. He was also awarded with two honorary doctorates in philosophy, first by the World University Roundtable, Arizona, U.S.A. in 1985 and later, by the Nottingham Trent University Kingdom, Britain (UK) in 1996.

He served as the Governor of Tripura, Bihar and West Bengal. He has also been awarded with the prestigious D. Lit. from Shivaji University, Kolhapur, Maharashtra, India in the year 2015. Dr. D.Y.Patil has been bestowed with “Lokmat Maharashtra of the Year 2018” award for his legendary contributions to the society through various educational, social and cultural initiatives.

PATRON



Hon. Dr. Sanjay D Patil,
President,
Dr.D.Y. Patil Pratishthan

Dr. Sanjay Patil Educationist, Agriculturist and a Civil Engineer. He is the architect of Dr. D.Y.Patil Educational Institutions Kolhapur Education Complex. Dr. Sanjay D. Patil has pegged away to bringing astounding changes in the field of Rural Development, Agricultural and Education. He is the president of Dr. D.Y Patil Group and Chancellor of D.Y. Patil Education Society (Institution Deemed to be University) ,Kolhapur ,Maharashtra. Recently in the ranking by National Institution Ranking Framework, Ministry of Human Resource Development ,Government of India .Dr D.Y.Patil Education society (Institution Deemed to be University) stood 97th out of 100 top Universities in India. He has been awarded the most prestigious D.Lit on 23rd May 2023 by the University of Himachal Pradesh, India.

He has to his credit various awards and recognition. The Government of Maharashtra awarded him with the “Vanashree Purashkar” in the year 1991.He is also the recipient of “Indira Priyadarshini Vrukshmitra Award” in the 1993. He has been awarded with “Kolhapur Bhushan” in the year of 2001 for his achievement the education field. He has bestowed with the “Rashtriya Shikshan Sanman Puraskar”, "Krishinishta Puraskar" by the government of Maharashtra in 2004 and has won First Prize in “All India Mango Show” held at Bangalore in 1996. Dr. Sanjay D. Patil believes in nurturing the potential of the students giving them the exposure latest development in their field. Thus enabling them to become competent quality conscious engineers. The world class infrastructure environment in the institutes reflects the meticulous care taken by him in maintaining high academic standard with the help of galaxy of renowned academician and ultra modern laboratories .His humane and calm approach towards addressing various problems and his quick decision making ability is responsible for the rapid progress and growth of the educational institutes.

Dr. Sanjay D. Patil has been awarded with the most prestigious award in London for Sayaji Hotel at Kolhapur Dr. D.Y. Patil Group as "International Five Star Hotel” by Best Large Hotel India Awards 2016.

He has received “Entertainment Trade Award” for his contribution in the Education, agriculture field, public health care and social work. Also he has received "Bharat Gaurav Award” at the hand of Hon. Pratibha Tai Patil Former President of India. and “CSR Hero Award-2023” by the Maharashtra Government for rendering quality education in Rural Maharashtra. D.Y. Patil Agriculture and Technical University has been started in Talsande Campus from June

PATRON



Hon. Shri. Satej D Patil,
Vice-President,
Dr.D.Y. Patil Pratishthan

Shri. Satej alias Bunty D. Patil is a renowned educationist, social worker, agriculturist and Member of the State Legislative Council (MLC). Currently he is the Minister of State for Home (Urban), Housing, Transport, Information Technology, Parliamentary Affairs and Ex. Servicemen Welfare, Govt. of Maharashtra. He is the Guardian minister of Kolhapur District. Additionally, he has responsibility as a liaison minister for the Satara, Sindhudurg and Ratnagiri districts of Maharashtra from the Congress party. During 2010-2014, he was Minister for Home (Urban & Rural), Rural Development, Food and Drugs Administration (Maharashtra State).

A young man with tremendous energy, he has translated the vision of Dr. D Y Patil into reality by establishing various quality institutions within a short span of time. He is President of Shri. Mouni Vidyapeeth Gargoti, Kolhapur and Chairman of Dr. D.Y. Patil Sahakari Karkhana Ltd., Gaganbavda Kolhapur. He is Director of Kolhapur District Central Cooperative Bank and Kolhapur Chamber of Commerce and Industries. He is also member of Senate at Shivaji University Kolhapur, World Wide Fund for Nature India, Indian Red Cross Society, Kolhapur, Shree Saibaba Sansthan Shirdi and Sant Gajanan Maharaj Sansthan, Shegaon. He takes personal interests in all the facets of efficient functioning and growth of the Institutes. His zeal and untiring efforts are behind the creation of conducive environment for teaching, learning and overall personality development of students to elevate the educational Institutions to International standards.

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

Best wishes to all the stakeholders for taking ahead the shared vision.

PATRON



Hon. Shri. Tejas Satej Patil,
Trustee,
Dr.D.Y. Patil Pratishthan

Mr. Tejas Patil is a young, dynamic and promising educationist and leader of Dr. D.Y.Patil Education Complex, Akurdi, Pune, who aims to bring revolution the field, introducing new course, new avenues faculty training and best Technology. He aims to drive education on the path of academic excellence so as to develop the right environment faculty, staff and students and thereby provide them a complete security, exponential learning and a sense of Social Responsibility. He has introduced state-of-the- art technology that will help all the Stakeholders to achieve the new heights. He is a strong believer that every human who bring in revolution, learns at every stage of his life. Moreover, he proclaims that Change is inevitable for growth. He has driven his change across the Campus by setting up the State of Art System which ensures that everything comes on record. Also, the Green Campus Concept of his has set in motion a healthy atmosphere positive thinking and perseverance.

At DYPIMCAM, Akurdi, Mr. Tejas aims to make students compatible enough to look at themselves as budding entrepreneurs and employees for tech job who would definitely add value to the Organization they join.

To achieve this, he focuses on strengthening of 3 I's (Industry Institute Interaction). He places utmost importance on the functionality of Incubation Center, Industry driven center of Excellence, Entrepreneurship Development Cells at campus. He is instrumental in the organization of Faculty Development Programmes across the year enable the faculty to become confident mentor and nurture the personal and professional lives of students on campus. Research and Development is his personal goal as he firmly believes the "Innovation can only sustain us in the future". He staunchly opinionates that Akurdi campus would keep standing tall as a Powerhouse of knowledge on the three pillars: Quality Education, Qualified Faculty, Healthy Environment His vision spells out as "*Intelligence plus Character is the true goal of Education*"

PATRON



RAdm Amit Vikram (Retd)
Campus Director,
Dr. D. Patil Educational Complex,
Akurdi, Pune

I would like to give the assurance to our students and their parents/ guardians, that we have a very strong, experienced team of professionals at campus, who are committed to align their teaching and training with the industry expectations. In all our educational activities planned for developing the well-rounded professionals, the ‘**student**’ is always in the focus of it. The Teaching-Learning process is so designed that it is amalgamation of classroom activity with well-equipped laboratories and workshops and field/ industry experience. We are committed to keep abreast our processes in line with the New Education Policy (NEP)-2020 and all regulatory guidelines implemented from time to time. Hence, the revision of course curriculum is a dynamic process in our campus. We lay adequate emphasis on developing the soft skills, being the key to success and nurture the character-building traits viz self-discipline, ethical conduct, resilience, fairness, respect, reliability, optimism and empathy. Our campus placement records across the spectrum of courses, highlight volumes of satisfaction levels of industry as well as alumni.

Our Educational Complex with lush green spaces, Zen corners and positive energy, provides conducive and meditative environment of learning. The care and protection given by administrative staff in the campus to the students, assists them in focusing studies in a secured environment.

We remain committed to strive for excellence in line with national objectives set for Education sector and invoke the blessings of Shri Sant Gajanan Maharaj on all of us at the campus.

Jai Hind!

PATRON

Dr. K. Nirmala,
Director, DYPIMCAM, Akurdi,
Member,
BOS, Organization Management, SPPU, Pune

Dr. K Nirmala Kumaraswamy is the Director of D.Y. Patil Institute of MCA and Management Pune which is featured among the Top 10 Best Colleges Managed by Women- 2021 in Women Entrepreneur Magazine in recognition of the foremost Leadership exhibited by Women Leaders. She holds two Post graduate degrees MCA and MBA and Ph.D in management. She is a Recognized Ph.D. Guide in Savitribai Phule Pune University and three students have completed their Ph.D. under her guidance in the faculty of Computer Management.

Dr. K Nirmala Kumaraswamy has 26 years of academic experience and four years Industry experience with a proven track of training and development of learning processes, administration and research. She has participated in various learning and development programs at the national and international level and the recent Experiential Learning Congress in Berlin. She has Published Research papers at national and International Level.

Dr .K. Nirmala was Awarded Outstanding Academic Leader Award from Centre for Education Growth and Research (CEGR) and was also elected as Vice President of CEGR, Maharashtra State Council and National Adviser, CEGR. She is currently the Board of Studies member in Organization Management, Savitribai Phule Pune University.

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1. CODE OF CONDUCT

A. Code of Conduct for Students

All students must abide by the rules and regulations of the Institute. The Institute authority may take disciplinary action if any student violates the rules and regulations. Students are advised to adhere to the code of conduct and discharge their responsibilities as a student. Students are required to follow following rules:

- Every student must carry his or her identity card inside the campus. Any violation of this will lead disciplinary action.
- Use and possession of mobile phones is strictly prohibited in the Classrooms and Laboratories.
- Wearing uniform is compulsory. Students have to wear uniforms on Monday, Wednesday, and Friday or on working Saturday and also whenever & wherever instructed by the competent authority.
- Attendance of students in all subjects will be monitored strictly. Absentee will be communicated to the parents on the same day.
- Internal exam (Unit tests, Mid-term and End Term) are compulsory for all students, as it will help in preparation of University Exam.
- Misuse or unauthorized use of the institute premises or items of property, including computer misuse, Library misuse- should lead to disciplinary & penalize action.
- Students shall not cause damage or any financial loss to the Institute, if any loss occurs student will be held liable
- Smoking and use of alcohol narcotic drugs/tobacco/ghutaka are strictly prohibited in the Institute.
- Students are expected to read notices/circulars displayed on the notice board
- Students are expected to submit all the documents related to admission/ Scholarship/ Free ships etc.
- The rules and regulations regarding cancellation of admission, refund of fees and return of documents is as per guidelines of DTE, Government of Maharashtra
- The student must follow all the rules and regulations of DTE, Government of Maharashtra, AICTE, New Delhi, SPPU University, Pune

- Students should not involve in any kind of ragging activities. Any violation of this will lead to penal action as per the guidelines of the Supreme Court & any other Competent Authority from time to time
- All acts of violence and sexual harassment of any kind will lead to disciplinary action or penal action as per the competent authority.
- Students must help to keep the Institute premises neat-and clean.

B. Code of Conduct for Faculty Members

All the faculty members are expected to display a good conduct so that the students will consider them as their role model. Following are the code of conduct for faculty members

- All faculty members must maintain high standards of punctuality, honesty and professional ethics.
- Every faculty member shall discharge his/her duties efficiently & effectively as per the norms laid down by the AICTE, SPPU & Management from time to time.
- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the institute.
- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Teachers should handle the subjects assigned by the Head of the Department.
- Teachers should complete the syllabus in time- Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- All faculty members should prepare a lesson/teaching plan, notes, and academic file well in advance before commencement of the classes.
- Every faculty member should be responsible to conduct regular classes and practical's and also take extra classes whenever necessary.
- Teachers should be responsible to guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful- Value based education must be their motto.
- Teachers should continuously evaluate student performance and should help students to enhance the performance by conducting competency based activity.

- Guardian faculty scheme must be followed and the GFM teacher should take proper care of his group of students by guiding, motivating, counselling and monitoring their attendance and performance.
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- All faculty members must refrain from harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status etc.

C. Code of Conduct for Staff

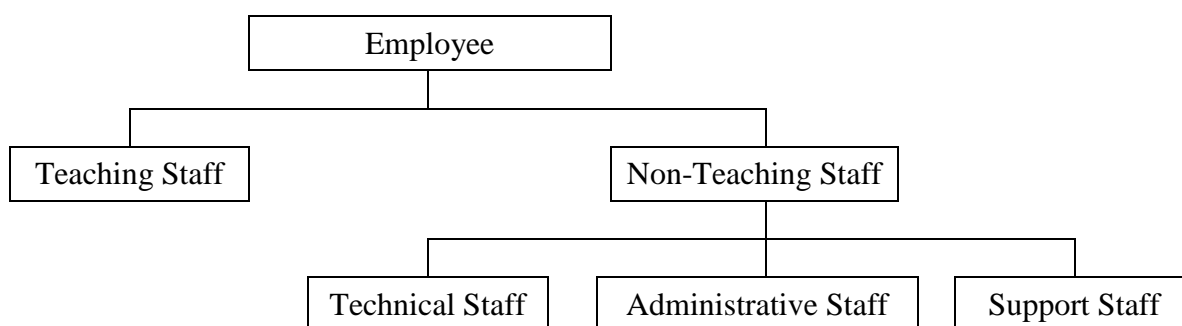
All the staff members are expected to display a good conduct so that the students will consider them as their role model. Following are the code of conduct for staff members

- All Staff members should be punctual and discipline towards their work.
- All the staff members should respect for the rights and opinions of others.
- Every staff shall extend utmost courtesy to all person with whom he/she deals with in the course of his/her duty.
- Every staff member should follow all norms and job details assigned by the Management, Director & Superior from time to time with full dedication.
- All staff should properly maintain the records of respective portfolio
- All staff should exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Staff must not disclose official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Staff should not be absent from duty without official approval or approved sick leave.
- Non-Teaching staff should wear the Uniform provided by the Management
- All staff members must refrain from harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status etc.

2. CLASSIFICATION OF EMPLOYEES

CLASSIFICATION OF EMPLOYEES:

At D. Y. Patil Institute of Master of Computer Applications and Management, Akurdi employees are classified on a functional basis to optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level. Employees are broadly classified as:



HIERARCHY OF REPORTING:

Reporting by different employees to higher authorities shall be according to the table below:

In absence of reporting authority as defined above, the staff members shall report to next nominated person in charge.

Staff	Reporting authority
Campus Director	BoG / President / Trustee
Director	Campus Director
Head of the Department	Director
Registrar / Deputy Registrar	Director
Training & Placement officer	Director
Librarian	Director
Teaching Staff	Head of the Department
Laboratory Staff	Head of the Department
Office Staff	Dy. Registrar
Library Staff	Librarian
Peons / Non-teaching Staff	Head of the Department / Registrar

3. ROLE AND RESPONSIBILITIES OF TEACHING AND NON TEACHING STAFF

A. ROLE, DUTIES AND RESPONSIBILITIES OF THE DIRECTOR

The Director of the Institute is the Chief Executive and Academic Officer responsible for the effective administration, organization, and overall functioning of both academic and extracurricular activities within the institution.

1. Role and Authority:

- **Chief Executive Officer:** As per the Maharashtra Public University Act 2016, the Director is the Head of the Institution and functions as its Chief Executive Officer (CEO).
- **Financial Administration:** The Principal is responsible for managing and receiving all grants, funds, or money due to the College from various sources, including the Central and State Governments, the University, and other entities.

2. Governance Responsibilities:

- **Member-Secretary of the Governing Body:** The Principal serves as the Member-Secretary of the Institute's Governing Body. They must not hold membership in the Governing Body of any other College under the Maharashtra Public University Act 2016. The Director is responsible for convening meetings with the Chairman's approval and documenting the proceedings.

3. Academic and Administrative Leadership:

- **Organization of Teaching and Co-Curricular Activities:** The Director is accountable for the organization and smooth operation of all academic programs and co-curricular activities within the College.
- **Leave Sanctioning Authority:**
 - **Non-Teaching Staff:** The Director is authorized to sanction all types of leave to non-teaching staff in accordance with prescribed rules. In cases of leave

sanctioning, necessary arrangements are made for replacements, as per the established rules.

- **Teaching Staff:** The Director may sanction all types of leave for teaching staff, except Study Leave or leave without pay, in line with institutional rules. If the grant of leave necessitates a substitute, approval from the Chairman is required.

4. Disciplinary Authority:

- **Suspension of Non-Teaching Staff:** The Director has the authority to suspend non-teaching employees after documenting the reasons. However, final decisions regarding disciplinary actions will require prior approval from the Governing Body.
- **Employment Decisions for Class IV Staff:** The Director has the authority to appoint, suspend, or dismiss Class IV staff. Such decisions must be reported to the Governing Body for review.

5. Policy and Decision-Making:

- **Examinations and Admissions:** The Director is responsible for formulating policies related to College examinations, student promotions, and admissions, in consultation with the IQAC and College Development Committee.
- **Financial Oversight:** The Director ensures transparency and accountability in the College's finances by submitting a half-yearly income and expenditure report to the Campus Director or Governing Body, aligned with the approved budget heads.

6. Remuneration and Financial Decisions:

- **Sanctioning Increments:** The Director has the authority to sanction increments to non-teaching staff as per established rules. However, any decision to stop or delay increments requires prior approval from the Governing Body.
- **Tuition Fee Remission:** The Director can sanction remission of tuition fees, as per the financial guidelines, based on the recommendations of the committee constituted for this purpose.

7. Teaching Responsibilities:

- In addition to the administrative duties, the Director is required to undertake teaching responsibilities within the College or University, as necessary.

8. Ex-Officio Role in Institutional Committees:

- The Director serves as the ex-officio head of various Institutional committees established by statutory authorities, ensuring that the committees function effectively in alignment with institutional objectives.

B. DUTIES AND RESPONSIBILITIES OF PROFESSOR**1. ACADEMIC**

- Providing leadership in both postgraduate and under- graduate courses in relevant field of specialization.
- Class room Instructions, Laboratory Instructions.
- Curriculum Development, Developing Learning Resource Material and Laboratory Development.
- Students Assessment and Evaluation including Examination work of University.
- Participation in the Co – curricular and Extracurricular Activities.
- Student guidance and Counseling and helping their personal ethical moral and overall character development.
- Continuing Education Activities.
- Keeping Abreast of new knowledge and skills help generate new knowledge and help discrimination of such knowledge through books, publications, seminars etc.
- Self development through upgrading qualification, experience and professional activities.
- Organizing seminars, workshops, summer schools and winter schools for teachers and professionals.
- Publishing papers in National and International Journals.
- Examination Work pertaining to the College, University such as organizing supervision and assessment etc.

2. RESEARCH AND DEVELOPMENT

- Research and Development Activities and Research Guidance
- Industry sponsored projects.

- Providing Consultancy and Testing Services.
- Promotion of Industry Institution Interaction and R & D.

3. ADMINISTRATION

- Academic & Administrative Management of the Institution
- Policy Planning, Monitoring and Evaluation and Promotional Activities both at Departmental and Institutional level.
- Design and Development of New Programmes.
- Preparing project proposals for funding in areas of R & D Work, Laboratory Development, Modernization, Expansion etc.
- Administration at Departmental level.
- Development, Administration and Management of Institutional Facilities.
- Monitoring and Evaluation of Academic and Research Activities.
- Participation in Policy Planning at the Regional National Level for development of Faculty.
- Helping Mobilization of Recourses for the Institution, Develop, Update and Maintain MIS, Planning and Implement Staff Development Activities.
- Maintain accountability, Conduct Performance Appraisal.

4. EXTENSIONS:

- Extension Services, Interaction with Industry and Society.
- Participation in Community Services.
- Providing R & D support and consultancy services to industry and other User Agencies.
- Providing non –formal modes of education for the benefit of the community.
- Promotion of entrepreneurship and Job Creation, Dissemination of knowledge.
- Providing Technical Support in area of Social Relevance.
- Shall conduct himself/ herself benefiting the noble profession of teaching by desisting himself/ herself from the temptation of private tuitions and indulging in unfair practices.
- And any other relevant work assigned by the Honorable President, Vice President, Trustee, Campus Director and Director.

C. DUTIES AND RESPONSIBILITIES OF ASSOCIATE PROFESSOR**1. ACADEMIC**

- Providing leadership in both postgraduate and under- graduate courses in relevant field of specialization.
- Class room Instructions, Laboratory Instructions.
- Curriculum Development, Developing Learning Resource Material and Laboratory Development.
- Students Assessment and Evaluation including Examination work of University.
- Participation in the Co – curricular and Extracurricular Activities.
- Student guidance and Counseling and helping their personal ethical moral and overall character development.
- Continuing Education Activities.
- Keeping Abreast of new knowledge and skills help generate new knowledge and help discrimination of such knowledge through books, publications, seminars etc.
- Self development through upgrading qualification, experience and professional activities.
- Organizing seminars, workshops, summer schools and winter schools for teachers and professionals.
- Publishing papers in National and International Journals.
- Examination Work pertaining to the College, University such as organizing supervision and assessment etc.

2. RESEARCH AND DEVELOPMENT

- Research and Development Activities and Research Guidance
- Industry sponsored projects.
- Providing Consultancy and Testing Services.
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3. ADMINISTRATION

- Academic & Administrative Management of the Institution
- Policy Planning, Monitoring and Evaluation and Promotional Activities both at Departmental and Institutional level.
- Design and Development of New Programmes.
- Preparing project proposals for funding in areas of R & D Work, Laboratory Development, Modernization, Expansion etc.
- Administration at Departmental level.
- Development, Administration and Management of Institutional Facilities.
- Monitoring and Evaluation of Academic and Research Activities.
- Participation in Policy Planning at the Regional National Level for development of Faculty.
- Helping Mobilization of Recourses for the Institution, Develop, Update and Maintain MIS, Planning and Implement Staff Development Activities.
- Maintain accountability, Conduct Performance Appraisal.

4. EXTENSIONS:

- Extension Services, Interaction with Industry and Society.
- Participation in Community Services.
- Providing R & D support and consultancy services to industry and other User Agencies.
- Providing non –formal modes of education for the benefit of the community.
- Promotion of entrepreneurship and Job Creation, Dissemination of knowledge.
- Providing Technical Support in area of Social Relevance.
- Shall conduct himself/ herself benefiting the noble profession of teaching by desisting himself/ herself from the temptation of private tuitions and indulging in unfair practices.
- And any other relevant work assigned by the Honorable President, Vice President, Trustee, Campus Director and Director.

D. DUTIES AND RESPONSIBILITIES OF ASSISTANT PROFESSOR**1. ACADEMIC**

- Providing leadership in both postgraduate and under- graduate courses in relevant field of specialization.
- Class room Instructions, Laboratory Instructions.
- Curriculum Development, Developing Learning Resource Material and Laboratory Development.
- Students Assessment and Evaluation including Examination work of University.
- Participation in the Co – curricular and Extracurricular Activities.
- Student guidance and Counseling and helping their personal ethical moral and overall character development.
- Continuing Education Activities.
- Keeping Abreast of new knowledge and skills help generate new knowledge and help discrimination of such knowledge through books, publications, seminars etc.
- Self development through upgrading qualification, experience and professional activities.
- Organizing seminars, workshops, summer schools and winter schools for teachers and professionals.
- Publishing papers in National and International Journals.
- Examination Work pertaining to the College, University such as organizing supervision and assessment etc.

2. RESEARCH AND DEVELOPMENT

- Research and Development Activities and Research Guidance
- Industry sponsored projects.
- Providing Consultancy and Testing Services.
- Promotion of Industry Institution Interaction and R & D.

3. ADMINISTRATION

- Policy Planning, Monitoring and Evaluation and Promotional Activities both at Departmental and Institutional level.
- Design and Development of New Programmes.
- Preparing project proposals for funding in areas of R & D Work, Laboratory Development, Modernization, Expansion etc.
- Administration at Departmental level.

- Development, Administration and Management of Institutional Facilities.
- Monitoring and Evaluation of Academic and Research Activities.
- Participation in Policy Planning at the Regional National Level for development of Faculty.
- Helping Mobilization of Recourses for the Institution, Develop, Update and Maintain MIS, Planning and Implement Staff Development Activities.
- Maintain accountability, Conduct Performance Appraisal.

4. EXTENSIONS:

- Extension Services, Interaction with Industry and Society.
- Participation in Community Services.
- Providing R & D support and consultancy services to industry and other User Agencies.
- Providing non –formal modes of education for the benefit of the community.
- Improvement of qualification such as Ph.D. research publication.
- Initiate at least one activity contributing for accreditation of the college.
- Shall have to contribute effectively in identifying live projects for the students wherever applicable.
- Shall have to participate in programmes to improve his/ her communication skills Computer Literacy, Personality and Confidence.
- Promotion of Ethics / Human values amongst students by setting his/ her own role of model
- Effective in resource generation for the Institution through consultancy testing and projects.
- Exam work pertaining to the College, University such as organizing supervision and assessment etc.
- Promotion of entrepreneurship and Job Creation, Dissemination of knowledge.
- Providing Technical Support in area of Social Relevance.
- Shall conduct himself/ herself benefiting the noble profession of teaching by desisting himself/ herself from the temptation of private tuitions and indulging in unfair practices.
- And any other relevant work assigned by the Honorable President, Vice President, Trustee, Campus Director and Director etc.

E. DUTIES AND RESPONSIBILITIES OF NON-TEACHING STAFF

The non-teaching staff of the institution are expected to adhere to the following code of conduct, ensuring professionalism, integrity, and respect in their roles and relationships with various stakeholders.

A) Responsibility with Students

- Treat all students impartially, without discrimination based on religion, community, caste, creed, sex, economic status, or social background.
- Contribute regularly to the personal development of students, focusing on their welfare and overall growth.
- Safeguard the confidentiality of student information and disclose it only to authorized persons or when required by law.
- Maintain a respectful, affectionate, and friendly attitude towards students, assisting them in improving their behavior and academic performance.
- Refrain from engaging in corrupt practices or favoritism with students.
- Interact with parents and guardians respectfully and compassionately, ensuring effective communication regarding their wards' educational matters.
- Foster values of integrity, honesty, and fairness in all interactions with students.

B) Responsibility with Faculty Members

As technical and administrative staff often work closely with faculty, they should:

- Acknowledge and respect the faculty's role in overseeing student education and provide necessary support in fulfilling their teaching duties.
- Cultivate friendly and cooperative relationships with faculty members.
- Recognize the distinct roles of both faculty and supporting staff, ensuring effective collaboration.
- Respect defined roles and responsibilities, focusing on fulfilling assigned duties without overstepping boundaries.
- Offer full cooperation in the development and maintenance of laboratories, workshops, and equipment.

C) Responsibility with Colleagues

Non-teaching staff should foster positive and collegial relationships with their peers, including:

- Treating colleagues with the same respect and professionalism they expect in return.
- Extending cooperation in academic, administrative, and professional matters, contributing to the overall development of the institution.
- Avoiding the spread of rumors or misinformation about colleagues, promoting a harmonious work environment.

D) Responsibility with Management

Maintaining a professional relationship with the management is essential for the institution's growth and success. Non-teaching staff should:

- Perform professional duties through appropriate channels, adhering to organizational processes.
- Refrain from discussing institutional matters with unauthorized individuals or outside the organization.
- Avoid engaging in financial activities that conflict with institutional policies and ethics.
- Cooperate fully with the management in achieving the institution's mission and objectives.
- Refrain from criticizing or undermining authorities through anonymous communication or public forums.
- Conduct all institutional transactions with honesty, integrity, and fairness.
- Reject unethical practices, even if they are seen as customary, and ensure integrity is never compromised.
- Follow all guidelines and job responsibilities assigned by the institution, with dedication and professionalism.

E) Use of Institutional Resources

- Institutional resources such as telecommunication systems, data networks, computers, stationery, vehicles, and staff time should be used strictly for official purposes. Non-teaching staff should:
- Utilize resources only for the benefit of the institution, avoiding any personal gain or misuse.

- Use resources for personal purposes only in a limited, incidental manner as necessary within the scope of their duties.

F) Responsibility with Society

Non-teaching staff are expected to contribute to societal welfare and reflect the values of the institution in their community engagement. This includes:

- Adhering to the standards and ethical expectations of the institution as perceived by the broader society.
- Actively participating in community activities and serving as responsible citizens.
- Promoting public cooperation in educational programs and initiatives.
- Taking efforts to enrich the ethical, cultural, intellectual, and spiritual life of the community.

4. POLICY FOR GENERAL SERVICE RULES

A. GENERAL SERVICE RULES FOR THE TEACHING FACULTY

This appointment Teaching Staff is subject to the following terms & conditions:

1. The appointment order is Probation - 2 Year probation period.
2. The appointment order is Adhoc - Purely temporary for the particular academic year and shall automatically cease/end on 31st May after office hours.
3. Service will be governed by the The Maharashtra Public University Act 2016, SPPU Statutes, and also rules and regulations laid down by Dr. D. Y. Patil Pratishthan from time to time.
4. The Management will pay salary of Rs. _____/- (Basic) per month to faculty. The salary is commensurate with educational qualification, Experience & Performance in the Interview.
5. Appointment is in clear vacancy in _____ Category in Full-Time basis on Regular or temporary for the particular Academic Year (for Adhoc Appointment).
6. During employment faculty shall be entitled to only one Casual leave per month. Apart from that, any other leave if availed by faculty, with or without permission shall be considered to be leave without pay.
7. Provident fund is applicable as per the rules. Previous details of Provident Fund shall be mandatorily provided by faculty at the time of joining. If faculty fail to provide the said details at the time of appointment, it shall be presumed that faculty have waived right to participate in the Provident Fund Scheme.
8. There shall be a lock-in period for the period mentioned in the said appointment order and faculty shall not be entitled to terminate services during the said lock-in period. Faculty shall not also be entitled to terminate services during the said lock-in period by giving any prior notice. Management has set the said lock-in period with the view to prevent any academic loss of students of the College. If faculty resigned or terminated services during the lock-in period for any reason whatsoever, faculty shall be liable to compensate the College / Management by paying an amount of Rs. 50,000/- or two months' salary, whichever is higher within One month from the date faculty resigned/terminated from the services. If faculty fail to do so, the College / Management shall be entitled to legally recover the same.

9. Faculty shall have to undergo a mandatory medical examination by a registered medical practitioner prior to date of joining. Appointment will be subject to the receipt of fitness certificate.
10. The nature of appointment calls for a full-time engagement with the College. So in order to avoid a conflict of interest, it does not permit faculty to indulge in any external business, consultancy, Tuition, etc. without prior written permission of the concerned authority.
11. Job includes teaching, paper setting, paper correction, laboratory work, research activities, conducting co-curricular activities & events managing the resources, curriculum design and planning, meeting the learning outcomes, organizing events and activities, administrative & academic planning and development work at all levels, student counselling, interacting with parents, etc. and also any other duties that may be assigned to you from time to time by the College Management.
12. Services are transferable to any other relevant Department/College run by Dr. D Y Patil Pratishthan at any time during the service period without any notice.
13. Faculty shall not disclose or part with any information in any form whatsoever, related to the College/Pratishthan and its activities, while in service or even after ceasing to be on the payrolls of the College.
14. If faculty are found absent continuously for more than seven days without prior sanction of leave/ written intimation and express approval of the Head of the College, services will automatically stand terminated.
15. If any information given in the application form is found incorrect or contradictory at any time after the appointment, services will be terminated without any lieu of notice and no further correspondence will be entertained in this regard.
16. During the period of service, faculty shall not directly or indirectly be involved in such things which are subversive to the interests of Students/College / Pratishthan any other Stakeholders, etc., Or else it will be treated as misconduct on part, and be liable for appropriate disciplinary action including termination of service.
17. Faculty will not indulge in any anti-Institutional or anti-Management activities.
18. The terms and conditions of service to this appointment, which, if and when modified or altered will be binding upon faculty.
19. Faculty have to communicate written acceptance to the Head of the College within three days from the date of receipt of this Appointment order, failing which, appointment is liable to be cancelled.

20. Faculty will be required to give an undertaking in prescribed format to accept the terms and conditions of the appointment order and the rules and regulations of Dr. D.Y. Patil Pratishthan.
21. Appointment order supersedes all the previous appointment order/s.
22. In case, the above terms & conditions of service are acceptable to faculty, then please return the duplicate copy of this offer of appointment after affixing signatures on the same in token of acceptance and present for duty.

A. GENERAL SERVICE RULES FOR THE NON-TEACHING STAFF

This appointment Non-Teaching Staff is subject to the following terms & conditions:

1. The appointment order is Probation - 2 Year probation period.
2. The appointment order is Temporary - Purely temporary for the particular 11 Month and shall automatically cease/end on last day of appointment period after office hours.
3. Service will be governed by the rules and regulations laid down by Dr. D. Y. Patil Pratishthan from time to time.
4. The Management will pay salary of Rs. _____/- (Basic) per month to Staff. The salary is commensurate with educational qualification, Experience & Performance in the Interview.
5. During employment Staff shall be entitled to only one Casual leave per month. Apart from that, any other leave if availed by Staff, with or without permission shall be considered to be leave without pay.
6. Provident fund is applicable as per the rules. Previous details of Provident Fund shall be mandatorily provided by Staff at the time of joining. If Staff fail to provide the said details at the time of appointment, it shall be presumed that Staff have waived right to participate in the Provident Fund Scheme.
7. There shall be a lock-in period for the period mentioned in the said appointment order and Staff shall not be entitled to terminate services during the said lock-in period. Staff shall not also be entitled to terminate services during the said lock-in period by giving any prior notice. Management has set the said lock-in period with the view to prevent any academic loss of students of the College. If Staff resigned or terminated services during the lock-in period for any reason whatsoever, Staff shall be liable to compensate the College / Management by paying an amount of Rs. 50,000/- or two months' salary, whichever is

- higher within One month from the date Staff resigned/terminated from the services. If Staff fail to do so, the College / Management shall be entitled to legally recover the same.
8. Staff shall have to undergo a mandatory medical examination by a registered medical practitioner prior to date of joining. Appointment will be subject to the receipt of fitness certificate.
 9. Services are transferable to any other relevant Department/College run by Dr. D Y Patil Pratishthan at any time during the service period without any notice.
 10. Staff shall not disclose or part with any information in any form whatsoever, related to the College/Pratishthan and its activities, while in service or even after ceasing to be on the payrolls of the College.
 11. If Staff are found absent continuously for more than seven days without prior sanction of leave/ written intimation and express approval of the Head of the College, services will automatically stand terminated.
 12. If any information given in the application form is found incorrect or contradictory at any time after the appointment, services will be terminated without any lieu of notice and no further correspondence will be entertained in this regard.
 13. During the period of service, Staff shall not directly or indirectly be involved in such things which are subversive to the interests of Students/College / Pratishthan any other Stakeholders, etc., Or else it will be treated as misconduct on part, and be liable for appropriate disciplinary action including termination of service.
 14. Staff will not indulge in any anti-Institutional or anti-Management activities.
 15. The terms and conditions of service to this appointment, which, if and when modified or altered will be binding upon Staff.
 16. Staff have to communicate written acceptance to the Head of the College within three days from the date of receipt of this Appointment order, failing which, appointment is liable to be cancelled.
 17. Staff will be required to give an undertaking in prescribed format to accept the terms and conditions of the appointment order and the rules and regulations of Dr. D.Y. Patil Pratishthan.
 18. Appointment order supersedes all the previous appointment order/s.
 19. In case, the above terms & conditions of service are acceptable to Staff, then please return the duplicate copy of this offer of appointment after affixing signatures on the same in token of acceptance and present for duty.

5. POLICY FOR RECRUITMENT OF EMPLOYEE

A. RECRUITMENT PROCEDURE : TEACHING STAFF

➤ **Manpower Planning:**

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

➤ **Approval of Faculty by the University:**

The Institute will ensure that, within the best of its capacity and within the rules the University approves all the faculty members. Even in case a faculty fails to obtain the approval of the University, despite possessing the necessary qualifications, experience, and competence, he/she shall be treated at par with other approved faculty in terms of pay, allowances and other benefits.

➤ **Filling in of temporary vacancy:**

Where vacancy of a teacher is to be filled in temporarily for a period not exceeding one term the Registrar, on the recommendation of the Director, initiates the process of temporary appointment.

➤ **Creating a New Position:**

Description of a new position must be completed by the Head of the Department and submitted to the Director, who reviews and assigns the most appropriate title according to the job specifications in consultation with the competent authority. Reclassifications of vacant

positions can be requested at any time during the academic year. If a classification is chosen which is not on the current pay plan, a pay grade will be assigned based on available market data. As far as possible, post titles should match with All India Centre for Technical- Education, Directorate of Technical Education and SPPU nomenclatures.

➤ **Job Announcement:**

All positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the Management. On the Institute's website, list of new openings will be available from time to time.

➤ **Closing Date:**

All classified positions are open for a period of fifteen working days. At times, a hiring official can choose to keep the job open until filled. In such instances the hiring official reviews all applications received up to the date and notify the Management when decision is made.

➤ **Advertising:**

Once the job advertisement is ready, the advertisement is being posted on the website and in two of the National or local English newspapers. When placing an external advertisement, the advertisement will specify that all resumes or applications are to be sent to the Registrar and all correspondence refers to the appropriate job position.

- a) **Verification:** Verification of Roster & finalization of approval for backward class reservation for the posts to be advertised.
- b) **Publishing the Advertisement:** The advertisement should be published in: Newspapers and Web site, etc.

➤ **Employee Selection:**

If an applicant contacts any department, he/she is referred immediately to the registrar. The Registrar may also approach leading institutions and outsourcing firms so as to fulfil the organization's manpower and research requirements.

➤ **When a Position Closes:**

Department's senior staff shall shortlist candidates as per the All India Centre for Technical Education/ Directorate of Technical Education and SPPU norms. A selection panel consisting of Director, Head of the Department and few senior staff members will interview the candidates.

There is at least one Head of the Department / senior faculty member from other department. Panel will interview the candidates as per norms already laid down. A personal interview is always conducted.

➤ **SELECTION COMMITTEE:**

1. University Level Committee:

There shall be a selection committee for recommending the names of suitable candidates for appointment for the substantive/permanent post of Assistant Professor in the College/Institution as per the Maharashtra University Act 2016. The selection committee shall consist of the following members, namely: -

- The Chairperson of the Management of the College/Institution or his nominee from among the members of the Management, Chairperson.
- The Principal/Director, as the case may be Member Secretary
- The Head of the Department in the concerned subject in the College/Institution. If there is no Head of the Department in the subject concerned, the senior most teacher in the subject in the College/Institution.
- Two nominees of the Vice-Chancellor of the University, not below the rank of Associate Professor, from the panel approved by the Vice Chancellor, of whom one shall be a subject expert. In case of the College/Institution notified/declared as minority educational institution, two nominees of the Chairperson of the Management of the College/Institution, out of a panel of five names, not below the rank of Associate Professor, preferably from minority communities, recommended by the Vice-Chancellor of the University from the list of experts suggested by the relevant statutory body of the College/Institution.
- Two subject-experts not connected with the College/Institution to be nominated by the Chairperson of the Management of the College/Institution, out of a panel of five names, not below the rank of Associate Professor recommended by the Pro-Vice-Chancellor from the list of subject experts approved by the Academic Council. In case of the College/Institution notified/declared as minority educational institution, two subject experts not connected with the College/Institution to be nominated by the Chairperson of Management of the College/Institution, out of the panel of five names, not below the rank of Associate Professor, preferably from minority communities, recommended by the Vice- Chancellor

from the list of the subject experts approved by the relevant statutory body of the College/Institution.

- An academicians representing the reserved category not below the rank of Associate Professor, to be nominated, by the Pro-Vice-Chancellor from the panel approved by the Vice Chancellor.
- The Joint Director, Higher Education of the concerned region or his nominee not below the rank of Associate Professor, if the post is on grant-in-aid basis.

2. Institute Level Committee:

The Institute level committee is constituted for

- Local Selection of faculty
- Walk-In Interviews,
- Emergency recruitment.

Committee consist of

- Management Nominee
- Director of the Institute
- Head of the Department
- Subject Experts

➤ SCHEDULE AND VENUE:

1. SPPU University Interview:

- Meeting must be scheduled within 30 days after formation of selection committee.
- The venue is decided by Top management/ trust.

2. Institute Level Interview:

- Schedule, as and when requirement is raised, and possibility of UGC interview is not sure due to technical reason of university end.
- The venue is decided by Management/ Director of the Institute

3. Invitation:

- Invitation letter to UGC Committee members comprises Schedule, Venue, etc. to assure the availability of committee members as per the schedule.

- If the minimum number of members is not available on schedule, it can be rearranged.

4. Call letter:

- Interview Call Letter is processed to call the shortlisted candidates through post.
- The call letter comprises: Candidate Name, Post for which he/she has been short listed, Day, Date and Time for interview, Venue.
- A candidate must present the call letter at the time of Interview.

5. Interview Conduction:

- Eligible candidate should attend interview with all necessary documents and educational testimonials and must produce when demanded by Interviewer.
- The interviewer's committee should submit interview reports with recommendations for appointment.
- Preparation of a Consolidated Statement in detail in respect of recommended candidates.
- Office should submit interview selection committee report to university within 72 Hrs. for further process.

6. Appointment Order:

- Selected candidates are finalized, and appointments orders ought to prepare.
- Approval of the Management for issuing Appointment Orders.
- Issue of appointment orders by office staff.
- Special appointment on compassionate ground (Appointment to one of family member in the event of death while in service).
- Candidate should submit acceptance letter for appointment
- Joining Report: At the time of joining, faculty should submit joining report to the office, with the signature of Director.

7. Job Offer:

- All selections are reviewed and approved by the Management prior to extending a job offer. The interview panel submits the information through "Request for recruitment form" to the Management

8. Evaluation Criteria:

- The interview panel develops an applicant evaluation form, which lists the advertised and preferred qualifications and experience. Evaluators indicate whether the applicant possesses the credential to qualify for further consideration for the applied position.

9. Interview Guidelines:

- For every candidate a technical as well as personal interview is conducted by a panel already defined in previous section
- Internal applicants are treated at par with external applicants in all respects, as far as selection process is concerned. The selection of candidates called for interview for regular posts advertised is through the Panel of Experts appointed and approved by the SPPU University for all disciplines at the DYIMCAM.

10. Induction and Orientation:

Every newly inducted employee has to undergo a formal orientation session as soon as possible. Orientation sessions provide necessary information concerning the history, facilities and major policies of the Institute, staff responsibilities, faculty and staff benefits, and educational opportunities etc. Head of the Department are responsible for providing each new faculty / staff member with the necessary on job orientation. The Registrar intimates all concerned whenever a new employee joins the Institution. Establishment section makes the newly joined staff aware of all the working procedures and leave rules, etc.

B. RECRUITMENT PROCEDURE: NON-TEACHING STAFF:

- **Requirement Finalization:** All Head of the Department present their requirement to Director / Human Resource Manager / Deputy Registrar in the Head of the Department meeting.
- **Succession Plan:** A process, involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant. In this

process Peon may be promoted as Clerk, Laboratory Assistant may be promoted as a Technical Assistant; Clerk may be promoted as Head clerk & office superintendent, etc. The succession can be absolute succession if the identified candidate fulfils all conditions required for appointment; and hence no special conditions are involved in the appointment.

- **Advertisement:** Publish advertisement, if required.
- **Application:** Eligible candidate for advertised posts should apply against respective advertisement.
- **Scrutiny:**
 - Collection of application & preparation of its database.
 - Scrutiny of data and short listing of eligible candidates.
- **Selection Committee:** Institute level committee is constituted for recruitment of non-Teaching staff for: Walk-In Interviews and Emergency Recruitment.
- **Committee consist of:**
 - Management Nominee
 - Director of the Institute
 - Registrar of the Institute
 - Head of the Department
- **Schedule and Venue:**
 - Schedule, as and when requirement is raised.
 - The venue is decided by Director.
- **Call letter:**
 - Interview Call Letter is call to shortlisted candidates through post.
 - The call letter comprises of: 1. Candidate Name, 2. Post for which s/he has been short listed, 3. Day, Date & Time for interview 4. Venue

➤ **Interview Conduction:**

- Eligible candidate should attend interview with all necessary documents and educational testimonials and must produce when demanded by Interviewer.
- The Interviewer's committee should submit interview reports with recommendations for appointment.
- Preparation of a Consolidated Statement in detail in respect of recommended candidates.

➤ **Appointment Order:**

- Selected candidates are being finalized and appointments orders ought to prepare.
- Approval of the Management for issuing Appointment Orders.
- Issue of appointment orders.
- Special appointment on compassionate ground (Appointment to one of family member in the event of death while in service)

➤ **Joining Report:** Candidate should submit joining report at the time of joining.

➤ **Induction/ Orientation Program:**

- Induction is introduction to newly appointed employees to their jobs, colleagues/peers and the organizational.
- After the candidate has joined, s/he is told of his/her duties and responsibilities by Head of the Department / Director.
- The Director / Head of the Department take initiative to induct new employee.

6. LEAVES AND VACATIONS POLICY

General principle for granting leaves is to follow the guideline issued by State Government of Maharashtra, Affiliating University and All India Council for Technical Education, New Delhi.

Continuous Service means a service rendered by an employee without any break under the same competent authority. Leave of any kind mentioned does not constitute to a break in service. The Management maintains a permanent record of leaves granted and used by each employee.

A. Leaves can be broadly classified as:

1. Casual Leaves [CL]:

- All employees are entitled to 12 days of CL, or part thereof, in a calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the Head of the Department. Unused CLs do not get carried over to the subsequent calendar year under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same calendar year.
- Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs. CL can be taken for half day also.
- Casual Leave must not be pre-fixed or suffixed to vacation or any other type of Leave, except OD.
- It is necessary to get prior sanction of CL by reporting to the authority.
- In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate. All CL forms must necessarily be sanctioned by the concerned. Heads of the Department and further submitted to Administration Office Department. CL of Head of the Department is sanctioned by the Principal/Director. (The application of CL if not submitted before, it is to be submitted within four days from the date of availing the CL)
- CL cannot be equated with ML or vice-versa.
- In the event of transfer of an employee the unused CLs are carried over.

- CL Leave application is reviewed and recommend by HOD and further submitted to Administrative Office for leave record verification. Final Approval for CL is given by Director.

2. Medical Leaves [ML] :

- All employees are entitled to 10 days of full pay ML, or part thereof, in a calendar year depending on the date of joining. An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.
- Request for extension of ML will be considered by the Head of the Department / Director / Management. An employee returning from ML will be required to submit a physician's certificate and a fitness certificate. The services of the Institute's medical officer may be utilized for this purpose
- For one to three days Medical Leave there is no need to produce Medical Certificate. For more than three days leaves there is need to submit the Medical Certificate authorized by MBBS doctors.
- Scheduled Absences: Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the Director and Management.
- Unscheduled Absences Unplanned absences can be very detrimental to workplace efficiency. In case of sudden illness or other unexpected circumstances, an employee should notify or arrange to notify his / her superior immediately. If this is not possible, a family member is expected to alert the Head of the Department as soon as possible to explain the situation and indicate the expected date and time of return.
- Unused MLs will be carried forward into the subsequent year[s].

3. On Duty Leave [OD]:

- OD is granted to an employee when the University /Exe- Director/ Director / Head of the Department / or any other competent authority assigns a duty that has to be carried out for the Institute, University or State.
- On Duty Leave for SPPU Examination Work: 24/ Year/ Person.
- On Duty Leave for outside SPPU work: 10/Year/ Person.
- On Duty Leave for any Administrative Work.

4. Maternity Leave [MA] and Paternity Leave [PA]:

- Maternity leave may now be granted to a female teacher for 180 days and only twice in one's career. Likewise, a paternity leave of 15 days may be granted to a male teacher who would be parent.
- A lady employee with minimum 2 years of continuous service is entitled to a maternity leave on full pay and allowances for a maximum period of 180 days subject to the submission of a medical certificate.
- A lady employee with minimum 1 year but less than two years of continuous service is entitled to maternity leave without pay and allowances for a maximum period of 90 days' subject to the submission of a medical certificate.
- In all other cases the Director fixes a period of leave to be granted as Maternity Leave without pay.
- A lady employee, availing MA, who does not join services within the prescribed period, will have to defend her case to the department head. In case of recommendations, the Director reserves the rights to consider the continuity of services. The maternity pay benefit also may stand forfeited even in case of reinstatement of the employee.
- Not more than 2 MAs can be availed by a lady employee while in service at the Institute.
- Paternity Leave [PA] can be availed by the male staff / faculty for a period not exceeding 15 days and not more than 2 PAs can be availed by male employees while in service at the Institute.
- Breastfeeding employees are allowed Min 2hrs break time during working hours to breastfeed their child.

5. Compensatory off [CO]

- All Faculty, Administrative and supporting staff, who works on holidays will be entitled to CO for an equal number of days that they have worked.
- COs cannot be attached to casual leave. COs should not be availed when the academic sessions are in progress.
- If COs are availed in continuation for 6 days from Monday through Saturday, the following weekend days will be treated as weekly off and not as COs.
- COs cannot be carried over to the next calendar year.

- Examinership: No extra payment or compensatory leave [in lieu for duty on weekly offs or holidays] is provided for doing examiner's duty. Examiner ship will be considered as on duty for record.

6. Earned Leave [EL]

- If any staff is detained for completing a specific task assigned by his / her superior and is unable to avail the vacation / holiday period, that he / she is otherwise eligible for, adequate compensation, shall be given in the form of EL. The duration of EL is one third (1/3) number of days that he / she have been detained for the specific task in the vacation / holiday period. Employees should avail such EL during non-active period of the semester.

7. Sabbatical Leave (SA)

- Any faculty who has completed ten years of continuous service can avail one year of SA with full pay for study /executing research projects / Book writing etc. a proof of having effectively used the SA is required to be submitted to the Institute on resuming duties.

8. Special Leave [SP]

- An employee can go on SP with prior sanction, during which no salary and allowances will be applicable, when no other type of leave is available.
- Any employee who has completed one year of continuous service can avail one week of SP for own marriage,
- Any employee who has completed one year of continuous service can avail one day SP for Birthday and for Anniversary.

9. Leave Without Pay

- If proper documents duly signed are not submitted in stipulated time to the Registrar Department, leave may be treated as LWP.
- A leave of absence without pay is granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave, or for any exceptional personal or institutional reason.
- Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.

- A leave of absence may be granted only if the employee has a bonafide intention to return to the Institute following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than one years' service.
- Upon the expiry of a leave of absence, an employee is eligible for reinstatement to the former position or to one of similar requirements and compensation in the same department or division from which the leave was granted.
- Should a position be not available upon the expiry of the leave of absence or return to the former position or to one of similar requirements and compensation in the same department or division from which the leave was granted until such time as a position for which the employee is qualified becomes available.

B. Sanction of Leaves

- Head of the Department must recommend the leave application form of an employee before forwarding the same to the Management. All leaves except CL and ML must be notified to the Management within 4 working days in advance or else they will be treated as LWP. The sanctioning authority of all types of Leaves for the Faculty, Technical Staff, and Administrative Staff shall be the Director while the Registrar shall sanction the Leaves for supporting staff. The Director shall get his leave sanctioned by the Campus Director / Higher Authority.

C. Vacation and Holidays**a) Category of Employees:**

Employees in the organization are of two types;

1. Vacation employees that constitute the Faculty and Technical staff who are eligible for summer and winter vacations and
2. Non-Vacational employees that constitute the administrative and supporting staff who are not eligible for summer and winter holidays.

b) Using Vacation / holidays:

All regular and probationary employees who have prior recommendation approval from the Head of the Department / Director are eligible for availing vacation. However, employees who need to take days off during the first three months of their probation period may take leave

without pay if it is not in the regular vacation slot. This, however, is applicable only in exceptional circumstance Vocational employees who have exhausted their vacation, with the approval of the Head of the Department can take CL in whose absence LWP can be taken in exceptional circumstances. As far as possible employees may take vacation / holidays in the slots allocated for the same. Only the

Director on the recommendations of the Head of the Department allow any exceptions.

Any balance of unused accumulated vacation / holiday time is transferred along with an employee being transferred from one department or campus to another. Vacations /holidays however cannot be carried forward, under any circumstances.

c) Period of Vacation/holidays:

A permanent record of vacation /holidays and its use is maintained for each employee annually. The details of vacations/holidays that the employees are entitled are as follows:

- All regular employees who are attempted by university or trust are given vacation as per the rules of SPPU & DTE.
- Prefixed / sandwiched/ suffixed Saturdays, Sundays and holidays are counted as a part of the vacation/ holidays.
- Vacation / holidays may be taken in one / two slots. Only on the recommendations of the Director shall exceptions be allowed.
- All remunerative duties like supervisory duties/ examination duties/ central assessment duties shall, as far as possible, fall within the vacation/ holidays. Such duties being mandatory, the employee and the Head of the Department must take utmost care while recommending the vacation/ holiday period.
- Vacation / holidays can be recommended by the Head of the Department only and sanctioned by the Director if all the departmental work, University work, other duties are completed. All the records and documents should be handed over by the concerned employee to the Head of the Department before proceeding on vacation/ holidays.
- Staff availing vacation must be present on the first and last day of each term, unless otherwise sanctioned by the Head of the Institution.
- All the employees proceeding on vacation/holidays must give all necessary details in the vacation/ holiday format available with respective Head of the Department.

7. FINANCE AND ACCOUNTING POLICY

1. PREAMBLE:

D. Y. Patil Institute of Master of Computer Application and Management, Akurdi, Pune is a prestigious Educational Institution approved by the All India Council for Technical Education (AICTE), New Delhi, recognized by the State Government of Maharashtra, and affiliated with Savitribai Phule Pune University, Pune. The Institute offers Master of Computer Applications (MCA) and Master of Business Administration (MBA) programs. It operates under the self-financed category and is managed by a Trust.

2. PARENT TRUST - DR. D. Y. PATIL PRATISHTHAN:

D. Y. Patil Institute of Master of Computer Application and Management is managed by the esteemed educational trust, Dr. D. Y. Patil Pratishthan. This prominent trust is registered under the Bombay Trust Act of 1960. Strategic decisions regarding the institution's development are made by the Board of Governors. The Chairperson of the Governing Body is nominated by the President of the Trust. As a Technical Higher Educational Institution, it upholds accuracy, consistency, transparency, accountability, disclosure, and ethical responsibility.

3. OBJECTIVES:

This policy outlines the framework and guidelines for conducting internal financial audits within the educational institution to ensure financial integrity, compliance, and operational efficiency.

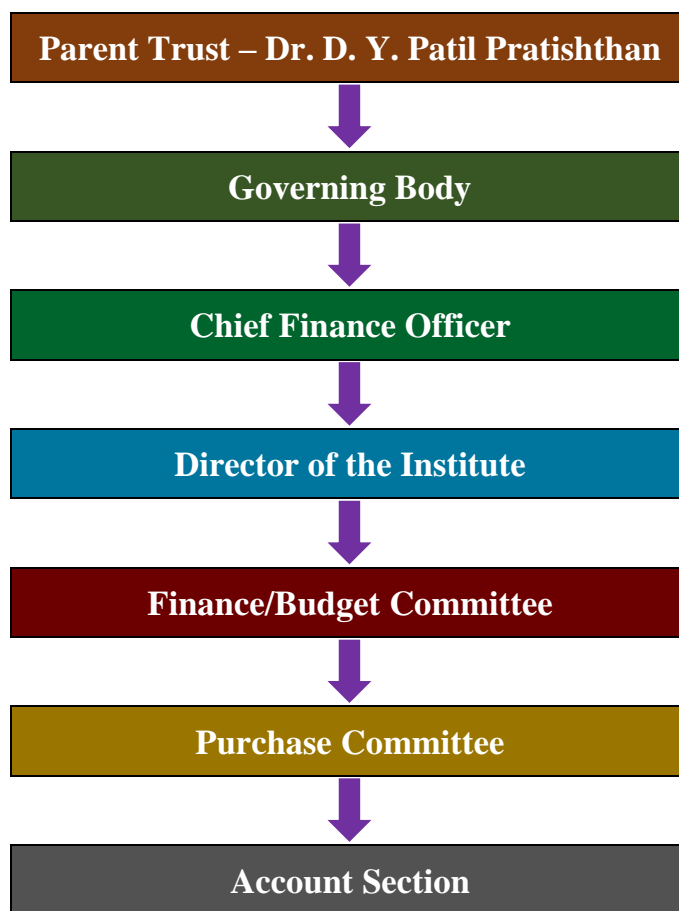
The objectives of the institution's accounting policy are:

- a. To implement an accounting system for the accurate recording of financial transactions.
- b. To adhere to the accounting standards of the Government of Maharashtra, Charity Commissioner, Fees Regulating Authority, and other competent authorities as issued from time to time.
- c. All financial statements should be prepared following the principles of accounting standard 17 on segmental accounting or related Ind AS 108, as prescribed and modified by the Institute of Chartered Accountants of India (ICAI).

- d. To integrate transparency, integrity, accountability, and confidentiality into the accounting process.
- e. To provide guidelines for budgeting, mobilization, and utilization of funds.
- f. To report financial results for strategic decision-making.

4. ORGANIZATION STRUCTURE OF FINANCE FUNCTION:

The Administrative Office will follow the organizational structure depicted in Figure 1 for executing financial functions.



A. GOVERNING BODY :

- a. Review and approve the audited financial statements of the institutions under its management for the previous year.
- b. Discuss and pass the annual budget of the Institute, as recommended by the Director, for the upcoming year.

- c. Appoint auditors for the institutions and determine their remuneration. These auditors will hold office until the audited statements are approved in the Governing Body Meeting.
- d. The Governing Body shall have all necessary or incidental powers to carry out the objectives of the Trust.
- e. Determine the conditions of appointment and service for members of the teaching staff and other employees of the institutions.
- f. Consider the annual accounts, including the Balance Sheet and the audit report of the previous year, as well as budget estimates for the succeeding year, presented before the Governing Body.
- g. The Governing Body authorizes the Campus Director to make decisions on matters up to 2.00 lakh and, for statutory decisions, there is no limit to ensure the smooth functioning of the institution.

B. CHIEF FINANCE OFFICER :

- a. Exercise general control over the policies of the institutions, establish and maintain sound traditions to attain the aims and ideals of the Trust.
- b. Have the power to deal with the Bank behalf of the Trust or for the Institutions under its Management.
- c. To verify the pay bills and Invoices before payments
- d. To make strategy for optimal utilization of funds and increase in Income of the Institute.
- e. To ensure the implementation of policy decisions and guidelines issued by the government and parent trust.
- f. Control the expenditure of institution under its management and keep them within the sanctioned limits under various heads.

C. DIRECTOR OF THE INSTITUTE :

- a. Exercise general control over the policies of the institutions, and establish and maintain sound traditions to achieve the aims and ideals of the Trust.
- b. Possess the authority to manage the Trust's banking affairs or those of the institutions under its management.
- c. Verify pay bills and invoices prior to making payments.

- d. Develop strategies for the optimal utilization of funds and increasing the Institute's income.
- e. Ensure the implementation of policy decisions and guidelines issued by the government and the parent trust.
- f. Control the expenditure of institutions under its management, keeping them within the sanctioned limits for various budgetary heads.

D. FINANCE/BUDGET COMMITTEE :

- a. The a. Prepare and present the annual financial estimates (Budget) to the Governing Body.
- b. Examine the progress of expenditures and all new proposals involving fresh expenditures in light of the available provisions.
- c. Recommend limits for the total recurring and non-recurring expenditures for the year to the Governing Body, based on the income and resources of the Institute.
- d. Explore opportunities to further augment the resources for the development of the Institute.
- e. Take necessary steps to have the Institute's accounts audited by auditors appointed by the Governing Body.
- f. Make recommendations related to write-offs after the annual stock verification.
- g. Advise the Governing Body on matters related to the administration of the Institute's property and funds.
- h. Ensure proper implementation of orders issued by the Competent Authority and parent Trust regarding funds, assets, and other resources received.
- i. Report any lapses or irregularities in financial matters to the Chairman of the Governing Body for prompt action or referral to the Governing Body, depending on the seriousness of the matter.
- j. Carry out any other functions and tasks assigned by the Governing Body and Parent Trust. Exercise general control over the policies of the institutions, and establish and maintain sound traditions to achieve the aims and ideals of the Trust.

E. PURCHASE COMMITTEE :

- a. The Institute is required to establish a functional Purchase Committee that follows the defined purchase procedure outlined below:
- b. A requisition (indent) for the required item/consumables/material should be raised by the staff and submitted to the Head of Department for scrutiny and approval by the Director.
- c. The Head of Department will scrutinize the requirement and certify it, taking into consideration the allocated budget of the department as approved by the Governing Body.
- d. The approved indent will be sent to Stores through the Head of Department and Director for obtaining quotations from various vendors.
- e. The indenter, with the help of the Stores Department, will select the best three quotations, prepare a comparative statement, and forward it to the Director.
- f. The purchase order will then be prepared.
- g. The purchase order, comparative statement, quotations, initial approval (if any), and budget sanction document will be forwarded to the Director for signature.
- h. The same set of documents will be sent for approval to the Campus Director (as the Management Representative).
- i. After authentication by the Campus Director, the purchase order will be sent to the supplier.

F. ACCOUNT SECTION :

- a. Exercise general control over the policies of the institutions, establishing and maintaining sound traditions to achieve the aims and ideals of the Trust.
- b. Possess the authority to lease, sell, transfer, or purchase any property on behalf of the Trust or the institutions under its management.
- c. Maintain, construct, or alter any structures or buildings and provide amenities for the staff and students.
- d. Arrange for the audit of the accounts of the institutions under its management by auditors appointed by the General Body.
- e. Control the expenditure of various institutions under its management, ensuring they remain within the sanctioned limits under various budgetary heads.

5. FUND MOBILIZATION:

- a. The institution shall adhere to a structured and streamlined process of fund mobilization, ensuring accountability at every stage. Funds will be sourced from the following:
- b. Tuition fees.
- c. Income earned through the Interest on FDR.
- d. Scholarships.
- e. Project funding and research grants from government and non-government agencies.
- f. Revenue generated through the use of infrastructure.
- g. Sponsorships and endowments.
- h. Contributions and donations from philanthropists.
- i. Revenue generated from consultancy and training services.

6. FUND AUTHORIZATION :

The fund authorization mechanism is as follows:

The Institute's bank account in a Nationalized Bank will be operated jointly by the Director of the Institute and the Chairman of Dr. D. Y. Patil Educational Complex, Akurdi, with both signatures required for transactions.

7. BUDGETING PROCESS :

The Director, in consultation with the Head of the Department, Registrar, Account Section, Administrative Section, Librarian, etc., shall prepare the annual budget for the entire institution and submit it to the Governing Body for final approval.

THE BUDGETING PROCESS WILL ENCOMPASS:

- a. Comparison of budget versus actuals for the current financial year.
- b. Projected income and expenditure statement for the subsequent financial year.
- c. Expected capital expenditure for the upcoming financial year.
- d. Allocation for various heads such as capital investment in land and infrastructure, expenditures on physical and IT infrastructure, learning resources, maintenance of academic and physical facilities, research, university affiliation fees, staff salaries, welfare measures, green initiatives, student enrichment and support, academic and co-curricular events, and extracurricular activities.

8. FINANCIAL STATEMENT FORMATS :

The financial statements format of the institution will include:

- a. Balance Sheet
- b. Income and Expenditure Statement
- c. Depreciation Statement
- d. List of sundry creditors
- e. List of debtors
- f. Detailed report with recommendations

9. INTERNAL CONTROL :

The internal controls mechanism of the institution will be structured as follows:

- a. The Chief Finance Officer will ensure compliance with statutory policies and regulations.
- b. Internal audits will be conducted semi-annually by either internal staff or external auditors.
- c. The internal audit function will uphold accountability and transparency, identifying instances of fund misappropriation, fraudulent activities, and errors.
- d. Internal controls will facilitate the optimal utilization of resources.

10. STATUTORY AUDIT / EXTERNAL AUDIT :

Periodic statutory audits will be conducted by an authorized chartered accountant. The audited financial statements will then be presented to the Governing Body.

11. ACCOUNTING PRACTICES AND PROCEDURES:

- a. Accounting will be conducted on a Cash Basis.
- b. Ensuring consistency in all accounting transactions.
- c. Revenue recognition upon actual receipt of income.
- d. Recording expenditures upon actual spending.
- e. Cheques requiring dual signatures from the Director and Vice-President.
- f. Reviewing the bank reconciliation statement by the Accounts Officer.
- g. Adoption of a digital payment system within the institution.

- h. Maintenance of the fixed assets register by the Financial Administrator or an authorized individual.
- i. Supporting all receipts with relevant documents.
- j. Maintenance of payroll by the accounts section, with salary payments made via bank transfer.
- k. Compliance with FCRA regulations for foreign currency transactions.
- l. Maintenance of all accounting records in accordance with government regulations.
- m. Ensuring confidentiality of accounting and financial information and documents.

8. PURCHASE POLICY

A. OBJECTIVES OF THE PURCHASE COMMITTEE

The Purchase Committee in an educational institute plays a crucial role in ensuring that procurement activities are conducted efficiently, transparently, and in the best interests of the institution. Here are the detailed objectives for a Purchase Committee:

- a. Maintain a transparent and accountable procurement process.
- b. Optimal utilization of Institute Resources.
- c. Ensure all procurement activities comply with internal policies and external regulations

B. PROCEDURE FOR PURCHASE/PROCUREMENT

Creating a detailed procurement procedure ensures that the purchasing process is efficient, transparent, and aligned with the institution's policies and goals. Here's a step-by-step procedure for procurement in an educational institute:

- a. The Institute must establish a functional Purchase Committee to follow the defined purchase procedure as outlined below:
- b. A requisition (indent) for the required item/consumables/material should be raised by the concerned staff and submitted to the Head of Department for scrutiny and approval from the Director.
- c. The Head of Department will scrutinize the requirement and certify it, taking into consideration the allocated budget of the department as approved by the Governing Body.
- d. The approved indent will be sent to Stores through the Head of Department and Director for obtaining quotations from various vendors.
- e. The indenter, with the help of the Stores Department, will select the best three quotations, prepare a comparative statement, and forward it to the Director.
- f. The purchase order will then be prepared.
- g. The purchase order, comparison statement, quotations, initial approval (if any), and budget sanction document will be forwarded to the Director for signature.
- h. The same set of documents will be sent for approval to the Campus Director (as the Management Representative).

- i. After authentication by the Campus Director, the purchase order will be sent to the supplier.
- j. Once the material is received at Stores, it will be forwarded to the concerned department for installation and testing. The department will check the material, certify it, and the concerned Head/Authority will sign the Installation/Testing Report supplied by the Supplier. Then the same will be entered in the Dead Stock Register.
- k. Stores will receive the material, duly checking with the help of the indenter, and issue the material to the concerned person.
- l. The invoice from the supplier will be submitted to Stores for verification and then forwarded to the Accounts Department for payment.
- m. Without passing remarks by the Stores Department, the Accounts Department will not process the payment.
- n. In case of urgent requirements of consumables or small items, procurement may be done verbally in consultation with the Director, Head of the Department, and Stores, and then follow all the above procedures.

C. PROCEDURE FOR PAYMENTS AGAINST PURCHASE/PROCUREMENT

When passing the invoice, the following original documents are compulsory:

1. Original Tax Invoice
2. Delivery Challan
3. Installation Report (if any)
4. Purchase Order
5. Comparative Report with Quotations
6. Budget Report / Initial Approval (if any)

9. RESEARCH POLICY

The DYPIMCAM is committed to promoting and maintaining high ethical standards of integrity and accountability in the conduct of academic research by the faculties, students including Ph.D. scholars and researchers. The purpose of this policy is to protect the dignity, rights, wellbeing of participant's/researcher's, reputation of the institute, to manage and mitigate the risk arising from research and to ensure the ethical practices embedded in the research work.

OBJECTIVES OF THE RESEARCH POLICY

- a) To strengthen the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the Institute
- b) To create and deploy a research fund for supporting and facilitating research initiatives, activities and projects of faculty members and students and administer the research fund
- c) To provide rules, procedures and guidelines for granting research support, instituting awards and incentives, and supporting all other related activities
- d) To provide rules, procedures and guidelines for granting study leave, sabbatical leave/study leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities
- e) To provide a modality of for proper coordination of all research activities of the Institute and aligning these to the vision and missions of the Institute and national development goals
- f) To prepare and regularly update the research agenda and research initiatives of the Institute outlining the preferred focus areas and priorities of research activities to be supported Maintenance of Research Integrity and Plagiarism.

RESEARCH PAPER PUBLICATION POLICIES

- Faculty should publish papers in only in reputed refereed journals which are indexed in WoS, SCI, SCOPUS and other good databases (List may be available at Department).
- Professor and Associate Professors should publish at-least two papers reputed refereed journals.
- Assistant Professors should publish at-least one paper in reputed refereed journals.

POLICIES FOR PARTICIPATION IN NATIONAL AND INTERNATIONAL CONFERENCES.

- Institute will provide financial support for faculty to participate in National and International conferences as per rules of Institute. Following are some important conditions for this.
- Conference should be hosted by reputed Institute.
- Conference proceedings must have valid ISBN, or it must be published in a journal with ISSN number.

10. EMPLOYEE EMPOWERMENT AND DEVELOPMENT POLICY

The institution recognizes that the growth and success of the organization are directly tied to the development and empowerment of its employees. This commitment is reflected in a comprehensive approach that includes Performance Appraisal, Welfare Measures, and Career Development Opportunities. The institution strives to create a supportive, motivating, and inclusive environment where employees at all levels can excel in their roles and contribute meaningfully to the organization's goals.

1. PERFORMANCE APPRAISAL SYSTEM :

Each academic year, the institution implements a Performance-Based Appraisal System (PBAS) to evaluate and support the professional growth of its staff. This system aims to identify strengths and areas for improvement, providing a clear path for development. The evaluation criteria vary based on the role and cadre of the employee, with a specific focus on their contributions in academic and non-academic capacities.

- **For Faculty Members:**

- **Evaluation Criteria:** Faculty performance is assessed based on their contributions at academic and departmental levels, including teaching, research, administration, and service within the Institute and the broader campus. These contributions are documented, acknowledged, and weighted according to the faculty's cadre.
- **Self-Appraisal:** Faculty members submit self-appraisal forms that detail their achievements and areas of growth. These forms are reviewed and scored by the department head, who then provides feedback.
- **Institutional Review:** The head of the institution provides additional remarks and suggestions based on the appraisal. The Central Appraisal Committee (CAC) verifies the appraisal reports in a meeting with the faculty member, ensuring transparency and accuracy. After the review, signed performance evaluation sheets are provided to faculty members, highlighting strengths and areas requiring corrective actions for future improvements.

- **For Non-Teaching Staff:**

- **Evaluation Criteria:** Non-teaching staff are appraised based on discipline, punctuality, coordination, professional competence, technical abilities, and proactive engagement in fulfilling responsibilities. Internal feedback is also collected through the institution's ERP system for areas such as administrative support and service delivery.
- **Appraisal Process:** Similar to faculty members, non-teaching staff participate in the performance appraisal system, ensuring fair and transparent assessment of their contributions.

2. WELFARE MEASURES :

The institution is dedicated to the well-being of its employees, offering various welfare programs designed to support both Teaching and Non-Teaching staff. These initiatives ensure a healthy work-life balance, job satisfaction, and career advancement.

- **Enhanced Academic Qualifications:** Employees are encouraged to pursue higher qualifications, such as a Ph.D., relevant to their roles. The institution supports these efforts to enhance academic qualifications by providing necessary resources and incentives.
- **Leave and Special Leave Provisions:**

All employees are entitled to leave based on individual eligibility. In addition to the statutory leave, the institution offers special leaves such as:

 - Extended Maternity Leave
 - Leave for Personal Marriage
 - Marriage Anniversary Leave
 - Birthday Leave for Unmarried Staff
- **Uniforms and Other Benefits:** The institution provides a uniform to all employees, free of cost, including any stitching charges.

- **Faculty Development Programs (FDP):** The institution organizes outbound faculty development programs at regular intervals. These programs are designed to enhance faculty members' skills and offer motivational sessions, recreational activities, and team-building exercises.
- **Fee Concessions and Reimbursements:** The institution offers fee concessions to the children of both teaching and non-teaching staff who are enrolled in any college or institution on the campus. Additionally, reimbursement for registration fees and travel expenses is provided for staff attending seminars, workshops, and conferences.
- **Health and Safety Provisions:** The institution ensures a hygienic working environment, including adequate sanitation facilities for both staff and students. An infirmary room and medical facilities are available on campus, and a COVID Cell was established to assist staff members during the pandemic.
- **Insurance Coverage:** Group insurance, including Life Insurance and Mediclaim policies, is provided to all employees, ensuring financial security and access to medical care.
- **Compassionate Leave and Support:** The institution grants five days of compassionate leave in the unfortunate event of the death of a near relative. Additionally, monetary gifts are provided on the occasion of a non-teaching staff member's daughter's marriage, demonstrating the institution's commitment to supporting staff members during personal milestones.
- **Emergency Support:** In the event of the sudden demise of an employee due to COVID-19, the institution offers a monetary assistance of INR 2 lakh and provides job opportunities to the employee's family members within the campus.

3. CAREER DEVELOPMENT AND PROGRESSION :

The institution is committed to the professional growth and career progression of its employees. This includes:

- **Promotional Benefits:** Employees who achieve higher qualifications or meet other necessary criteria are eligible for promotional benefits, ensuring that they are recognized and rewarded for their efforts and contributions. This system motivates employees to further their professional development while fostering accountability.
- **Ongoing Professional Development:** The institution encourages employees to attend faculty development programs, conferences, seminars, and workshops. Employees are granted duty leave to participate in these activities, which contribute to their professional growth and the overall development of the institution.

4. SPONSORSHIP POLICIES :

POLICY FOR SPONSORSHIP FOR FACULTY TO ATTEND CONFERENCE/ WORKSHOP /STTP/SDP AND SOCIAL PAPERS IN SEMINARS/ CONFERENCES /WORKSHOPS

The Institute's Research Policy aims to foster a robust research culture among its faculty, staff, and students, leveraging this to enhance the professional skills of faculty members while cultivating scientific temper and research inclinations in all.

The Institute has developed this policy to promote research, motivating faculty members and students to engage in research activities by following the guidelines set forth by the Institute.

The following norms are adopted for research:

Sr. No	Program	Activity	Policy for Sponsorship based on experience years at the Institute		
			Experience < 1 year	Experience >=2years	Experience >=5years
1	Workshop, Conference, Seminar SDP, STTP (In India Only)	Paper presentation	2 days maximum per semester on duty leave to be given plus 25% registration Charges	2 days maximum per semester on duty leave to be given plus 50% Registration charges	3 days maximum per semester on duty leave to be given plus 75% Registration Charges

2	Workshop, Conference, Seminar SDP, STTP (In India Only)	Paper presentation, Conducting workshop as a Resource Person	2 days maximum per semester, duty leave /semester + 50% registration charges (limited to Rs 2500/-)	2 days maximum per semester, duty leave + 50% registration charges + 50% travel expenses (Maximum Rs 3000/-)	3 days per semester, duty leave + 50% registration charges + 50% travel expenses (Maximum Rs 5000/-)
3	Workshop, Conference, Seminar SDP, STTP (Out of India Only)	Paper Presentation, Conducting workshop as a Resource Person	8 to 10 days duty leave/per academic year + 25% registration fees once/academic year	8 to 10 days duty leave + 50% registration fees once/academic year	8 to 10 days duty leave + 75% registration fees once/academic year

This policy ensures that the Institute's research activities adhere to all applicable regulations and established standards for the safe and ethical conduct of research. The expenses towards the implementation of the Policy will be met from the account of the Institute.

11. POLICY FOR INTERNAL QUALITY ASSURANCE CELL (IQAC)

1. Purpose

The purpose of this policy is to outline the operational framework, functioning, and responsibilities of the Internal Quality Assurance Cell (IQAC) at the college. The IQAC is responsible for promoting and sustaining quality in academic, administrative, and infrastructure-related processes in alignment with the institution's mission and objectives. This policy ensures that IQAC's functions are carried out in an efficient, transparent, and accountable manner, contributing to the continuous improvement of the institution.

2. Scope

This policy applies to all activities undertaken by the IQAC, including the formulation and implementation of quality assurance strategies, academic audits, evaluation systems, and institutional assessments. It is applicable to faculty, staff, administrators, and other stakeholders involved in or benefiting from IQAC activities.

3. General Guidelines

- **Core Purpose of IQAC:** The IQAC is established to ensure the continuous improvement of the quality of education, research, and infrastructure at the college. It aims to enhance the institutional effectiveness through regular monitoring, evaluations, feedback collection, and implementation of quality assurance processes.
- **Functions of IQAC:**
 - Developing and implementing quality benchmarks for various academic and administrative activities.
 - Conducting academic and administrative audits.
 - Coordinating preparation and submission of reports for accreditation agencies (e.g., NAAC, NBA).
 - Facilitating faculty development programs and other quality-related initiatives.
 - Encouraging and promoting research and innovation within the institution.
 - Collecting and analyzing feedback from students, faculty, and other stakeholders to improve institutional processes.

4. Operational Framework

➤ **Structure of IQAC:**

- **IQAC Chairperson:** The principal or head of the institution serves as the IQAC Chairperson, overseeing the overall functioning of the cell.
- **IQAC Coordinator:** An experienced faculty member, typically appointed by the institution, will act as the IQAC Coordinator, managing day-to-day activities and reporting to the Chairperson.
- **Members:** The IQAC will consist of representatives from various departments, faculty members, administrative staff, students, and external experts. The team will include members from academic and administrative departments to ensure comprehensive coverage of quality processes.
- **Advisory Board:** The advisory board, consisting of external experts and stakeholders, will provide guidance on strategic decisions and help align IQAC functions with national and global standards.

➤ **Operational Procedures:**

- The IQAC will meet regularly (e.g., once every quarter) to review institutional quality standards, evaluate progress on various quality initiatives, and set new goals.
- Minutes of IQAC meetings will be recorded and disseminated to relevant stakeholders, ensuring transparency and accountability in the decision-making process.
- The IQAC will ensure that the institution complies with accreditation standards and prepares for external audits and assessments.
- **Decision-Making:** The IQAC will function based on a consensus-driven decision-making process, with input from faculty, administrators, and external stakeholders.

5. Key Functions and Responsibilities

➤ **Strategic Planning:**

- Develop and implement strategies for continuous quality improvement in teaching, research, and other institutional activities.
- Formulate institutional policies in line with quality assurance frameworks and accreditation requirements.

➤ **Quality Assurance and Enhancement:**

- Develop and monitor quality benchmarks and performance indicators across all departments and administrative functions.
- Conduct internal audits of academic processes, administrative services, and infrastructure to ensure alignment with institutional goals.
- Regularly review and update teaching and learning processes based on the latest pedagogical innovations and student needs.

➤ **Faculty Development:**

- Organize workshops, seminars, and training sessions for faculty to enhance teaching methods, research capabilities, and administrative skills.
- Promote research and publication activities among faculty members, encouraging collaborative efforts and interdisciplinary studies.

➤ **Feedback Mechanism:**

- Collect feedback from students, faculty, staff, and other stakeholders regularly through surveys, questionnaires, and informal discussions.
- Analyze feedback data to identify areas for improvement and implement corrective actions.
- Ensure that feedback findings are communicated to the relevant departments for follow-up.

➤ **Reporting and Documentation:**

- Maintain a detailed record of all quality-related activities, including meeting minutes, reports, audits, and evaluations.
- Prepare institutional reports for accreditation purposes, including self-assessment reports (SAR), annual quality reports, and other documents required by external agencies.

6. Collaboration and Stakeholder Engagement

➤ **Internal Stakeholders:**

- IQAC will regularly engage with faculty, staff, and students to promote awareness of quality initiatives and gather input on quality-related activities.

- The cell will collaborate with academic departments to implement quality benchmarks and improve curriculum delivery.

➤ **External Stakeholders:**

- The IQAC will actively engage with external bodies like accreditation agencies (e.g., NAAC, NBA), industry representatives, and alumni to assess the quality of education and institutional practices.
- Partnerships with industries, research organizations, and other academic institutions will be promoted to enhance the quality of research, internships, and career development for students.

➤ **Student Involvement:**

- Students will be encouraged to participate in quality-related workshops, seminars, and events organized by IQAC.

7. Monitoring and Evaluation

- **Performance Monitoring:** The IQAC will use performance indicators to assess the effectiveness of its quality assurance initiatives. These indicators will be based on academic achievements, research output, faculty development, student satisfaction, and other key metrics.
- **Internal Audits:**
 - Regular internal audits will be conducted to monitor compliance with quality standards and assess the effectiveness of current practices.
 - Audit reports will be shared with relevant stakeholders, and necessary corrective actions will be taken based on the findings.
- **External Assessments:** The IQAC will ensure that the institution undergoes external evaluations (e.g., NAAC, NBA accreditation) and use the results to enhance institutional practices.

8. Resources and Budget

- **Funding:** The college administration will allocate a specific budget to the IQAC for implementing quality initiatives. This budget will be used for workshops, seminars,

faculty development programs, research promotion, and other quality assurance activities.

- **Infrastructure:** The college will provide necessary infrastructure (e.g., office space, IT resources, meeting rooms) for the smooth operation of the IQAC.

9. Health and Safety

- **Health and Safety Regulations:** The IQAC will ensure that all quality assurance activities are carried out in compliance with the institution's health and safety regulations. This includes ensuring safe environments for workshops, seminars, and other events.
- **COVID-19 Protocols:** In the event of a health crisis like the COVID-19 pandemic, the IQAC will follow the college's health protocols, including virtual meetings and online workshops, to ensure the continuity of quality-related activities while maintaining public health guidelines.

10. Disciplinary Actions

- **Non-compliance:** Faculty, staff, or other stakeholders who fail to participate in or comply with IQAC processes may face disciplinary actions, which could include exclusion from quality-related programs, suspension of privileges, or other actions as deemed appropriate.
- **Violation of Policies:** Any deliberate violation of institutional policies related to quality assurance or misconduct during IQAC activities will be addressed according to the college's disciplinary procedures.

11. Review and Updates

This policy will be reviewed periodically to ensure its effectiveness and relevance in improving institutional quality. The review will consider feedback from faculty, students, and external stakeholders to update and revise the policy as necessary.

12. Conclusion

The IQAC is a cornerstone of the institution's commitment to quality and continuous improvement. This policy ensures that the functioning of the IQAC is streamlined, efficient, and effective in promoting quality in all aspects of the institution's activities. By adhering to

this policy, the college will maintain a high standard of education, research, and administration, contributing to the overall development of students and staff.

QUALITY POLICY FOR INTERNAL QUALITY ASSURANCE CELL (IQAC)

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad

12. POLICY DOCUMENT ON ENVIRONMENT AND ENERGY USAGE

In all of its undertakings, the Institute is dedicated to sustainable development. It intends to streamline socially acceptable methods of energy usage and conservation under its purview.

POLICY STATEMENT :

- The Institute's Environment and Energy Usage Policy's primary goal is to manage energy in such a way as to reduce its negative environmental effects. This institution's varied activities and all of its stakeholders must adhere to this environment and energy policy, which is mandatory on all of the institution's parts.
- To encourage eco-friendly and sustainable practices, both on and off the campus, the college envisions a clean and green campus. In its everyday operations, it concentrates on streamlining ethical waste management procedures as well as water management and conservation activities. In an effort to address the energy issue, it looks into alternative natural resources as well as renewable energy sources. By incorporating efficiency and environmental consciousness into our daily actions, this will allow us to understand our responsibilities and dedication to the protection of natural resources and to their mindful usage. The environment and energy policy will assist us in integrating environmental awareness and efficiency into our daily actions, assisting us in realizing our responsibilities and dedication to the protection of natural resources.

OBJECTIVES:

- To raise awareness of environmental problems.
- To be aware of one's need to practice energy saving.
- To put in place appropriate waste management practices.
- To cut back on trash generation across all activities and programmes on campus.
- In order to set up practices for water management and conservation.
- To promote environmentally friendly behaviors on campus and outside.
- To maintain campus sanitization and cleanliness.
- To Create a Clean, Healthy Atmosphere.

PLAN OF IMPLEMENTATION/ PRACTICES

The areas listed below should be taken into account while streamlining practices for energy and environmental conservation:

- A. Energy conservation and management
- B. Waste management -Solid, Liquid & E-Waste Management,
- C. Water Conservation and Management.
- D. Clean & Green Campus.
- E. Paperless operating procedures.
- F. Ban on plastics use on the Campus.
- G. Environment awareness activities

A. ENERGY CONSERVATION AND MANAGEMENT

- 1. To utilize and install LED lighting on the college campus in order to conserve electricity.
- 2. To allocate funds to appliances that are energy-efficient.
- 3. Save energy labels and posters have been placed around the college to raise awareness of the importance of minor acts.
- 4. It is recommended to use natural lighting and ventilation wherever available.

B. WASTE MANAGEMENT -SOLID, LIQUID & E-WASTE MANAGEMENT

- 1. Waste source separation in all directions around the campus.
- 2. Exercise the 4 R's. Wherever possible, practice reduce, reuse, recycle, and refuse.
- 3. Cut back on campus garbage output.
- 4. A sanitary napkin disposal device and incinerator are installed and in operation.
- 5. Follow environmentally friendly procedures in all of your regular operations.
- 6. Prefer using eco-friendly material for your bags.
- 7. Eco-friendly products and materials are preferred for packaging, décor, gifts, mementos, and congratulating guests at various programmes.

C. WATER CONSERVATION AND MANAGEMENT.

- 1. To manage and conserve water by using a rainwater recharge pit.
- 2. Leaks in taps and pipelines are routinely patched and repaired.
- 3. Establishing native plants and plants that use less water on the college campus.

4. The College has Save Water labels and posters up in numerous locations to raise awareness of the importance of simple acts.
5. Organizing water conservation initiatives to raise awareness among the campus's teachers and students.
6. Employing water-saving faucets and nozzles in place of sanitary fittings.

D. CLEAN & GREEN CAMPUS.

1. The native trees and plants provide the area a respectable amount of green cover. The college wants to create a more respectable environment.
2. To organize an initiative for tree planting.
3. To start a club for nature conservation
4. To utilize environmentally friendly vehicles, such as bicycles, public transit, and pedestrian-friendly roadways, in order to lower local air pollution emissions.
5. preserving sanitization and cleanliness over the Campus.

E. PAPERLESS OPERATING PROCEDURES.

1. E-office procedures can help you transition to a paperless workplace by promoting communication through email and other online channels.
2. Document digital storage using Google Account storage.
3. To create Google Classrooms and Whatsapp groups for each subject to facilitate communication and the exchange of course materials.
4. To have college-related social media accounts, such as an Instagram or YouTube channel.
5. to have a college website that is fully functional.

F. BAN ON PLASTICS USE ON THE CAMPUS.

1. To ban the use of single-use plastics on campus in an effort to create a plastic-free Campus.
2. To run campaigns to raise awareness of the dangers of single-use plastic.
3. Use the 4 R's. Wherever possible, practice reduce, reuse, recycle, and refuse.
4. Use environmentally friendly procedures in all of your regular tasks.
5. Choose to choose eco-friendly material for your bags.
6. Choosing eco-friendly products and materials over conventional ones for packaging, decorations, gifts, and ceremonies honoring guests.
7. Engaging in environmental activism and awareness-raising projects.

The College through its academic subject, Environmental Education is devoted to the cause of environmental awareness, to undertake green initiatives, and to conduct green literacy programmes to save energy and to protect the environment.

As part of their projects and assignments, students participate in a variety of awareness-raising events and programs at their Classrooms.

To provide chances for both faculties and students to participate in activities that promote environmental conservation.

CONCLUSION:

The aforementioned techniques and methods of execution are flexible depending on the situation and demands of the moment. All students, faculty, and college personnel shall be informed of this policy. To make the college campus green, clean, and eco-friendly, all stakeholders must adhere.

13. PLACEMENT POLICY

A. ELIGIBILITY & REGISTRATION

1. The students who have minimum attendance of 80% and above in Academics, Personality Development Programmes, Employability Enhancement Programmes / any other Training Programmes are only eligible to appear for Campus Recruitment Process.
2. Students should register their names by submitting Students' Data Sheet as per the prescribed format given by Corporate Relations & Placement Cell. Only those students who have registered will be provided with the support from Placement Cell.
3. Once a student's registers to appear for the Recruitment process of a company, he /she cannot withdraw their candidature after getting the offer letter on the basis of location/ technology/package/ any other. Such students will be debarred from Placement process.
4. The institute follows "ONE STUDENT ONE OFFER" policy. A student will be provided with a SECOND Placement opportunity (DREAM OFFER) only if the offer made by the Second Company is twice or more than the package offered by the present company where the student is placed.
5. It is mandatory for all eligible students to participate in 'on-campus' recruitment process organized by Corporate Relations & Placement Cell. However, the eligibility criteria imposed by the company is final.
6. It is mandatory for a student to apply for the recruitment process of a company if he / she is eligible as per the criteria given by the company. If a student fails to apply for the recruitment process of a company, he / she will not be permitted to appear for future placement process.
7. The Training & Placement Officer (TPO) is the single point of contact for all kinds of clarifications & communications (such as registration for placement assistance, updating the database, etc.)
8. Due to the pandemic, the Campus Recruitment Process is conducted virtually by all the companies. Hence students attending Campus Recruitment Process should adhere to the following instructions:

- (a) Report at the venue of pre-placement talk/ Interview at least 15 minutes prior to the scheduled time. (In case of Face to Face / Offline Recruitment Process)
- (b) Login at the meeting link (Google Meet / Zoom/ Microsoft Teams etc.) at least 15 minutes prior to the scheduled time. Students should follow the decorum during the virtual recruitment process. (In case virtual Recruitment Process)
- (c) (c) Students should carry a hard copy of their resume, photocopies of all original certificates, KYC documents and 6 pass port size photographs for the interview process.
- (d) (d) Students should appear Campus Recruitment Process (Pre-Placement Talk / GD/ PI) only in FORMALS. The TPO reserves the right to refuse permission to a student to attend the selection process/PPT, if they do not dress up formally.

B. PLACEMENT PROCESS

1. It is the responsibility of the student to check announcements wrt the Placement activities on notices / E Mail Communications/ What's app messages etc.
2. Attendance & Punctuality:
 - a) A student who applies and gets shortlisted in the recruitment process of a company MUST appear for the entire selection process unless rejected midway by the company. Any student who withdraws in the middle of a selection process will be debarred from placement process.
 - b) LATE COMERS FOR APTITUDE TEST / GD / INTERVIEW may not be allowed to appear for the selection process.
 - c) Any clarification regarding salary break-up, job profile, place of work, bond details, date of joining etc. must be clarified with the HR during PPT.

C. RELATING TO CODE OF CONDUCT

1. Only the Dean Placement & Training & Placement Officer hold the sole right to deal with Training & Placement matters (Internal or external).
2. All post job-offer communication between student and company should be channelized through the Corporate Relations & Placement Cell.

3. Students should not directly establish any direct communication with the Company Officials or the HR. However, they can route their communication- queries first to the TPO and then Dean- Campus Placements only.
4. It is mandatory for the students to register in the company to participate in the placement process of the company.
5. Attendance in PPT is mandatory after registration, to be eligible for further placement process.
6. Any kind of misbehaviour/complaints reported by the company officials/HR will be taken seriously and if proven, the student will be debarred from future campus placements.
7. All students are responsible to stay in constant touch with Training & Placement Officer for details and updates regarding Placement matters.

D. DEBARMENT/BLACKLISTING GROUNDS FOR STUDENTS

1. Students may be debarred /blacklisted from the placement if he/she is found involved in any in disciplinary activity or engaged in malpractices practices during the recruitment process.
2. Students giving wrong data/information to Training and Placement Officer. He/she will be debarred/blacklisted from the placement activities.
3. Students cannot drop out from selection process once he/she has been shortlisted for further rounds.
4. Sharing of placement related information or campus job opportunities with anyone outside the institute is strictly prohibited.
5. For all matters not covered by the above regulations, the Placement Cell will use its discretion to take appropriate decisions. The decision taken by this Cell shall be binding on all students.

14. TRAINING POLICY

A. ELIGIBILITY & REGISTRATION

1. The students who have minimum attendance of 90% and above in training sessions of Spoken English, Corporate Grooming, Image Management, Aptitude, Domain Specific Specializations and Computer Aided Tools (CAD) are only eligible to appear for Campus Recruitment Process.
2. Only those students who actively participate in the Training Sessions will be provided with the support from the Placement Cell.
3. Eligibility of Campus Placement will depend on the University Marks, Internal Domain Trainings Assessments & Evaluations, Score of Mock Interviews and External Feedback of Experts.
4. It is MANDATORY for all students to successfully complete the recommended CERTIFICATIONS both in General Management & Domain Specific Specializations.
5. The Training & Placement Officer (TPO) is the single point of contact for all kinds of clarifications & communications with regards to the Training Sessions.
6. Domain Specific Specialization Trainings will be provided to ONLY MAJOR Specializations.
7. All students attending the training sessions must adhere to the following instructions:
 - (a) Report at least 15 minutes prior to the training sessions.
 - (b) Students should carry the required study material for every session.
 - (c) Students must attend all the Training Sessions only in UNIFORM/FORMALS.
 - (d) The Trainers reserve the right to refuse permission to a student to attend the training sessions, if they do not dress up formally or are not groomed as per given instructions.

B. TRAINING PROCESS

1. It is the responsibility of the student to check announcements with regards to the training activities on notices / E Mail Communications/ WhatsApp messages etc.
2. Attendance & Punctuality:

Any student who withdraws in the middle of the training process will be debarred from Campus Placement Process.

C. RELATING TO CODE OF CONDUCT:

1. Only the Dean MBA & Training & Placement Officer hold the sole right to deal with Training matters (Internal and external).
2. All communication between student and trainers will be channelized through the Training Cell.
3. Students should not directly discuss any issues with the Trainers. However, they can route their concerns/queries first to the TPO.
4. It is mandatory for the students to register for the Training Sessions to participate in the Placement Process of the Campus.
5. Any kind of misbehavior/complaints reported by the Trainers will be taken seriously and if proven, the student will be debarred from future Trainings & Campus Placements.
6. All students are responsible to stay in constant touch with Training & Placement Officer for details and updates regarding Training matters.
7. For all matters not covered by the above regulations, the Training Cell will use its discretion to take appropriate decisions. The decision taken by this Cell shall be binding on all students.

15. E-GOVERNANCE POLICY

(Version 1.0 Dated July 2022)

This policy is for all the employees of the campus for performing their routine activities mainly through the ERP system in the campus. Wherever possible as per the module availability in the system, accurate data should be maintained about the academic and administrative activities so that, digital services can be provided to the stakeholders. Also, availability of data to Management and for all the compliances purposes will be ensured. Detailed training should be obtained from the ERP coordinators of the Institutions, Campus ERP coordinators and the service provider as per requirements.

(A) Using Automated ERP system for the Institutes

1. **Administration** - Automated ERP system should be used for all areas of administration whatever are being developed and are available with the product.
 1. **HR master data management** - Data of all faculty and staff should be maintained in this module. Data capture should be done at the time of joining when the user is created. When faculty resigns, on last day of working, the user should be deactivated.
 2. **Attendance and Leave Management** - Punch in and Punch Out in the Biometric devices as per applicable should be done by every employee of the campus. Employees attendance should be available in the ERP system and leave applications should be processed in online mode. Leave report and monthly attendance report should be used for salary purposes and should be made available to Management whenever required, hence maintaining accurate data at all times should be a priority.
 3. **Infrastructure data management and Venue Booking**- All data of Infrastructure such as classrooms, laboratories, seminar halls etc. should be maintained in the ERP system. Record of various venues such as auditorium, seminar hall, board room etc. of the organization can be maintained and a procedure can be setup for booking of the same.

This can be done through the module owner and can be approved by respective authorities.

4. **Communication** - Use of e-Notices on automated platform should be done whenever possible and email notifications and InApp notifications should be used for important notices.
5. Institutional Calendar should be maintained by the module owner and updated from time to time as per requirements so that it is correct and visible to all the students, staff and faculty members.
6. Faculty Feedback should be taken twice in a semester or as per applicability to the Institution for improving the quality of academics.
7. Attendance Notification should be setup to send the email and In-App notifications to the students who are not participating in the academics as per prevailing rules and regulations.

2. Finance and Accounts –

1. **Fees management module-** Fees plan setup, Programme -Fee plan mapping should be done at the start of the academic year for collection of academic fees from the students. All quota wise fees and scholarships should be setup before collection of fees start date.
2. **Dues Management module-** All payment to be made by the students other than academic fees such as examination fees, library dues (financial and non financial) etc. should be setup in dues management module for ensuring online payments and transparency.
3. **Payment Module-** Payment module should be used for monitoring the payments, successful or failure for handling any issues related to payments from students.
4. **Scholarship Setup** -Scholarship details should be uploaded while fee plans are being setup. Scholarships disbursed from social welfare department etc. should be uploaded

in the scholarships tab for reconciliation purposes and deficit scholarship received should be recovered from students by rejecting the remaining amount.

5. **Fees Reports-** Fee reports download option should be used for various reports download and referred as per requirements of financial audit.

3. Student admission and support -

1. **Admission management module** – When a student comes for admission, a user should be created with his mail-ID as user name using his details such as allotment number. The students should fill the admission form as per his/her admission category. This form needs to be verified/approved/registered by the student's section, ensuring that all the fields are filled by the students.

When the form is approved, students will be visible in the academic management module and can be added in various classrooms.

2. **Students master data management** – Once the student admission form are approved, the data of student is available in this module. It can be viewed/edited/downloaded as per the rights given to the user.

3. **Campus Help Centre -Bonafide Certificate-**The students can request for various services through the campus help center in the following categories:

Student section: Bonafide certificate should be provided on demand when students ask for it using campus help center. Standard Bonafide Certificate should be provided which is setup in the system, generated as per request in certificate section and the link provided for download to the student.

Accounts Section- Fees Structure should be provided to student who has applied for the same through campus help center.

4. **Academics** - All the academic activities should be recorded in the ERP system such as curriculum, courses and their credits, lecture sessions, topics covered and topic level outcomes, study material shared with students, student's attendance, assignments of students, quizzes conducted etc. Curriculum mapping, Course Registration and faculty

allocation to courses should be carried out before beginning the academic term for the semester or year as per applicable.

5. Examination

1. Examination Management module comprises of Assessment types setup, Evaluation Schema setup, Exam planner, Exam Enrolment (if applicable) Question paper setup, Examiner appointments, Answer Sheet evaluation, Marks Ledger and Grade sheet generation. The Institutions should use the module and the functionalities as per applicable to them to the fullest extent.

(B) Using Email registered Email Addresses -

1. All the communication, internal to the Institute should be done through the registered email ID on the ERP portal.
2. The communication through registered Email IDs should follow the email etiquette and professional email usage standards.
3. Official Email IDs on domain should be strictly used for the official purpose of academic and research activities and correspondence with stakeholders of the Institution and campus as part of the duties and responsibilities of the employee.
4. Passwords of the email ID should not be shared with anyone. Designation email ID should be handed over on the next member holding the position or designation.
5. The communication through the designation email ID is the responsibility of the employee holding the designation. The communication through the personal email ID on the domain and/or the registered email ID is the sole responsibility of the individual holding the email ID.
6. Use of official email IDs on the domain for any other purposes other than the intended, if harmful to the interests of the Institute and Management, may fetch disciplinary action.

This policy may be revised from time to time, once in a year and customised as per the Institute requirements to make it more specific.

E-GOVERNANCE REPORT TEMPLATES

Automated software is used as ERP system for all operations within the college. It is cloud based SAAS model Annually paid service is taken by the Management.

1. Administration -

- **Communication** - Use of e-Notices on Automated platform is done which provides sending in-app notification.
- **Campus Help Center-** For student requests and responses, faculty requests and responses
- **Infrastructure setup and venue booking** - All classroom and laboratory data is added to the system used for time table mapping. Infrastructure utilization can be known through the infrastructure calendar
- **All staff user data is maintained by Est section in ERP** - New faculty joins, email ID on domain is provided, user in ERP is created and appropriate access is given based on the role. Once faculty is relieved, email ID access is removed and ERP user is deactivated.
- **All student's data is maintained in ERP** - After admission is taken, the student is registered, if admission is cancelled, cancellation is marked. Students' master data is maintained and ERP access to the students is not revoked by deactivation of the student till the students programme is completed and all dues cleared.

2. Finance and Accounts -

- Annual academic fees collection is done through the Fees management Module which is working for all students, annually fees are setup and receipt is generated for students immediately on payment of fees.
- Scholarships data is available and verified in ERP system
- Exam fees are collected as charged by SPPU through Dues Management module. Notification email is sent to students about dues paid.

3. Student admission and Support -

- Students admission is done through admission management module in ERP when the student reports to the college after allotment through a DTE admission process.
- Admission form is filled by the student in ERP system and documents are uploaded as per requirements that is configured in the system. Every year admission form is configured as per the data capture requirements.
- All kinds of support is provided in online mode through campus help centre where workflows are configured. This is ongoing work.

4. **Academics (LMS)** - All academic activities are conducted through the academic module in ERP. This comprises of

- Course registration module -
- Roll number Generation -
- Structure Setup
- Curriculum Mapping
- Faculty Allocation
- Time Table setup
- OBE setup- Programme level
- OBE setup - Course level
- Institutional Calendar
- Quiz module
- Gradebook Setup and use
- Attendance marking
- Rubrics based assessment
- Discussion Forum
- Assignments - creation by faculty, uploading by students and assessment by faculty
- Academics monitoring is done through ERP
- Attendance console-
- Analytics Dashboard
- Course Progress
- Class Attendance

5. Examination -

The Examination Module is not in use this semester as all the things are being conducted offline. All examination activities are conducted through ERP.

- Exam Schema-
- Exam creation-
- Exam scheduling-
- Examiner appointments
- Question paper uploading -
- Exam conduction (online)
- Exam evaluation- online MCQ and subjective
- Exam marks uploading in case of offline examinations
- Marksheet generation (wherever needed)

6. Faculty Feedback Module -

- Faculty feedback is taken from students twice in a semester and reports shared with them for improvements.

7. Access rights and Security -

- Access is provided to users with 2 phase authentication on email ID and mobile number
- Access to modules is provided based on the role of the individual such as academic coordinator, admission coordinator, Director, Vice Principal, accountant, Student section member, scholarship section member, registrar etc.
- Access is provided or revoked as per requirement sent by resp. ERP coordinators and authorities.

16. POLICY FOR IMPLEMENTATION OF NATIONAL EDUCATION POLICY (NEP) 2020

INSTITUTIONAL GOVERNANCE IS REFLECTED IN NEP PREPAREDNESS/IMPLEMENTATION

1. MULTIDISCIPLINARY/INTERDISCIPLINARY:

NEP-2020 aspires to provide student oriented education. It recommends provision of quality education to the students through multidisciplinary and interdisciplinary education programs. It focuses on holistic student development by providing professional as well as vocational education inculcating the technical knowledge and ethical values. This would help prepare technically sound professionals with value added multifaceted personality.

Our institute has set up various committees through which students can additionally activities. The students in our institute go for industrial as well as Hands-on training and are also involved in research projects, field work and industrial visits. DYPIMCAM also conducts soft skill development and career counselling to students creating awareness in the students about current requirements of the professional field. The students are involved in research projects that encompass the multidisciplinary/interdisciplinary approach. DYPIMCAM conducts various value added courses to add multidisciplinary/interdisciplinary aspects and is proactively working towards following the NEP guidelines as and when it is implemented

2. ACADEMIC BANK OF CREDITS (ABC):

Being affiliated to Savitribai Phule Pune University (SPPU), our institute will implement ABC as per the guidelines of SPPU for consideration or transfer of Credits. For smooth transition to ABC, DYPIMCAM is in the process of creating a database of our accessed as and when needed.

3.SKILL DEVELOPMENT:

The policy focuses on developing both cognitive and practical skills among students. DYPIMCAM has a well-established and proactively running Training & Placement Cell which also takes care of Skill development of students through various activities to keep up with current requirements of the profession. T&P cell conducts Guest lectures, trainings and workshops on career counselling, personality development, interview techniques, soft skills,

financial literacy etc. The institute conducts personality development session for students to inculcate leadership quality in them. Hands-on training and soft skill development programs are conducted to develop the proficiency in the students. The students also undergo industrial training preparing them for current professional requirements. The students are motivated to attend the seminar/conference/workshop organized by the institute and other organizations. Institute also organizes seminars for girl students for their empowerment. Our faculty is constantly working for holistic development of students through adoption of various teaching pedagogies. The Institute has collaborated with industries under industry-institute interaction. DYPIMCAM has an active Students council that works for all-round development of students through various co-curricular and extra-curricular activities. The students participate and showcase their talent in 'UMANG' the annual social function of DYPIMCAM to showcase their hidden talent. They proactively take part in celebration of Independence day and Republic day celebrations which strengthens the Democracy as per the Government guidelines which raises then awareness of our Governance structure.

4. APPROPRIATE INTEGRATION OF INDIAN KNOWLEDGE SYSTEM : (TEACHING IN INDIAN LANGUAGE, CULTURE, USING ONLINE COURSE)

It is imperative for us as Indians to preserve and promote the Indian culture and maintain the age old heritage as India is a culturally rich country which can benefit the human kind worldwide. Though the official language of communication and dissemination for the courses offered by DYPIMCAM is English, the faculty of our institute makes sure that the students have understood the concepts by revising in regional (Marathi) language. Hence content delivery in classroom is done in bilingual mode. Specifically for the students from rural area and vernacular background, faculty takes efforts to explain the content in regional language. The "Annual social gathering - UMANG' is a platform where our students prepare and perform a variety of activities such as Indian classical and folk dances, classical and folk music performances etc which inculcates Indian culture in them.

5. FOCUS ON OUTCOME BASED EDUCATION (OBE):

The OBE approach ascertains the achievement and attainment of highest level of aptitude, knowledge, competence and expertise in the students All the courses offered by our institute follow OBE system. The institute has well defined PO's, for each course independently The CO's are designed by each faculty for their respective subjects, based on Bloom's taxonomy. Along with the domain-specific skills, the TLO's also are designed The mapping of with PO's

is carried out in order to apply OBE pattern to attain futuristic approach towards education. We at DYPIMCAM also collect regular feedback from all our stakeholders on curriculum so that we can identify the gaps. This gap can be further fulfilled in various modes through guest session, seminars, workshops, conference etc.

6. ONLINE EDUCATION:

Covid-19 pandemic has enforced the educators to adopt the Online Teaching mode and distance learning. At earlier stages of pandemic, DYPIMCAM faculty members have attended online FDPs in order to make them ready for Online Teaching platform. Since then our faculty has been using various online platforms for dissemination of knowledge and content delivery such as, Zoom meeting, Google classroom, Microsoft teams, and many more. Post pandemic, our faculty has adopted blended mode of teaching, making use of both offline and online platforms, giving the best to the students. The LMS system used by us at DYPIMCAM also helps students and faculty alike in online content delivery as well as interactions. All the conventional classrooms in our institute have been converted into digital classrooms well equipped with interactive boards supported by strong WI-Fi network. This enables the faculty to utilize the best of both modes. Hence we can say that our institute is well equipped and ready for the online/ODL along-with conventional classroom teaching.

17. POLICY DOCUMENT FOR OPTIMAL UTILIZATION OF COLLEGE INFRASTRUCTURE

A. CLASS ROOM

1. Introduction

This policy outlines the procedures and guidelines for the optimal utilization of classrooms to support academic activities while maintaining a conducive learning environment.

2. Objectives

- Ensure maximum and fair use of classroom facilities.
- Maintain classrooms in a clean, organized, and functional state.
- Support diverse academic and institutional needs.

3. Classroom Utilization Guidelines

3.1 Scheduling and Allocation

- Classrooms are scheduled based on the academic timetable.
- Priority is given to regular classes, exams, and scheduled academic events.
- Requests for additional classroom use must be submitted in advance to the administration.

3.2 Usage Protocol

- Faculty and students must use classrooms only during allocated hours.
- Attendance records should be maintained for each session.
- Classrooms must be locked when not in use.

3.3 Maintenance and Cleanliness

- Users must keep classrooms tidy after each session.
- Report maintenance issues immediately to the facility management team.
- No unauthorized alterations to classroom settings are allowed.

3.4 Equipment and Resources

- Audio-visual equipment and smart boards should be handled carefully.

- Malfunctioning equipment must be reported for prompt repair.
- Ensure that all resources are returned after use.

3.5 Code of Conduct

- Maintain discipline and decorum during classroom use.
- Avoid activities causing noise or disruption.
- Follow all institutional rules and policies.

4. Monitoring and Compliance

- Heads of departments and facility managers will oversee classroom usage.
- Periodic inspections will be conducted to ensure policy compliance.
- Violations may result in restricted access or disciplinary action.

5. Review and Amendments

- This policy will be reviewed annually or as needed.
- Changes will be implemented to align with institutional requirements.

6. Conclusion

Adherence to this policy will ensure efficient use of classrooms, supporting academic excellence and a productive learning environment.

B. COMPUTER LABORATORIES

1. Introduction

This policy outlines the procedures for the effective use of computer laboratories to support academic, research, and administrative activities while ensuring their proper maintenance and security.

2. Objectives

- Ensure maximum and equitable access to computer laboratories.
- Maintain a conducive environment for learning and research.
- Safeguard laboratory equipment and software.

3. Computer Laboratory Utilization Guidelines

3.1 Scheduling and Access

- Laboratories are scheduled as per the academic timetable.
- Priority is given to scheduled classes, exams, and research work.
- Additional access requires prior approval from the administration.

3.2 Usage Protocol

- Students and staff must use laboratories only during assigned hours.
- A logbook must be maintained for user records and session details.
- Laboratories should be locked after designated working hours.

3.3 Equipment and Software Usage

- Users must handle all equipment with care.
- Only authorized software should be used; installation of personal software is prohibited.
- Malfunctions must be reported immediately for repairs.

3.4 Internet and Data Security

- Internet usage should align with academic and research purposes.
- Users must adhere to the institution's internet security policies.
- Unauthorized data sharing and downloads are strictly prohibited.

3.5 Maintenance and Cleanliness

- Laboratories must be kept clean and organized at all times.
- Eating and drinking in laboratories are not allowed.
- Regular maintenance checks will be conducted by technical staff.

3.6 Code of Conduct

- Maintain discipline and avoid disruptive behavior.
- Follow all laboratory rules and institutional policies.

4. Monitoring and Compliance

- Department heads and laboratory in-charges will oversee usage.
- Periodic inspections will be conducted to ensure compliance.
- Violations may result in restricted access or disciplinary action.

5. Review and Amendments

- This policy will be reviewed annually or as needed.
- Amendments will be implemented to address emerging requirements.

6. Conclusion

Strict adherence to this policy will ensure the effective utilization of computer laboratories, supporting educational excellence and technological advancement.

C. LIBRARY (KNOWLEDGE RESOURCE CENTRE)

1. Introduction

This policy outlines guidelines for the effective use of the college library, ensuring a supportive environment for learning, research, and intellectual development.

2. Objectives

- Maximize access to library resources.
- Maintain an atmosphere conducive to study and research.
- Ensure the safety and longevity of library materials.

3. Library Utilization Guidelines

3.1 Access and Membership

- Library access is granted to students, faculty, and staff with valid ID cards.
- Visitors may be allowed access with prior approval.
- Membership registration is mandatory for borrowing privileges.

3.2 Operating Hours

- The library operates during designated hours on working days.
- Extended hours may be announced during exam periods.

3.3 Borrowing and Returns

- Borrowing limits are set based on user categories (students, faculty, staff).
- Books must be returned or renewed by the due date.
- Late returns incur fines as per library policy.

3.4 Use of Library Resources

- Reference materials, journals, and reserved books must be used within the library.
- Electronic resources must be accessed through authorized platforms.
- Users must not tamper with library databases or systems.

3.5 Conduct and Etiquette

- Silence must be maintained within the library.
- Mobile phones must be on silent mode.
- Food and beverages are prohibited.

3.6 Care and Maintenance

- Users must handle books and materials with care.
- Damaged or lost items must be reported and replaced or compensated for.
- Users are responsible for their personal belongings.

4. Monitoring and Compliance

- Library staff will monitor and enforce compliance with these policies.
- Misconduct or policy violations may result in suspension of library privileges.

5. Review and Amendments

- This policy will be reviewed annually or as needed.
- Amendments will be made in line with institutional requirements and technological advancements.

6. Conclusion

Adherence to this policy ensures the library remains a valuable resource for academic growth, fostering a culture of learning and knowledge sharing.

D. E-RESOURCES, E-JOURNALS, AND DATABASES**1. Introduction**

This policy outlines the guidelines for the effective and responsible use of e-resources, e-journals, and databases provided by the college to support teaching, learning, and research.

2. Objectives

- Ensure equitable access to digital learning materials.
- Promote ethical and responsible use of e-resources.
- Enhance research and academic productivity through effective resource utilization.

3. E-Resources Utilization Guidelines

3.1 Access and Authentication

- Access is restricted to authorized users (students, faculty, and staff) with valid login credentials.
- Remote access may be provided through secure platforms.

3.2 Usage Protocols

- E-resources must be used for academic, research, and institutional development purposes only.
- Commercial or unauthorized use is strictly prohibited.

3.3 Downloading and Sharing

- Users may download materials for personal academic use only.
- Redistribution, copying, or sharing of resources without permission is prohibited.

3.4 Copyright and Fair Use

- Adhere to copyright and intellectual property laws.
- Proper citations must be provided when referencing e-resources.
- Plagiarism is strictly prohibited.

3.5 Data Security and Privacy

- Users must safeguard their login credentials and personal data.
- Report any suspected security breaches immediately.

4. Monitoring and Compliance

- Library staff and IT administrators will monitor access and usage patterns.
- Violations of this policy may result in suspension of access and disciplinary action.

5. Review and Amendments

- This policy will be reviewed annually or as needed.

- Amendments will be made in line with emerging technologies and institutional requirements.

6. Conclusion

Adherence to this policy ensures the responsible use of digital resources, fostering a culture of academic integrity, research excellence, and lifelong learning.

E. COMPUTER CENTRE

1. Introduction

This policy outlines guidelines for the effective and responsible use of the Computer Centre to support academic, research, and administrative activities.

2. Objectives

- Ensure maximum and fair access to computing facilities.
- Provide a conducive environment for learning and research.
- Maintain the security and functionality of computing resources.

3. Computer Centre Utilization Guidelines

3.1 Access and Scheduling

- Access is granted to students, faculty, and staff with valid ID cards.
- The Computer Centre operates during designated hours on working days.
- Prior booking is required for conducting workshops, training, or special events.

3.2 Usage Protocol

- Users must log in with their assigned credentials.
- Activities must align with academic, research, or administrative purposes.
- Unauthorized commercial or personal use is strictly prohibited.

3.3 Equipment and Software Management

- Users must handle all hardware and software responsibly.
- Personal software installation is prohibited.
- Technical issues must be reported immediately for resolution.

3.4 Internet and Data Security

- Internet use should comply with institutional guidelines.
- Downloading of unauthorized content is prohibited.
- Users must not engage in activities that compromise network security.

3.5 Conduct and Etiquette

- Users must maintain discipline and avoid disruptive behavior.
- Silence must be maintained within the Computer Centre.
- Food, drinks, and mobile phone use are prohibited.

3.6 Maintenance and Cleanliness

- Workstations must be kept tidy after use.
- Users must not tamper with computer settings or configurations.

4. Monitoring and Compliance

- The IT team and facility managers will oversee usage.
- Misconduct or policy violations may result in restricted access or disciplinary action.

5. Review and Amendments

- This policy will be reviewed annually or as needed.
- Amendments will be made in response to technological advancements and institutional requirements.

6. Conclusion

Adherence to this policy ensures optimal utilization of the Computer Centre, supporting a productive learning and research environment while maintaining system integrity and data security.

F. LANGUAGE LABORATORY**1. Introduction**

This policy outlines the guidelines for the effective and responsible use of the Language Laboratory to enhance language learning, communication skills, and related academic activities.

2. Objectives

- Maximize the use of the Language Laboratory for academic and skill development.
- Maintain a conducive learning environment.
- Ensure proper care and maintenance of laboratory equipment.

3. Language Laboratory Utilization Guidelines

3.1 Access and Scheduling

- The Language Laboratory is accessible to students, faculty, and staff during scheduled sessions.
- Prior booking is required for special training sessions, workshops, or exams.
- The lab operates during designated hours on working days.

3.2 Usage Protocol

- Users must follow the schedule and attend sessions punctually.
- Attendance records must be maintained for each session.
- The lab must be locked after use to ensure security.

3.3 Equipment and Software Management

- Users must handle audio-visual equipment, computers, and learning tools carefully.
- Unauthorized installation of software is prohibited.
- Malfunctioning devices must be reported immediately for repair.

3.4 Conduct and Learning Environment

- Silence must be maintained to create a productive learning atmosphere.
- Mobile phones must be switched off or kept in silent mode.
- Food, drinks, and other distractions are not allowed.

3.5 Learning Resource Management

- Users must utilize language learning resources responsibly.
- Materials and tools must be returned after use.
- Data stored during sessions should be saved securely or deleted after use.

4. Monitoring and Compliance

- Language lab coordinators and instructors will oversee lab usage.

- Any misconduct or policy violations may result in restricted access or disciplinary action.

5. Review and Amendments

- This policy will be reviewed annually or as needed.
- Amendments will be made to align with emerging educational technologies and institutional goals.

6. Conclusion

Adherence to this policy ensures the optimal utilization of the Language Laboratory, fostering language proficiency and communication skills in a supportive and well-maintained learning environment.

G. SEMINAR HALL

1. Introduction

This policy provides guidelines for the effective and responsible use of the Seminar Hall for academic, administrative, and extracurricular events, ensuring its optimal utilization and maintenance.

2. Objectives

- Facilitate the smooth organization of seminars, workshops, conferences, and events.
- Maintain the Seminar Hall in a functional and presentable condition.
- Ensure fair and equitable access for all authorized users.

3. Seminar Hall Utilization Guidelines

3.1 Booking and Scheduling

- Seminar Hall bookings must be made in advance through the administrative office.
- Priority is given to academic events such as lectures, workshops, and conferences.
- Requests must include event details, expected attendance, and required facilities.

3.2 Usage Protocol

- Events must begin and conclude within the allocated time slot.
- Organizers are responsible for maintaining discipline and ensuring appropriate conduct.
- After the event, the hall must be left clean and arranged as found.

3.3 Equipment and Facility Management

- Audio-visual equipment, projectors, and microphones must be used carefully.
- Technical support requests should be made before the event.
- Malfunctioning equipment must be reported immediately.

3.4 Maintenance and Cleanliness

- No food or drinks are allowed inside the Seminar Hall unless approved.
- Decorations must be approved in advance and removed after the event.
- Waste must be disposed of properly in designated bins.

3.5 Safety and Security

- Emergency exits must remain unobstructed at all times.
- Organizers must ensure crowd control and manage entry and exit efficiently.
- Any damage caused during the event must be reported and compensated for.

4. Monitoring and Compliance

- Facility managers and event coordinators will oversee the use of the Seminar Hall.
- Misuse or violations of this policy may result in suspension of access or other disciplinary actions.

5. Review and Amendments

- This policy will be reviewed annually or as required.
- Amendments will be made to reflect institutional needs and technological advancements.

6. Conclusion

By adhering to this policy, users can ensure the Seminar Hall remains a well-maintained and functional venue for diverse institutional events, fostering academic growth and collaborative engagement.

H. BOARD ROOM

1. Introduction

This policy establishes guidelines for the proper use of the Board Room to support administrative, academic, and strategic discussions while ensuring its availability, functionality, and maintenance.

2. Objectives

- Facilitate effective meetings, discussions, and presentations.
- Maintain the Board Room in a professional and operational state.
- Ensure fair and prioritized access for institutional purposes.

3. Board Room Utilization Guidelines

3.1 Booking and Scheduling

- The Board Room must be booked in advance through the administrative office.
- Priority is given to meetings involving senior management, governing bodies, and academic councils.
- Booking requests must include meeting details, date, time, and expected participants.

3.2 Usage Protocol

- Meetings should start and conclude within the scheduled time.
- Organizers are responsible for ensuring decorum and professional conduct.
- After use, the Board Room must be left in its original clean and organized state.

3.3 Equipment and Facility Management

- Users must handle audio-visual systems, projectors, and teleconferencing devices with care.
- Technical support requests should be made prior to the meeting.
- Any malfunctioning equipment must be reported immediately.

3.4 Maintenance and Cleanliness

- Food and beverages are only allowed with prior approval.
- No decorations or modifications are permitted without prior authorization.
- Waste must be disposed of in designated bins.

3.5 Confidentiality and Security

- Meetings involving sensitive information must be conducted with appropriate confidentiality measures.
- Access to the Board Room should be limited to authorized participants.
- Security breaches or damage must be reported immediately.

4. Monitoring and Compliance

- Facility managers and administrative staff will oversee the Board Room's use.
- Misuse or violations of this policy may result in restricted access or disciplinary action.

5. Review and Amendments

- This policy will be reviewed annually or as needed.
- Amendments will be made to accommodate institutional developments and technological upgrades.

6. Conclusion

Adhering to this policy ensures the Board Room remains a professional, functional, and secure space for critical discussions, fostering strategic and administrative effectiveness.

I. ADMINISTRATIVE OFFICE**1. Introduction**

This policy outlines the guidelines for the effective use of the Administrative Office to ensure a productive, efficient, and professional environment that supports the college's operational and academic functions.

2. Objectives

- Ensure the smooth functioning of administrative operations.
- Maintain a professional and organized workspace.
- Promote efficient use of resources and facilities.

3. Administrative Office Utilization Guidelines

3.1 Access and Working Hours

- The Administrative Office operates during official working hours on designated days.
- Access is restricted to authorized staff, faculty, and approved visitors.
- Visitors must register at the reception and state the purpose of their visit.

3.2 Workspace Conduct

- Staff must maintain a professional demeanor and follow the code of conduct.
- Workstations must be kept clean and organized.
- Office supplies and equipment must be used responsibly.

3.3 Equipment and Facility Management

- All office equipment must be handled with care.
- Malfunctions must be reported promptly for maintenance.
- Personal use of office equipment is not permitted.

3.4 Record Management and Data Security

- Sensitive and confidential documents must be securely stored.
- Digital records must be backed up regularly and protected by passwords.
- Unauthorized data access or sharing is strictly prohibited.

3.5 Maintenance and Cleanliness

- The office must be kept clean and free of clutter.
- Waste must be disposed of in designated bins.
- Periodic cleaning and maintenance schedules will be followed.

3.6 Meetings and Conferences

- Meetings must be scheduled in advance and conducted professionally.
- Meeting rooms must be reserved through proper channels.
- After meetings, rooms must be left in their original state.

4. Monitoring and Compliance

- Administrative heads will monitor the proper use of office space and resources.
- Non-compliance may result in corrective action or restricted access.

5. Review and Amendments

- This policy will be reviewed annually or as required.
- Amendments will be made to align with evolving operational needs and institutional goals.

6. Conclusion

Adhering to this policy ensures the Administrative Office functions efficiently, supporting the institution's mission and fostering a professional and productive work environment.

J. EXAM CONTROL ROOM

1. Purpose

This policy aims to provide a structured approach to the optimal utilization of the Exam Control Room at the college, ensuring that the room is used effectively, securely, and with minimal disruption to exam activities. It outlines guidelines, responsibilities, and procedures for using this facility.

2. Scope

The policy applies to all faculty, staff, students, and external personnel who are involved in or have access to the Exam Control Room. This includes all examinations and related activities held in the room, such as scheduling, monitoring, and administrative tasks.

3. General Guidelines

- **Purpose of the Exam Control Room:** The Exam Control Room is designated for monitoring and managing exam activities, including overseeing the conduct of exams, ensuring security, and providing technical support.
- **Access Control:** Only authorized personnel (e.g., exam coordinators, faculty members, invigilators, and IT support staff) are permitted access to the room during exams. Any unauthorized access will result in disciplinary action.
- **Booking & Scheduling:** The Exam Control Room must be booked in advance through the administrative office or exam coordination team. A schedule will be posted in advance to prevent overlapping bookings.
- **Security:** The Exam Control Room must be kept secure at all times. All documents, devices, and personal belongings not related to the exams must be stored securely and out of sight.

4. Responsibilities

- **Exam Coordinator:** The exam coordinator is responsible for managing the schedule of the Exam Control Room, ensuring all necessary resources (computers, monitors, communication tools) are available and functional. They are also responsible for training staff on the operation of the room.
- **IT Support:** The IT support team is responsible for ensuring that all technical equipment (e.g., computers, video surveillance systems, communication devices) is operational and secure. They must be available to troubleshoot issues during exams.
- **Invigilators:** Invigilators assigned to the control room will monitor the exam process, ensuring that exams are conducted fairly and that no cheating or malpractice occurs. They will also be responsible for responding to emergency situations, such as system failures or student issues.
- **External Personnel:** Any external personnel (e.g., guest invigilators, third-party service providers) must receive prior approval from the exam coordinator and must adhere to the same policies regarding access and behavior.

5. Operational Procedures

Pre-Exam Setup:

- Ensure all necessary equipment (computers, surveillance cameras, communication systems) is operational and secure.
- Review the exam schedule and ensure proper allocation of resources for each exam.
- Conduct a briefing with invigilators and staff regarding their roles and the protocols to be followed.

During the Exam:

- Monitor all ongoing exams to ensure compliance with exam protocols.
- Address any technical issues (e.g., computer malfunctions, internet connectivity) promptly.
- Keep a log of all incidents or concerns that arise during the exam.
- Ensure that communication with invigilators and students is clear and efficient.

Post-Exam:

- Secure all exam materials, devices, and logs in the control room.
- Conduct a debrief with staff to discuss any issues faced during the exam and possible improvements.
- Complete any necessary documentation or reporting.

6. Technology and Equipment

- **Computers and Devices:** The Exam Control Room will be equipped with computers for monitoring student activity, recording attendance, and managing exam-related tasks.
- **Surveillance System:** The room will have CCTV cameras to monitor exam reprographic system, with recordings being stored securely for a specific period for future reference if required.
- **Communication Tools:** The room will be equipped with communication tools (e.g., phones, walkie-talkies) to maintain contact with invigilators and exam officials.
- **Backup Systems:** There will be a backup power system in place to ensure that the room remains operational during any power outages.

7. Health and Safety

- **Emergency Procedures:** The Exam Control Room staff must be trained in emergency procedures, including evacuation plans, first aid, and handling of medical emergencies.

- **Fire Safety:** The room must adhere to fire safety regulations, with clear evacuation routes and fire extinguishers accessible.
- **Room Maintenance:** The room should be regularly maintained to ensure it meets safety, health, and security standards.

8. Disciplinary Actions

Violations of the policy, including unauthorized access to the Exam Control Room, failure to follow security protocols, or negligence in monitoring the exam process, may result in disciplinary action, including suspension of privileges, warnings, or formal investigations.

9. Review and Updates

This policy will be reviewed annually to ensure it remains relevant and effective. Updates may be made to address changes in technology, regulations, or college infrastructure.

10. Conclusion

The Exam Control Room plays a crucial role in ensuring the integrity, security, and smooth operation of the college's examination process. Adherence to this policy will help maximize the room's potential and minimize disruptions to academic activities.

K. TRAINING AND PLACEMENT CELL

1. Purpose

The purpose of this policy is to ensure the effective, efficient, and responsible use of the Training and Placement Cell (TPC) facilities. The TPC plays a critical role in preparing students for their professional careers by providing training, organizing placements, and facilitating industry interactions. This policy establishes the guidelines for booking, use, and conduct within the TPC to optimize its utilization by students, faculty, and external organizations.

2. Scope

This policy applies to all students, faculty, staff, recruiters, and external partners using the Training and Placement Cell's facilities and services. It encompasses the use of infrastructure for training programs, workshops, interviews, and placement-related activities.

3. General Guidelines

- **Purpose of the TPC:** The primary objective of the TPC is to support students in achieving career success by providing job placement opportunities, internship placements, industry skill-building sessions, and career counseling. The TPC also serves as a bridge between the academic environment and the corporate world.
- **Facilities Offered:** The TPC is equipped with interview rooms, seminar halls, training rooms, computer labs for online assessments, and other amenities necessary for hosting placement drives, workshops, seminars, and career counseling sessions.
- **Access to TPC Facilities:** Access to the facilities is granted to students, faculty, and external recruiters for purposes related to training, placements, and career development activities.

4. Booking and Usage Procedures

- **Reservation Process:**
 - All students and faculty wishing to utilize TPC facilities for training sessions, workshops, or career-related activities must submit a booking request to the TPC office at least 7 days in advance.
 - External organizations, such as recruiters or training agencies, must coordinate directly with the TPC to schedule interviews, placement drives, or specialized training sessions.
 - The request should include the purpose of use, preferred time slot, duration, expected number of participants, and any special equipment or arrangements required.
 - Bookings for large events such as job fairs or recruitment drives must be confirmed at least two weeks in advance.
- **Priority for Usage:**
 - Priority will be given to training and placement activities directly related to student career development, such as campus recruitment drives, internships, skill-building sessions, and career counseling.
 - Faculty and academic staff organizing training programs, soft skills workshops, or industry interactions will also be prioritized for scheduling.

- Non-placement-related requests or external uses must be approved by the TPC coordinator and should not interfere with scheduled placement activities.

5. Responsibilities

- **TPC Coordinator:** The TPC Coordinator is responsible for overseeing the operations of the Training and Placement Cell. This includes managing facility bookings, coordinating placement drives, and ensuring the maintenance of the TPC's resources. The coordinator should also facilitate industry linkages and partnerships, and ensure that all stakeholders adhere to the policies outlined in this document.
- **Faculty and Staff:** Faculty members are responsible for promoting training and placement opportunities among students, participating in relevant workshops, and ensuring students are prepared for the recruitment process. Staff members are expected to assist with logistical arrangements and provide administrative support during placement drives.
- **Students:** Students are expected to take an active role in utilizing the resources provided by the TPC. This includes attending workshops, preparing for placement drives, and following all procedures for participation in recruitment activities. Students must ensure that they meet the eligibility criteria set by recruiters before applying for any job or internship opportunity.

6. Conduct and Behavior

- **Professional Conduct:** All users of the TPC facilities (students, faculty, external recruiters, etc.) must maintain a professional demeanor. This includes punctuality, respect for others' time and space, and adherence to the formal environment of the placement cell.
- **Code of Conduct for Students:**
 - Students must follow the guidelines laid out by the TPC for participating in placement activities. This includes maintaining appropriate grooming, submitting resumes, and following application deadlines.
 - Students should refrain from disruptive behavior during training sessions, workshops, or interviews.
- **Code of Conduct for External Recruiters:**

- External recruiters or industry representatives using the TPC for recruitment must follow professional and ethical standards. They should ensure that the recruitment process is transparent, fair, and non-discriminatory.
- Recruiters must adhere to scheduled timings and communicate any changes to the TPC in a timely manner.

7. Health and Safety

- **Safety Protocols:** All TPC events and activities should adhere to the college's health and safety protocols, especially during the use of common areas and during large events. Emergency exits, first aid kits, and fire safety equipment must be easily accessible.
- **COVID-19 Guidelines:** In case of health concerns or pandemics, the TPC will follow government and institutional health advisories, such as limiting the number of participants in a session, enforcing physical distancing, or requiring the use of masks and sanitizers.

8. Technology and Equipment

- **IT Infrastructure:** The TPC will provide necessary technology for interviews, assessments, and workshops, including computers, projectors, Wi-Fi, and other digital resources. Students and external recruiters are encouraged to make use of these resources, but they must ensure that all equipment is used appropriately and responsibly.
- **Computing Resources:** If students are required to access online job portals, assessment platforms, or virtual career fairs, the TPC will provide the necessary facilities. However, students must ensure that their usage of computers aligns with the objectives of the event.
- **Resource Management:** All users must ensure that the equipment and resources are handled with care. Any malfunction or damage should be reported immediately to the TPC coordinator. Misuse or damage to equipment may result in penalties.

9. Disciplinary Actions

- **Non-compliance:** Users who fail to comply with the policies outlined in this document may face disciplinary actions, including temporary suspension from utilizing TPC resources, exclusion from placement opportunities, or other corrective actions.

- **Misconduct:** Any instances of misconduct, such as failure to adhere to scheduled appointment timings, inappropriate behavior during recruitment activities, or damage to property, will be addressed through disciplinary procedures as per the college's rules.

10. Review and Updates

This policy will be reviewed periodically to ensure it remains relevant and effective. Any changes or amendments to the policy will be communicated to all students, staff, and external recruiters. Feedback from users of the TPC will be considered during the review process.

11. Conclusion

The Training and Placement Cell is a vital resource for students' career development. By following this policy, the college ensures that the facilities are utilized effectively, that students are well-prepared for the job market, and that the placement process remains professional, transparent, and equitable. Adherence to these guidelines will foster an environment where academic learning transitions seamlessly into professional opportunities for all students.

L. BOY'S & GIRL'S COMMON ROOM

1. Purpose

The purpose of this policy is to ensure the optimal, equitable, and responsible use of the Girls' and Boys' Common Rooms within the college. These common rooms serve as recreational spaces for students to relax, socialize, and engage in non-academic activities. This policy aims to outline the guidelines for booking, use, conduct, and maintenance to ensure that the spaces are used effectively and appropriately.

2. Scope

This policy applies to all students (both male and female), faculty, staff, and authorized external visitors who wish to use the Girls' and Boys' Common Rooms. It outlines the expectations for appropriate use, behavior, and maintenance of these shared spaces.

3. General Guidelines

Purpose of the Common Rooms: The Girls' and Boys' Common Rooms are designated spaces for students to relax, socialize, read, engage in light recreation, and unwind between classes or during free time. These rooms are not to be used for any official or academic activities.

Booking System: The common rooms are available for use during regular college hours unless otherwise specified. No formal booking is required for casual use, but for group activities, meetings, or events, students must reserve the room in advance through the student services office or through a designated booking system.

Access Control: Access to the Girls' Common Room is reserved exclusively for female students, and access to the Boys' Common Room is reserved for male students. Visitors (including faculty or guests) must have prior approval and must adhere to the college's guidelines.

4. Rules for Usage

Casual Use:

- Students may use the common rooms for casual activities such as socializing, reading, and light recreation.
- The rooms should not be used for any disruptive behavior or activities that disturb the peace of the college, including loud music, video games, or excessive noise.
- The rooms are intended to be quiet, safe, and respectful spaces for relaxation.

Group Activities and Meetings:

- Groups or student organizations wishing to use the rooms for meetings, group work, or informal events must seek approval from the student services office at least 24 hours in advance.
- Organized events or gatherings should be conducted in a way that does not disrupt other students or activities taking place in or near the common rooms.
- Special events (e.g., cultural programs, talent shows) may require coordination with faculty and must follow any additional protocols set by the college administration.

Equipment Use:

- The common rooms may be equipped with basic recreational facilities like reading materials, television, board games, and other amenities. Students must use these

facilities responsibly and ensure that everything is returned to its original condition after use.

- Personal electronic devices, such as laptops or mobile phones, may be used as long as they do not disturb others. Headphones are encouraged when listening to music or watching videos.

5. Responsibilities

- **Room Coordinators:** The Girls' and Boys' Common Rooms may have designated coordinators (such as student representatives or student services staff) responsible for overseeing the use of the rooms. These coordinators will ensure that rules are followed, bookings are managed, and the room is maintained.
- **Students:** Students are responsible for ensuring the space is used respectfully and appropriately. They should not engage in any form of misconduct, including disruptive behavior, vandalism, or inappropriate interactions. Students are also responsible for cleaning up after themselves and keeping the rooms tidy.
- **Faculty and Staff:** Faculty and staff may use the common rooms during specified hours, but they must respect the intended purpose of the rooms as student spaces. Any faculty meetings or events held in these rooms must be scheduled through the student services office.

6. Conduct and Behavior

- **Respectful Behavior:** All users of the common rooms must adhere to the college's code of conduct, demonstrating respect and consideration for others. Harassment, bullying, or any form of disrespectful behavior will not be tolerated.
- **Quiet Zone:** The common rooms are meant to be spaces for relaxation and quiet socializing. Loud music, disruptive conversations, or other noisy behavior is prohibited.
- **Dress Code:** Students should maintain a modest and appropriate standard of dress within the common rooms, as per the college's overall dress code policy.
- **Conflict Resolution:** In case of conflicts or disagreements, users should follow the established conflict resolution procedures. Any serious disputes should be reported to the student services office for intervention.

7. Health and Safety

- **Emergency Procedures:** Emergency exits, fire safety procedures, and first-aid kits should be clearly marked and accessible. Students should familiarize themselves with emergency procedures in case of an urgent situation.
- **Cleanliness and Hygiene:** Users must maintain a clean and hygienic environment. Students are responsible for cleaning up after themselves, including discarding trash properly, ensuring that no food or drink items are left unattended, and returning any borrowed items to their original place.
- **Food and Drink:** While light snacks and non-alcoholic beverages may be consumed in the common rooms, the consumption of large meals, alcoholic beverages, or any food that may cause discomfort to others (e.g., strong smells) is discouraged.
- **Smoking and Substance Use:** Smoking and the consumption of illegal substances are strictly prohibited in the common rooms. The rooms should remain free from any form of tobacco or substance use.

8. Maintenance and Cleanliness

- **Room Upkeep:** The college will ensure regular maintenance and cleanliness of the common rooms. Any damage or issues must be reported to the facilities management team immediately.
- **Furniture and Equipment:** Students must handle the furniture, equipment, and amenities in the common rooms with care. Any damages or misuse will lead to accountability measures.

9. Disciplinary Actions

- **Violation of Policy:** Any student found violating the guidelines of this policy, including disruptive behavior, damage to property, or failure to adhere to booking procedures, may face disciplinary action. Penalties may include a warning, loss of access privileges, or other measures as deemed appropriate by the college.
- **Reporting Misconduct:** If any student or faculty member witnesses misconduct in the common rooms, it should be reported to the student services office or the campus security team for proper action.

10. Review and Updates

- This policy will be reviewed annually to ensure its relevance and effectiveness. Any updates or changes to the policy will be communicated to all students and staff.

11. Conclusion

The Girls' and Boys' Common Rooms are important spaces that foster relaxation, socialization, and community building within the college. By following this policy, all users can contribute to maintaining these rooms as respectful, safe, and welcoming spaces for all students. Adherence to the guidelines will ensure that the facilities are used effectively and responsibly.

M. PARKING FACILITY

1. Purpose

The purpose of this policy is to regulate the use of the college parking facility to ensure that parking resources are used effectively, equitably, and safely. The policy aims to maximize parking space availability for students, faculty, staff, and authorized visitors while maintaining order, security, and accessibility.

2. Scope

This policy applies to all individuals who wish to use the college parking facility, including students, faculty, staff, visitors, and external parties authorized by the college. It outlines guidelines for the parking lot's use, access control, maintenance, and safety protocols.

3. General Guidelines

- **Parking Allocation:** The parking spaces within the college campus are limited and must be used efficiently. Parking will be allocated on a first-come, first-served basis, with priority given to specific categories of users, including those with physical disabilities or special needs.
- **Designated Parking Areas:** The parking facility is divided into designated areas for different groups (e.g., student parking, faculty and staff parking, visitor parking). Users must park their vehicles in the appropriate areas based on their affiliation with the college.

- **Parking Permit:** All vehicles parked on the premises must display a valid parking permit. Students, faculty, and staff members who require parking access must obtain a permit from the college parking office. Visitors must obtain a temporary permit for parking.

4. Rules for Usage

- **Vehicle Registration:** All vehicles, including cars, two-wheelers, and other modes of transportation, must be registered with the college's parking office. Users must provide vehicle details (make, model, registration number) and any required documentation (e.g., proof of college affiliation).
- **Parking Hours:** The parking facility will be available for use during the college's operational hours, typically from early morning until late evening. Vehicles should be removed after college hours unless prior permission is obtained for overnight parking.
- **Speed Limits and Traffic Rules:** Users must adhere to the prescribed speed limits within the parking facility and follow all posted traffic signs. Reckless driving, speeding, or any form of unsafe driving will lead to penalties or the revocation of parking privileges.
- **No Unauthorized Parking:** Parking in spaces reserved for others (e.g., staff spaces, visitor spaces, or spaces for people with disabilities) is strictly prohibited. Unauthorized vehicles may be towed at the owner's expense.

5. Responsibilities

- **Parking Coordinator:** The college will appoint a parking coordinator or supervisor to manage parking allocations, monitor compliance with this policy, and maintain parking facilities. The parking coordinator will also be responsible for issuing parking permits, handling complaints, and coordinating any necessary repairs or improvements.
- **Students, Faculty, and Staff:** All users are responsible for:
 - Ensuring their vehicle is parked in the correct space and within the marked lines.
 - Displaying their valid parking permit at all times.
 - Keeping their vehicles in a roadworthy condition.
 - Ensuring that their vehicle does not obstruct the flow of traffic or emergency access.

- **Visitors:** Visitors must follow all parking rules and obtain a temporary parking permit from the college security or reception desk before parking on the premises.

6. Conduct and Behavior

- **Proper Parking:** Vehicles should be parked properly within the designated lines to maximize the number of available spaces. Double parking, parking in non-designated areas, or occupying more than one space will result in penalties.
- **Security and Safety:** All vehicles must be locked when parked, and any valuables should not be left unattended. The college will not be responsible for the loss or damage of personal belongings inside vehicles.
- **Prohibited Activities:** The following activities are prohibited in the parking area:
 - Smoking or the use of any form of tobacco.
 - Washing or maintaining vehicles within the premises.
 - Playing loud music or creating disturbances.
 - Blocking entry or exit points.

7. Health and Safety

- **Emergency Access:** Parking areas must remain clear of any obstructions to allow for emergency vehicles to access the campus quickly. All users must comply with this rule to ensure public safety.
- **Emergency Procedures:** Users must be familiar with emergency procedures, including the locations of fire extinguishers and first-aid kits. In case of accidents, damage, or emergencies within the parking area, users must report the incident to the college security immediately.

8. Technology and Equipment

- **Parking Management System:** The college may implement a parking management system that monitors parking availability and usage. This system may include barriers, entry/exit systems, or license plate recognition systems.
- **Ticketing and Permits:** A digital or physical parking permit system will be used to ensure that all parked vehicles are authorized. Unauthorized vehicles may be ticketed or towed at the owner's expense.

9. Disciplinary Actions

- **Violation of Parking Rules:** Failure to adhere to parking policies, such as parking in unauthorized spaces, parking without a valid permit, or damaging the infrastructure, will lead to penalties. Disciplinary actions may include:
 - Fines for unauthorized parking.
 - Suspension or revocation of parking privileges for repeated offenses.
 - Towing of vehicles at the owner's expense.
- **Misuse of Parking Spaces:** Any student, faculty, or staff member found to be misusing parking spaces (e.g., using a reserved spot without authorization) may face disciplinary action from the college administration.

10. Maintenance and Upkeep

- **Regular Inspections:** The parking facility will undergo regular inspections and maintenance to ensure safety, cleanliness, and operational efficiency. Maintenance may include repairing damaged surfaces, cleaning, and updating traffic signage.
- **Cleaning:** Users must ensure that no litter is left in the parking area. Garbage bins will be provided, and all vehicles should be parked in a manner that does not obstruct cleaning activities.

11. Review and Updates

- This policy will be reviewed periodically to ensure its relevance and effectiveness in managing the parking facility. Feedback from users will be considered for making improvements. Updates or modifications to this policy will be communicated to all stakeholders, including students, faculty, staff, and visitors.

12. Conclusion

- The college parking facility is a vital infrastructure that supports smooth campus operations. By following this policy, all users will contribute to maintaining an organized, safe, and efficient parking environment. Adherence to these guidelines will help prevent congestion, ensure fair use, and improve the overall campus experience for all.

18. BARRIER-FREE POLICY

PREAMBLE

A barrier-free environment enables people with disabilities to move about freely, safely, and independently while accessing amenities within the built environment. The goal of barrier-free design is to create spaces that support autonomous functioning, allowing individuals to participate in daily activities without external assistance.

In February 2006, the Government of India formulated the National Policy for Persons with Disabilities, focusing on the physical, educational, and economic rehabilitation of persons with disabilities. The policy acknowledges that persons with disabilities are valuable human resources for the country and aims to create an environment that ensures equal opportunities, protection of their rights, and full participation in society.

To support this vision, the institute has implemented special facilities such as ramps, handrails, and accessible toilets, along with other necessary adjustments to enhance mobility and accessibility for persons with disabilities.

POLICY OBJECTIVE

The institute is committed to providing inclusive education by fostering a physically and socially barrier-free environment. Its specific objectives are:

1. **Promote an Inclusive Culture:** Foster a culture that prevents discrimination, exploitation, and exclusion of students and staff with disabilities.
2. **Ensure Full Participation:** Facilitate the full participation of persons with disabilities by providing equal opportunities for personal and professional development.
3. **Protect Rights and Foster Positive Attitudes:** Safeguard the rights of persons with disabilities while promoting positive attitudes toward them.
4. **Provide Adequate Support:** Offer appropriate support within and outside the classroom by ensuring access to necessary resources, trained teaching staff, and a responsive college community.

INSTITUTIONAL FACILITIES

The institute has implemented the following facilities for students, staff members, and visitors with disabilities:

1. Assistance and Guidance:

- Maps and signboards are displayed on every floor to facilitate easy navigation.
- An information and enquiry desk is available to provide human assistance to students and visitors as needed.

2. Examination Arrangements

Special arrangements should be provided for examinations to ensure a smooth process for students requiring additional support. Extra time for completing exams must be implemented without any hurdles. According to Savitribai Phule Pune University guidelines, an additional 20 minutes per one-hour exam should be granted to students who are handicapped, blind, or have learning disabilities.

3. Appointment of Writers

Writers appointed for assisting students must not have passed the same examination for which they are appointed. Additionally, the writer should not be an immediate relative of the examinee, such as a parent, sibling, or paternal/maternal uncle or aunt, in accordance with Savitribai Phule Pune University guidelines.

4. Wheelchair Facility

A wheelchair facility with an attendant is available to ensure hassle-free movement within the campus.

5. Ramp Access

Ramps are strategically located across the campus to provide safe and easy access to classrooms, laboratories, washrooms, the library, and other facilities. The campus is well connected with pathways, tactile surfaces, and lifts designed for differently-abled individuals.

6. Lift Facility

The institute building is equipped with lifts that can be used by differently-abled individuals on a priority basis to facilitate easy and comfortable movement within the campus.

7. Disabled-Friendly Washrooms

The institute maintains clean, well-equipped washrooms with essential amenities designed for the convenience of differently-abled individuals.

19.POLICY DOCUMENT OF IT INFRASTRUCTURE AND FACILITIES

A. Need for IT Policy:

- Basically the Campus IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the at the campus level.
- This policy establishes Campus-wide strategies and responsibilities for Protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by at the Campus level.

B. IT Hardware Installation Policy :

- **Warranty & Annual Maintenance**

Computers purchased by any Section/Department/Project should preferably be with 3-year onsite comprehensive warranty. After the expiry of warranty, computers should be under annual maintenance at respective department level.

- **Power Connection to Computers and Peripherals**

All the computers and peripherals should be connected to the electrical point strictly through UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthing and have properly laid electrical wiring.

- **File and Print Sharing Facilities**

File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through network, they should be protected with password and also with read only access rule.

- **Shifting Computer from One Location to another**

Computer system may be moved from one location to another with prior written intimation to the HOD/Director with entry in movement/DSR register.

C. Software Installation and Licensing Policy

As per university guidelines open source software like red hat, Ubuntu, Fedora are installed in all labs, use of windows based software recommended if it is licensed version.

- **Antivirus Software and its updating**

It is recommended that for windows based system proper antivirus software should be used to avoid spreading of viruses.

D. Internet Policies for Directors, Principals and HOD's of Dr. D. Y. Patil Educational Complex Akurdi Pune.

- Unique Username and Password created for Directors, Principals and HOD's of Dr. D. Y. Patil Educational Complex Akurdi.
- They Have right to ask usages reports to their respective colleges and Department's teaching and non-teaching staff.
- Level 1 Users are provided for all directors, principals and HOD's of Dr. D.Y. Patil Educational Complex Akurdi.
- Level1 Users have unlimited internet access provided.
- Web filter and Application filter policies are framed for level1 users.
- No QoS policies are framed for level1 users.
- Wi-Fi Facility provided for registered Level1 Users.

E. Internet Policies for Teaching Staff of Dr. D. Y. Patil Educational Complex Akurdi Pune

- Internet Facility should be used by Username and Password only to registered teaching staff.
- Unique Username and Password created for all Teaching Staff of Dr. D. Y. Patil Educational Complex Akurdi.
- Level 2 Users are provided for all Teaching Staff of Dr. D.Y. Patil Educational Complex Akurdi.
- Level2 Users have unlimited internet access provided.
- Web filter and Application filter policies are framed for level2 users.
- QoS policies are framed for level2 users with internet speed will be 4 Mbps per User.
- Wi-Fi Facility provided for registered Level2 Users.

- Teaching Staff must use Internet facility for official work only.
- Wi-Fi facility should be strictly used on Laptops for academic purpose not any other purpose.
- If anyone found Guilty by Misusing facility of Wi-Fi strict Action will be taken against them.

F. Internet Policies for Non-Teaching and Admin Staff of Dr. D. Y. Patil Educational Complex Akurdi Pune.

- Internet facility should be used by Username and Password only to registered non – teaching and Admin staff.
- Unique Username and Password created for all Non- Teaching and Admin Staff of Dr. D. Y. Patil Educational Complex Akurdi.
- Level 3 Users are provided for all Non-Teaching and Admin Staff of Dr. D.Y. Patil Educational Complex Akurdi.
- Level3 Users have unlimited internet access provided.
- Web filter and Application filter policies are framed for all level3 users.
- QoS policies are framed for level3 users with internet speed will be 4 Mbps per User.
- Wi-Fi Facility provided for registered Level3 Users.
- Non-Teaching and Admin Staff must use Internet facility for official work only.
- If anyone found Guilty by Misusing facility of Wi-Fi strict Action will be taken against them.

G. Internet Policies for Students of Dr. D. Y. Patil Educational Complex Akurdi Pune.

- Internet facility should be used by Username and Password only to registered students.
- Unique Username and Password created for Students of Dr. D. Y. Patil Educational Complex Akurdi.
- Level 4 Users are provided for all Students of Dr. D.Y. Patil Educational Complex Akurdi.
- Level4 Users have unlimited internet access was provided.
- Web filter and Application filter policies are framed for all level4 users.
- QoS policies are framed for level4 users with internet speed will be 30 Mbps per User.
- Wi-Fi Facility provided for registered Level4 Users.

- If anyone found Guilty by Misusing facility of Wi-Fi strict Action will be taken against them.
- Wi-Fi facility is available in Nearby Premises, Student Plaza, Corridors, Porch and Reading Room of Library, not inside the labs and classrooms.
- Students can obtained Username and Password from Nominated faculty of the Department.
- All the activities done by Login users (Wired and Wi-Fi) are monitored centrally and Log file is kept for record in case of any misuse for taking Action.
- No student can use Wi-Fi facility in the premises during Lecture and Lab sessions.
- It is expected that students should use Wi-Fi facility for downloading course related video Lectures such as NPTEL videos and for academic projects and innovations.

H. Policies for Wi-Fi Uses at Dr. D. Y. Patil Educational Complex Akurdi Pune.

- Campus Wi-Fi facility should be used by Username and Password only to registered students.
- Wi-Fi facility is available for all registered faculties staff and students through provided Username and Password.
- For Wi-Fi Students can obtained Username and Password from Nominated faculty of the Department
- Wi-Fi facility is available in Nearby Premises, Student Plaza, Corridors, Porch and Reading Room of Library not inside the labs and classrooms
- Wi-Fi facility should be strictly used on Laptops for academic purpose not any other purpose
- If anyone found Guilty by Misusing facility of Wi-Fi strict Action will be taken against them.
- It is expected that students should use Wi-Fi facility for downloading course related video Lectures such as NPTEL videos and for academic projects and innovations.
- No student can use Wi-Fi facility in the premises during Lecture and Lab sessions.
- Access to Wi-Fi connectivity is permitted to only for legalized activities. Anyone found using the facility for anti-social and anti- national activities has to face legal action as per law.
- Single user will have single connectivity, i.e. each user has to use

- Wi-Fi facility on only one registered Laptop.
- The Wi-Fi network service is provided by System Cell and is completely at its discretion. User access to the network may be blocked, suspended, or terminated at any time for any reason.
- The norms/policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief communication.

I. Policies for System Administrator

- Monitoring System Access and User Access is to be logged and monitored to identify potential misuse of systems or information. System access must be monitored regularly to prevent attempts at unauthorized access and to confirm that access control standards are effective.
- Giving Access to Internet, Websites and Application Access to information and documents is to be carefully controlled, ensuring that only authorized personal may have access to sensitive information. Information Security issues to be considered, when implementing the policy, include the following:
 - With poor or inadequate access control over documents and files, information may be copied or modified by unauthorized persons, or become corrupted unintentionally or maliciously.
 - Where the Access Control is seen as overly restrictive, users could be tempted to share privileged accounts (login + password) in order to access information
- **Managing the Network**
 - Suitably qualified staffs are to manage the organization's network, and preserve its integrity in collaboration with the nominated individual system Coordinator/Admin.
 - Information security issues to be considered, when implementing the policy, Include the following:
 - Inappropriate control over access to the network will threaten the confidentiality and integrity of data.
 - Inadequate capacity can make efficient operation difficult or impossible.
 - Slow or inadequate system response times impede the processing.

- **Managing Firewall/UTM Device/Servers**

- Username and Password Creation in firewall/UTM database to all students, staff members.
- Logs should be often reviewed and submitted to higher authorities.
- There should be central monitoring and logs maintaining team.
- There should be regular upgrade/update/backup of UTM/servers data bases.

19. GRIEVANCE REDRESSAL POLICY

AIM:

To ensure transparency and support for students admitted and with paramount Objective of preventing unfair practices and to provide a mechanism for fair redressal of grievance.

REFERENCE:

Notification dated 25 May 2012 - F. No. 37-3/Legal12012, Clause 1 of Section 23 of the All India Council for Technical Education, Act, 1987 (52 of 1987).

“Grievances or complaint” includes any communication that expresses dissatisfaction, in respect of the conduct or any act of omission or commission or deficiency of service and in the nature of seeking a remedial action. The grievances may broadly consist of the following complaints of the students, faculties and non-teaching staff.

- Academic
- Non Academic
- Grievances related to assessment
- Grievance related to victimization
- Grievance related to charging of fees
- Grievances regarding conduct of examination
- Harassment by colleague, students or the teachers etc.
- Harassment of women at workplace
- Harassment of SC/ST students, faculty or non-teaching staff.
- Grievance regarding resources required
- Grievances regarding establishment section, library and other sections of institute

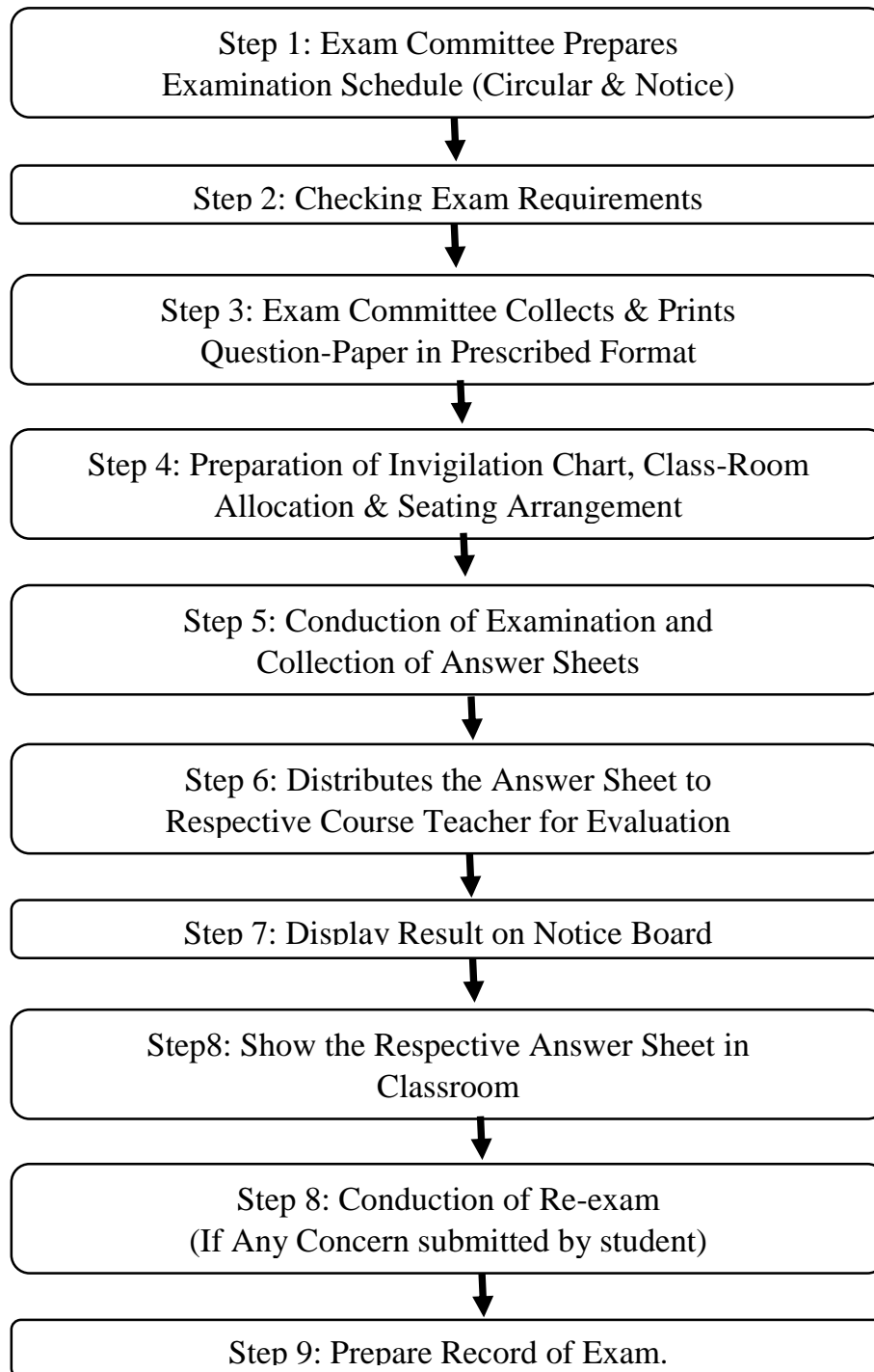
3. OBJECTIVES

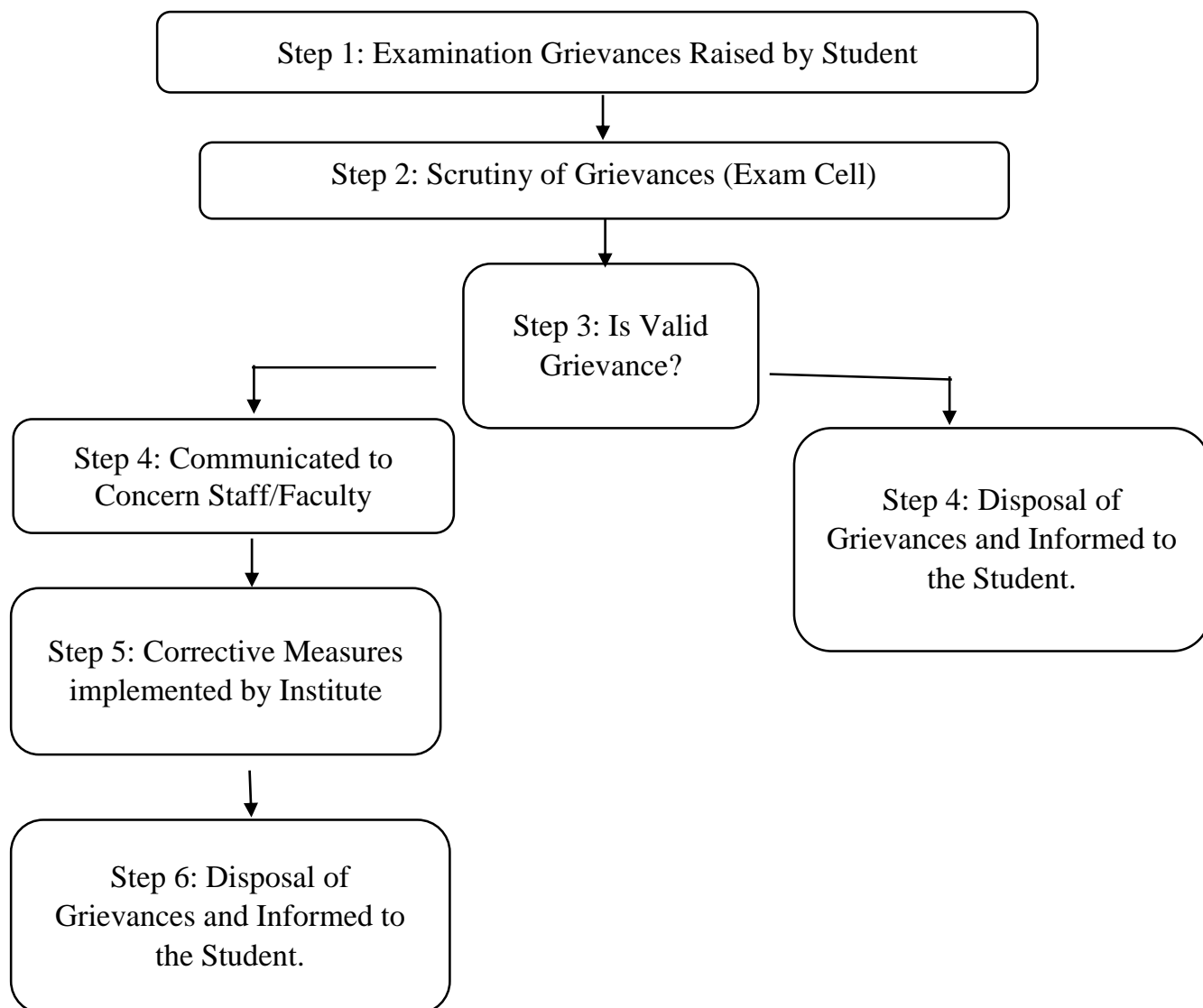
The purpose of this policy is to set forth the procedures to be followed in receiving, handling and responding to any grievance against individual/department/institute in respect of the services offered by it. To address the complaint/grievance the committee shall inculcate the law of natural justice at all levels and hear the complaint and concerned the person as well. The students and staff (Teaching/Non-Teaching) are the main stakeholders in any situation

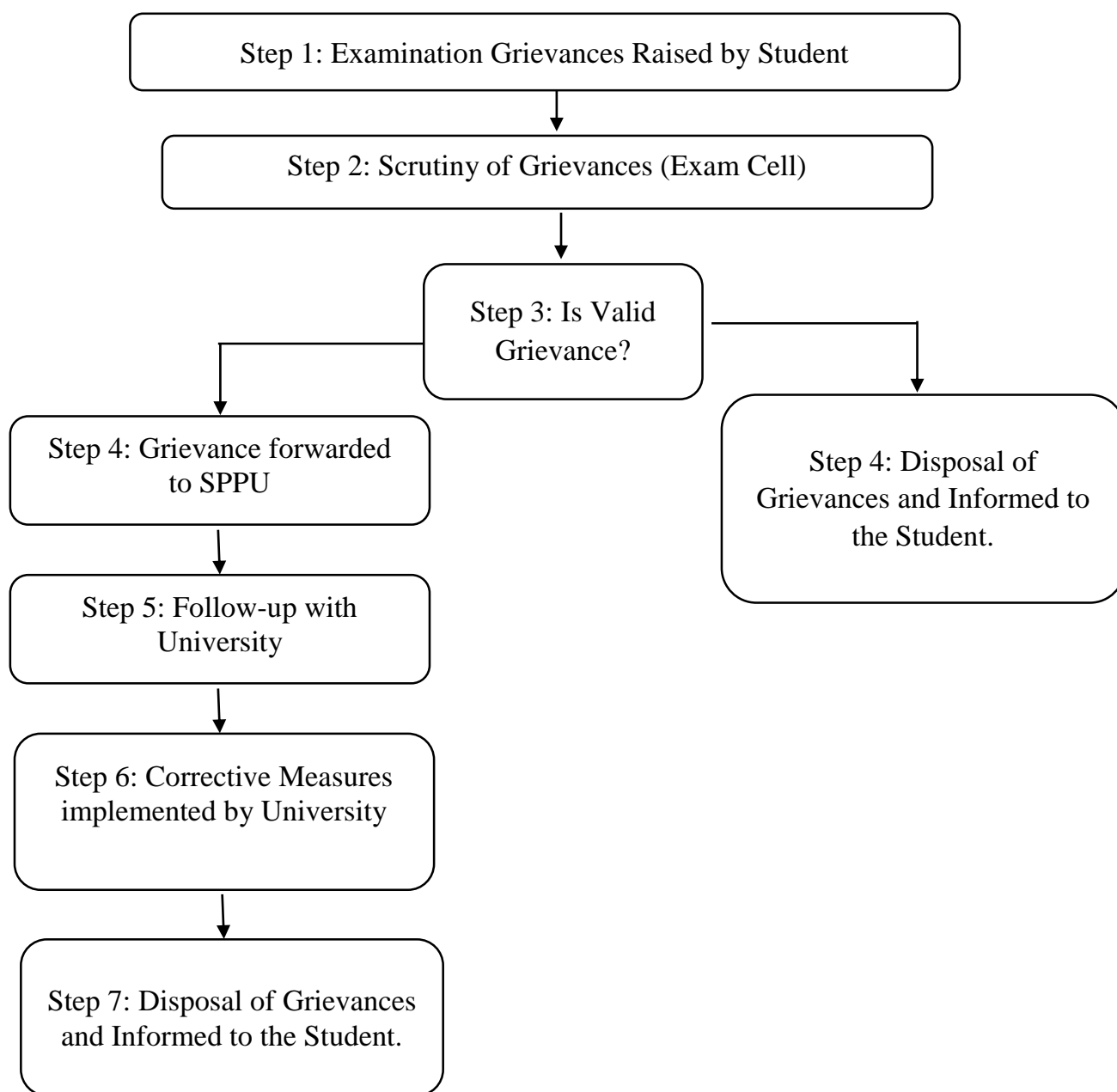
imparting education thus it's our best endeavour to make all efforts to ensure transparency in all the activities at different stages. Considering this motivation, the institute has decided to provide mechanism for redressal of grievances.

The following are broad objectives for handling the grievances:

- To provide fair and equal treatment to all grievances without bias at all times
- To ensure that all issues raised by any stake holder are dealt with courtesy and resolved in stipulated timelines
- To develop an adequate and timely organizational framework, to promptly address and resolve grievances fairly and equitably
- To provide enhanced level of stake holder's satisfaction
- To provide easy accessibility to all the grievances for an immediate grievance redressal
- To put in place a monitoring mechanism to oversee the functioning of the grievance handling policy
- To be compliant to the provisions of the AICTE grievance regulations 2012, and any guidelines or notification issued by the statutory authority relating to grievances

MECHANISM OF INTERNAL ASSESSMENT

INTERNAL EXAM GRIEVANCE REDRESSAL MECHANISM

EXTERNAL EXAM GRIEVANCE REDRESSAL MECHANISM

TIME LINE FOR PROCEDURE OF GRIEVANCE REDRESSAL

Sr. No.	Step	No. of Day	Remark
01	Raise of Grievance	15 days from happening of the Incident	Complaint should be filed within time by Complainant
02	Receipt of Complaint	01 Day	Same day
03	Scrutiny	02 Days	Scrutiny based on sensitivity and validated the Complaint
04	Complaint found In-Valid	02 Days	Communicated to the Complainant and close of Grievance
05	Complaint found Valid	02 Days	Escalate to appropriate Committee
06	Recommendation of Committee	03 Days	Conduct hearing and place recommendations for further actions
07	Corrective Measures	07 Days	Appropriate Corrective actions and inform to committee
08	Disposal of Complaint	01 Day	Corrective actions communicated to the Complainant and close of Grievance

TIME LINE FOR PROCEDURE OF GRIEVANCE RELATED TO RESERVATION (SC/ST) CELL

Sr. No.	Step	No. of Day	Remark
01	Raise of Grievance	15 days from happening of the Incident	Complaint should be filed within time by Complainant
02	Receipt of Complaint	01 Day	Same day
03	Scrutiny	02 Days	Scrutiny based on sensitivity and validated the Complaint
04	Complaint found In-Valid	02 Days	Communicated to the Complainant and close of Grievance
05	Complaint found Valid	02 Days	Escalate to appropriate Committee

06	Recommendation of Committee	03 Days	Conduct hearing and place recommendations for further actions
07	Corrective Measures	07 Days	Appropriate Corrective actions and inform to committee
08	Disposal of Complaint	01 Day	Corrective actions communicated to the Complainant and close of Grievance

TIME LINE FOR PROCEDURE OF INTERNAL COMPLAINT (ICC) REDRESSAL PROCEDURE (CONFIDENTIAL)

Sr. No.	Step	No. of Day	Remark
01	Raise of Grievance	15 days from happening of the Incident	Complaint should be filed within time by Complainant
02	Receipt of Complaint	01 Day	Same day
03	Scrutiny	02 Days	Scrutiny based on sensitivity and validated the Complaint
04	Complaint found In-Valid	02 Days	Communicated to the Complainant and close of Grievance
05	Complaint found Valid	02 Days	Escalate to appropriate Committee
06	Recommendation of Committee	03 Days	If committee proves the grievance appropriate, then escalate for Statutory action to the concerned authority.
07	Corrective Measures	02 Days	Concern authority has to take Appropriate Corrective actions
08	Disposal of Complaint	01 Day	Corrective actions communicated to the Complainant and close of Grievance

TIME LINE FOR PROCEDURE OF ANTI-RAGGING COMMITTEE PROCEDURE

Sr. No.	Step	No. of Day	Remark
01	Raise of Grievance	03 days from happening of the Incident	Complaint should be filed within time by Complainant

02	Receipt of Complaint	01 Day	Same day
03	Scrutiny	01 Day	Scrutiny based on sensitivity and validated the Complaint
04	Complaint found In-Valid	01 Day	Communicated to the Complainant and close of Grievance
05	Complaint found Valid	01 Day	Escalate to appropriate Committee
06	Recommendation of Committee	02 Days	If committee proves the grievance appropriate, then escalate for Statutory action to the concerned authority.
07	Corrective Measures	01 Day	Concern authority has to take Appropriate Corrective actions
08	Disposal of Complaint	01 Day	Corrective actions communicated to the Complainant and close of Grievance

TIME LINE FOR PROCEDURE OF INTERNAL EXAM GRIEVANCE REDRESSAL PROCEDURE

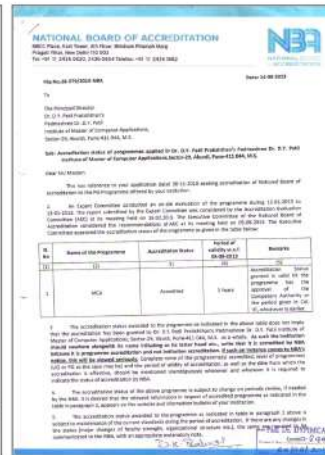
Sr. No.	Step	No. of Day	Remark
01	Raise of Grievance	15 days from happening of the Incident	Complaint should be filed within time by Complainant
02	Receipt of Complaint	01 Day	Same day
03	Scrutiny	02 Days	Scrutiny based on sensitivity and validated the Complaint
04	Complaint found In-Valid	02 Days	Communicated to the Complainant and close of Grievance
05	Complaint found Valid	02 Days	Escalate to appropriate Committee
06	Recommendation of Committee	03 Days	Conduct hearing and place recommendations for further actions to the Concern Staff
07	Corrective Measures	07 Days	Appropriate Corrective actions and inform to committee

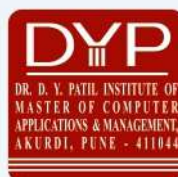
08	Disposal of Complaint	01 Day	Corrective actions communicated to the Complainant and close of Grievance
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TIME LINE FOR PROCEDURE OF EXTERNAL EXAM (UNIVERSITY) GRIEVANCE REDRESSAL PROCEDURE

Sr. No.	Step	No. of Day	Remark
01	Raise of Grievance	15 days from happening of the Incident	Complaint should be filed within time by Complainant
02	Receipt of Complaint	01 Day	Same day
03	Scrutiny	02 Days	Scrutiny based on sensitivity and validated the Complaint
04	Complaint found In-Valid	02 Days	Communicated to the Complainant and close of Grievance
05	Complaint found Valid	01 Days	Communicated to the Competent Authority of the University
06	Follow-up	----	Follow up will be taken by Institute towards corrective measures .
07	Disposal of Complaint	03 Days	Corrective actions communicated to the Complainant and close of Grievance

INSTITUTIONAL ACHIEVEMENTS AND RECOGNITIONS





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