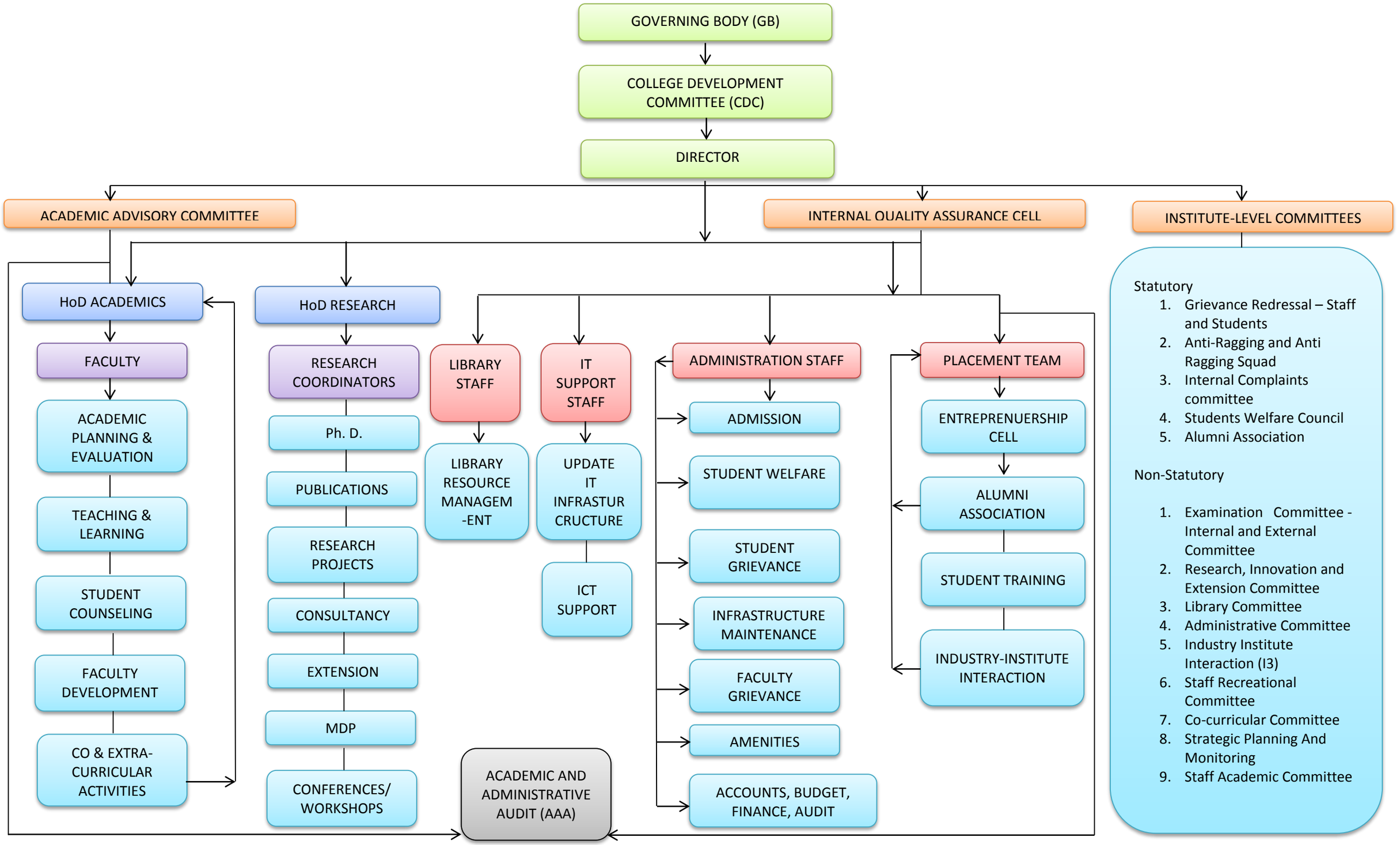
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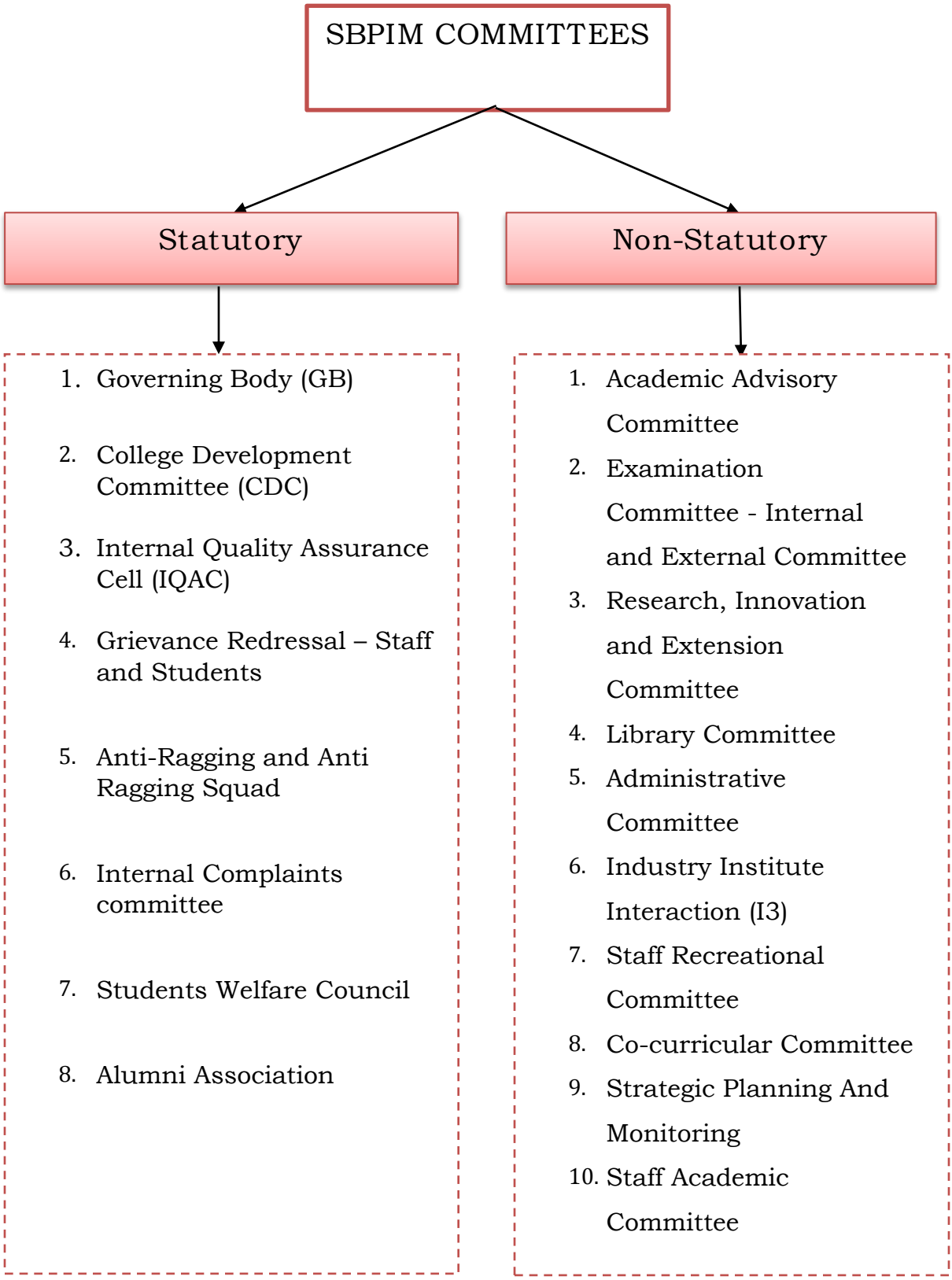
COLLEGE DEVELOPMENT COMMITTEE (CDC)
DIRECTOR
ACADEMIC ADVISORY COMMITTEE
INTERNAL QUALITY ASSURANCE CELL
INSTITUTE-LEVEL COMMITTEES
HoD ACADEMICS
FACULTY
ACADEMIC PLANNING & EVALUATION
TEACHING & LEARNING
STUDENT COUNSELING
FACULTY DEVELOPMENT
CO & EXTRA-CURRICULAR ACTIVITIES
HoD RESEARCH
RESEARCH COORDINATORS
Ph. D.
PUBLICATIONS
RESEARCH PROJECTS
CONSULTANCY
EXTENSION
MDP
CONFERENCES/ WORKSHOPS
LIBRARY STAFF
LIBRARY RESOURCE MANAGEM -ENT
IT SUPPORT STAFF
UPDATE IT INFRASTUR CRUCTURE
ICT SUPPORT
ADMINISTRATION STAFF
ADMISSION
STUDENT WELFARE
STUDENT GRIEVANCE
INFRASTRUCTURE MAINTENANCE
FACULTY GRIEVANCE
AMENITIES
ACCOUNTS, BUDGET, FINANCE, AUDIT
PLACEMENT TEAM
ENTREPRENUERSHIP CELL
ALUMNI ASSOCIATION
STUDENT TRAINING
INDUSTRY-INSTITUTE INTERACTION
ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)
Statutory
1. Grievance Redressal – Staff and Students
2. Anti-Ragging and Anti Ragging Squad
3. Internal Complaints committee
4. Students Welfare Council
5. Alumni Association
Non-Statutory
1. Examination Committee - Internal and External Committee
2. Research, Innovation and Extension Committee
3. Library Committee
4. Administrative Committee
5. Industry Institute Interaction (I3)
6. Staff Recreational Committee
7. Co-curricular Committee
8. Strategic Planning And Monitoring
9. Staff Academic Committee

PCET's S. B. PATIL INSTITUTE OF MANAGEMENT

STATUTORY AND NON-STATUTORY COMMITTEES

AY 2020-21



SBPIM STATUTORY COMMITTEES

SBPIM GOVERNING BODY			
S. B. PATIL INSTITUTE OF MANAGEMENT, NIGDI, PUNE			
Sr.No	**Name of the Member**	**Role**	**Representation**
1	Shri. Dnyaneshwar Landge	Chairman	Chairman Pimpri chinchwad Education Trust
2	Smt. Padmatai Bhosale	Member	Nominee Pimpri chinchwad Education Trust
3	Shri. Vitthalrao Kalbhor	Member	Nominee Pimpri chinchwad Education Trust
4	Shri. Shantaram Garade	Member	Nominee Pimpri chinchwad Education Trust
5	Member AICTE	Member	Nominee AICTE
6	Member DTE Mumbai	Member	Nominee DTE
7	Shri. Dr. Mohan Uchgaonkar	Member	Industry Expert
8	Shri. Dr. (Capt. Rtrd.) Chandrashekhar Chitale	Member	SPPU Academic Expert
9	Dr. Anish Karia	Member	Nominee Teaching Representative
10	Shri. Prasannakumar Ohol	Member	Nominee Non-Teaching Representative
11	Smt. Dr. Kirti Dharwadkar	Member Secretary	Director, S. B. Patil Institute Of Management

SBPIM COLLEGE DEVELOPMENT COMMITTEE

S. B. PATIL INSTITUTE OF MANAGEMENT, NIGDI, PUNE

Sr. No.	Name	Designation
1	Shri. Dnyaneshwar P. Landge	Chairman
2	Smt. Padmatai Bhosale	Vice-Chairman
3	Shri.Vitthalrao S. Kalbhor	Secretary
4	Shri Shantaram D. Garade	Treasurer
5	Shri Harshavardhan Patil	Trustee
6	Dr. Girish M. Desai	Executive Director
7	Dr. Anishkumar Karia	Member/H.O.D.
8	Dr. Bhushan Pardeshi	Member Teachers
9	Dr. Padmalochana Bisoyi	Member Teachers
10	Dr. Anuradha Phadnis	Member Teachers
11	Mr. Prasannakumar Ohol	Member Non-Teaching
12	Dr. C. M. Chitale	Member Local Education
13	Dr. S. V. Bhave	Member Local Industry
14	Dr. Mohan Uchhgaonkar	Member Local Research
15	Mrs. Sumeera Chandokh	Member Social Service
16	Dr. Swapnali Kulkarni	Member Co-Ordinator IQAC
17	Mr. Ajay Pawar	President Student Council
18	Mr. Shubham Pore	Secretary Student Council
19	Dr. Kirti Dharwadkar	Member Secretary

Grievance Redressal Committee (Staff)

SR. NO.	NAME OF THE MEMBER	REPRESENTATION
1	Dr. Kirti Dharwadkar	Director, SBPIM
2	Dr. Swapnali Kulkarni	Teaching Representative and Secretary
3	Dr. Pranita Burbure	Teaching Representative
4	Dr. Anishkumar Karia	Member
5	Mr. Prasannakumar Ohol	Non-Teaching Representatives
6	Mr. Sushil Kalbhor	Non-Teaching Representatives

Grievance Redressal Committee (Student)

SR. NO.	NAME OF THE MEMBER	REPRESENTATION
1	Dr. Kirti Dharwadkar	Director, SBPIM
2	Dr. Swapnali Kulkarni	Teaching Representative and Secretary
3	Dr. Pranita Burbure	Teaching Representative
4	Dr. Anishkumar Karia	Member
5	Mr. Prasannakumar Ohol	Non-Teaching Representatives
6	Mr. Sushil Kalbhor	Non-Teaching Representatives
7	Mr. Saurabh Bias	Student Representative
8	Ms. Manaswi Deshmukh	Student Representative

ANTI-RAGGING COMMITTEE			
Sr. No.	**Name of the Member**	**Role**	**Representation**
1	Dr. Kirti Dharwadkar	Chairman	Director
2	Dr. Kajal Maheshwari	Member - Secretary	Faculty Representative
3	Dr. Amarish Padma	Member	Faculty Representative
4	Mr. Sushil Kalbhor	Member	Non-Teaching Staff Representative
5	Mr. G.B.Borhade	Member	Boys Hostel Rector
6	Ms. Lata V. Raut	Member	Girls Hostel Rector
7	Ms. Minal Pitale	Member	Seniors Student
8	Mr. Mayuresh Mhetras	Member	Seniors Student
9	Ms. Amruta Chavan	Member	Fresher Student

10	Mr. Dnyaneshwar Khairnar	Member	Fresher Student
11	Ms. Sumira Sethi Chandok	Member	NGO Representative
12	Mr. Tulshidas shinde	Member	Local Media Representative
13	Mr. Raju Misal	Member	Civil Administration Representative
14	Mr. Surendra Chavan	Member	Parents' Representative
15	Mr. Sharad Surkule	Member	Police Administration Representative

ANTI-RAGGING SQUAD			
Sr. No.	**Name of the Member**	**Role**	**Representation**
1	Dr.Anish N. Karia	Member Secretary	Faculty In-charge of Anti Ragging Squad
2	Dr. Iram Ansari	Member	Faculty Representative
3	Mr. Manoj Shinde	Member	Non-Teaching Staff Representative
4	Ms. Swati Satpute	Member	Non-Teaching Staff Representative

Internal Complaints Committee

SR. NO.	NAME OF THE MEMBER	REPRESENTATION
1	Dr. Kirti Dharwadkar	Director, SBPIM
2	Dr. Aishwarya Gopalakrishnan	Faculty Representative and Secretary
3	Dr. Padmalochan Bisoyi	Faculty Representative
4	Ms. Swati Satpute	Non-Teaching Staff Representative
5	Ms. Sumira Sethi Chandhok	NGO Representative
6	Mr.Pritam Ingawale	Student Representative
7	Mr.Rakesh Raut	Student Representative
8	Mr.Aruna Godse	Student Representative

Student Welfare Council Committee

SR. NO.	NAME	DESIGNATION
1	Dr. Kirti Dharwadkar	Chairman - Director, SBPIM
2	Dr. Amarish Padma	Teaching Representative - Secretary
3	Dr. Kajal Maheshwari	Teaching Representative
4	Dr. Anuradha Phadnis	Teaching Representative
5	Mr. Ajay Pawar	President
6	Mr. Shubham Pore	Secretary
7	Ms. Gauri Sasturkar	Lady Representative
8	Ms. Aachal Tumble	Community Representative
9	Mr. Pratik Kharade	Sports Representative

10	Ms. Yadnesh Garud	Cultural Representative
11	Mr. Sanket Kumbhar	Class Representative – A
12	Ms. Ashwini Suresh	Class Representative – B
13	Ms. Rutuja Adsul	Class Representative – C
14	Mr. Nikhil K. Shinde	Class Representative – A (Spec.)
15	Ms. Kirti Thombre	Class Representative – B (Spec.)
16	Ms. Kalyani Gupte	Class Representative – C (Spec.)

Alumni Association Committee

SR. NO.	**NAME**	**DESIGNATION**
1	Dr. Kirti Dharwadkar	Director, SBPIM - Chairman
2	Mr. Swapnil Sonkamble	Secretary
3	Dr. Anishkumar Karia	Treasurer
4	Ms. Isha Bhatia Rawal	Alumni Association- President
5	Mr. Shyam Shelke	Alumni Association- Secretary
6	Mr. Rishikesh Kumar	Teaching Representative
7	Dr. Aishwarya G.	Teaching Representative
8	Mr. Hemant Rajesth	Alumni Representative

9	Ms. Nilambari Kamble	Alumni Representative

Internal Quality Assurance Committee

SR. NO.	NAME	DESIGNATION
1	Dr. Kirti Dharwadkar	Chairman
2	Dr. Girish Desai	Management Representative
3	Dr. C. N. Narayana	Chief Mentor & Member
4	Dr. Anishkumar Karia	Head of Department (Academics)
5	Dr. Bhushan Pardeshi	Head of Department (Research)
6	Dr. Swapnali Kulkarni	Co-ordinator
7	Dr. Anuradha Phadnis	Teaching Representative
8	Dr. Kajal Maheshwari	Teaching Representative
9	Dr. Amarish Padma	Teaching Representative
10	Mr. Prasannakumar Ohol	Non-teaching Representative
11	Mr. Raju Misal	Local society representative

12	Mr. Shubham Paiyawal	Alumni Representative
13	Dr. Abhijeet Shah	Industry Representative
14	Mr. Aditya Saste	Student Representative

SBPIM NON-STATUTORY COMMITTEES

Academic Advisory Committee

SR. NO.	MEMBERS	DESIGNATION
1	Dr. Kirti Dharwadkar	Director, SBPIM
2	Dr. C. N. Narayana	Sr. Professor and Chief Mentor, SBPIM
3	Dr. Mohan Uchgaonkar	Industry Representative
4	Dr. AnishKumar Karia	Teaching Representative and Secretary
5	Dr. Padmalochana Bisoyi	Teaching Representative
6	Mr. Prasannakumar Ohol	Non-Teaching Representative
7	Ms. Shruti Rao	Alumni Representative

Examination Committee

SR. NO.	NAME	DESIGNATION
1	Dr. Kirti Dharwadkar	Director, SBPIM
2	Dr. Amarish Padma	Teaching Representative and Secretary
3	Dr. Kajal Maheshwari	Teaching Representative
4	Dr. Iram Ansari	Teaching Representative
5	Dr. Padmalochan Bisoyi	Teaching Representative
6	Dr. Aishwarya G.	SIP and Dissertation Co-ordinator
7	Dr. AnishKumar Karia	SIP and Dissertation Co-ordinator
8	Mr. Sushil Kalbhor	Non-Teaching Representative

Research, Innovation and Extension committee

SR. NO.	NAME	DESIGNATION
1	Dr. Kirti Dharwadkar	Director, SBPIM
2	Dr. Bhushan Pardeshi	Head of Department (Research)
3	Dr. Padmalochan Bisoyi	Teaching Representative and Secretary
4	Mr. Rishikesh Kumar	Teaching Representative
5	Dr. Iram Ansari	Teaching Representative

Extension committee

SR. NO.	NAME	DESIGNATION
1	Dr. Kirti Dharwadkar	Director, SBPIM - Chairman
2	Dr. Iram Ansari	Teaching Representative and Secretary
3	Mr. Rishikesh Kumar	Teaching Representative
4	Mr. Laxmikant Premalwad	Student Representative – Boy
5	Ms. Kirti Thombre	Student Representative – Girl

Library Committee

SR. NO.	NAME	DESIGNATION
1	Dr. Kirti Dharwadkar	Director, SBPIM
2	Dr. Anish Karia.	Head of Department (Academics)
3	Dr. Bhushan Pardeshi	Head of Department (Research)
4	Ms. Supriya Panse	Librarian and Secretary
5	Dr. Anuradha Phadnis	Teaching Representative
6	Ms. Swati Satpute	Non - Teaching Representative
7	Mr. Nikhil Shinde	Student Representative

Administrative Committee

SR NO	NAME	DESIGNATION
1	Dr. Kirti Dharwadkar	Director, SBPIM
2	Mr. Prasannakumar Ohol	Office superintendent and Secretary
3	Dr. Anishkumar Karia	Teaching Representative
4	Ms. Laxmi Jasti	Teaching Representative
5	Mr. Swaraj Landge	Non-Teaching Representative
6	Mr. Sushil Kalbhor	Non-Teaching Representative
7	Mr. Yogesh Patil	Member

Industry Interaction Committee

SR. NO.	NAME	DESIGNATION
1	Dr. Kirti Dharwadkar	Director, SBPIM
2	Mr. Swapnil Sonkamble	Teaching Representative and Secretary
3	Mr. Rishikesh Kumar	Teaching Representative
4	Ms. Laxmi Jasti	Teaching Representative
5	Mr. Sushil Kalbhor	Non-Teaching Representative
6	Ms. Swati Satpute	Non-Teaching Representative
7	Mr. Prathamesh Surve	Student Representative - Boy
8	Ms. Akanksha Rajput	Student Representative - Girl

Staff Recreational Committee

SR. NO.	NAME	DESIGNATION
1	Dr. Kirti Dharwadkar	Director, SBPIM
2	Dr. Swapnali Kulkarni	Teaching Representative and Secretary
3	Dr. Amrish Padma	Teaching Representative
4	Dr. Anishkumar Karia	Teaching Representative
5	Ms. Swati Satpute	Non - Teaching Representative
6	Mr. Amit Gaikwad	Peon

Co-Curricular Committee

SR. NO.	NAME	DESIGNATION
1	Dr. Kirti Dharwadkar	Director, SBPIM
2	Dr. Aishwarya Gopalakrishnan	Teaching Representative - Secretary
3	Ms. Iram Ansari	Teaching Representative
4	Mr. Manoj Shinde	Non-Teaching Representative
5	Mr. Pavan Pawar	Student Representative - Boy
6	Ms. Priyanka Gaikwad	Student Representative - Girl

STRATEGIC PLANNING AND MONITORING COMMITTEE

SR.NO.	NAME	Role	Representation
1	Dr. Kirti Dharwadkar	Chairman	Director, SBPIM
2	Dr. Bhushan Pardeshi	Member	Head - Research
3	Dr. Pranita Burbure	Member (Secretary)	Teaching Representative
4	Dr. Padmalochana Bisoyi	Member	Teaching Representative
5	Mr. Prasannakumar Ohal	Member	Non-Teaching Representative
6	Ms. Isha Bhatia	Member	Student Representative

PCET'S STRATEGIC PLAN ADVISORS

1	Smt. Padmatai Bhonsale	Member	Vice Chairperson (PCET)
2	Shri. V. S. Kalbhor	Member	Secretary, PCET

STAFF ACADEMY COMMITTEE			
Sr. No.	**Name of the Member**	**Role**	**Representation**
1	Dr. Kirti Dharwadkar	Chairman	Director, SBPIM
2	Dr. Bhushan Pardeshi	Member	Head - Research
3	Dr. Anish Karia	Member	Head – Academics
4	Dr. Padmalochana Bisoyi	Member (Secretary)	Teaching Representative
5	Dr. Iram Ansari	Member	HR – Representative
6	Prof. Rishikesh Kumar	Member	Marketing – Representative
7	Prof. Amarish Padma	Member	Finance – Representative
8	Prof. Laxmi Jasti	Member	BA – Representative
9	Dr. Kajal Maheshwari	Member	Operations – Representative

P.C.E.T.'s

S. B. PATIL INSTITUTE OF MANAGEMENT

ADMINISTRATION HANDBOOK

Pimpri Chinchwad Education Trust's

S. B. PATIL INSTITUTE OF MANAGEMENT

PCET'S

S. B. PATIL INSTITUTE OF MANAGEMENT

ADMINISTRATION HANDBOOK

PIMPRI CHINCHWAD EDUCATION TRUST'S

S. B. PATIL INSTITUTE OF MANAGEMENT

SECTOR NO. 26, NIGDI, PRADHIKARAN, PUNE: 44

MAHARASHTRA, INDIA

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1. INTRODUCTION

1.1 About Pimpri Chinchwad Education Trust (PCET)

Strong desire, drive, utmost concern and the commitment of our founder chairman Late Shri. Shankarrao Bajirao Patil was instrumental in bringing up polytechnic Institute in the year 1990, then the Management Institute in the year 1999 and S. B. Patil Institute of Management in 2009. With the firm support of Shri. Dnyaneshwarji Landge, Shri. Vitthalraoji Kalbhor, Shri. Shantaramji Garade and other trustees. The crux of success of these institutes is the wisdom and dedicated efforts of honorable trustees. The chairman and the trustees are keen to improve and maintain quality of education to keep pace with the changing needs of society and industry. Shri. Padmakarji Vispute, Ex-Administrative Officer of the P.C.E.T. made a remarkable contribution in the overall development of the institute right from its initial establishment.

1.1.1 Mission of PCET

The trust is committed to understand the educational needs of people, particularly, people from Pimpri Chinchwad area. Consistent with the observed needs, trust shall plan for addressing the needs by increasing intake capacity and additional courses of study in the existing institutes, and also by establishing new institutes."

1.2 The Trust Members

Name of Trustees	Designation
Hon. Shri. Dnyaneshwarji Landge	Chairman
Hon. Smt. Padmatai Bhosale	Vice-Chairperson

Hon. Shri. Vitthalraoji Kalbhor	**Secretary**
Hon. Shri. Shantaramji Garade	**Treasurer**
Hon. Shri. Harshwardhan Patil	**Trustee**
Hon. Shri. Bhaijan Kazi	**Trustee**

1.3 About S. B. Patil Institute of Management

The S. B. Patil Institute of Management started in 2009 and run by the trust is approved by AICTE, New Delhi, and Government of Maharashtra and affiliated to Savitribai Phule Pune University. The premises are well developed to impart quality technical education. The Institute is located in one of the fastest developed Pimpri Chinchwad Industrial belt of Asia.

Sr. No.	Name of Program	Intake sanctioned by AICTE
1	Master in Business Administration (Full Time MBA)	180

1.4 Institute Motto, Vision, Mission and Values

1.4.1 SBPIM Motto:

"॥ सुप्रबन्धे राष्ट्र समृद्धि ॥" means "Better Management for a Better Nation."

1.4.2 SBPIM Vision:

"To be a Nationally and Internationally accredited Management Institute that supports collaborative learning, incubation center and cafeteria approach to provide quality education, research and consultation with the objective of transforming students to professionals, entrepreneurs and researchers having deep rooted sense of Social Responsibility."

1.4.3 SBPIM Mission:

"To pursuit excellence in Management Education and Research Program with holistic and sustainable developmental approach through dynamic workforce as mainstay to create future Leaders, Transformative Entrepreneurs and Ethical Citizens who generate value for the Industry, Society and the Nation."

Mission statement defines distinctive characteristics as:

- SBPIM being an Educational Institute is highly committed to provide knowledge, skills, research and consultancy for holistic development of the students with attributes of a responsible citizen and a moral human being for Institutes' and stakeholders' sustainable development.
- The Institute is committed to instill various Life Skills like Analytical Thinking, Problem Solving, Decisions Making, Creative Abilities, Emotional Intelligence and Positive Approach.
- The Institute is committed to accomplish its mission by using latest technology, infrastructure, guidance and feedback from all stakeholders.

1.4.4 SBPIM Values:

We are committed to continued academic excellence grounded in our values:

1. **Commitment to Students**: Belief in providing quality, accessible instruction, resources, and support services to enhance the growth and development of students.

2. **Commitment to Faculty and Staff**: Belief in the importance of providing a work and learning environment characterized by integrity, clear communications, open exchange of ideas, involvement in decision making, and respect for all individuals.
3. **Commitment to Community**: Belief in enhancing the environmental and socio-economic vitality and quality of life for all citizens of the community, industry and business.
4. **Commitment to Diversity**: Belief in acknowledging and respecting the diversity of the community.
5. **Commitment to Excellence**: Belief in the pursuit of excellence in all Institutes' programs and services.

1.5 Objectives:

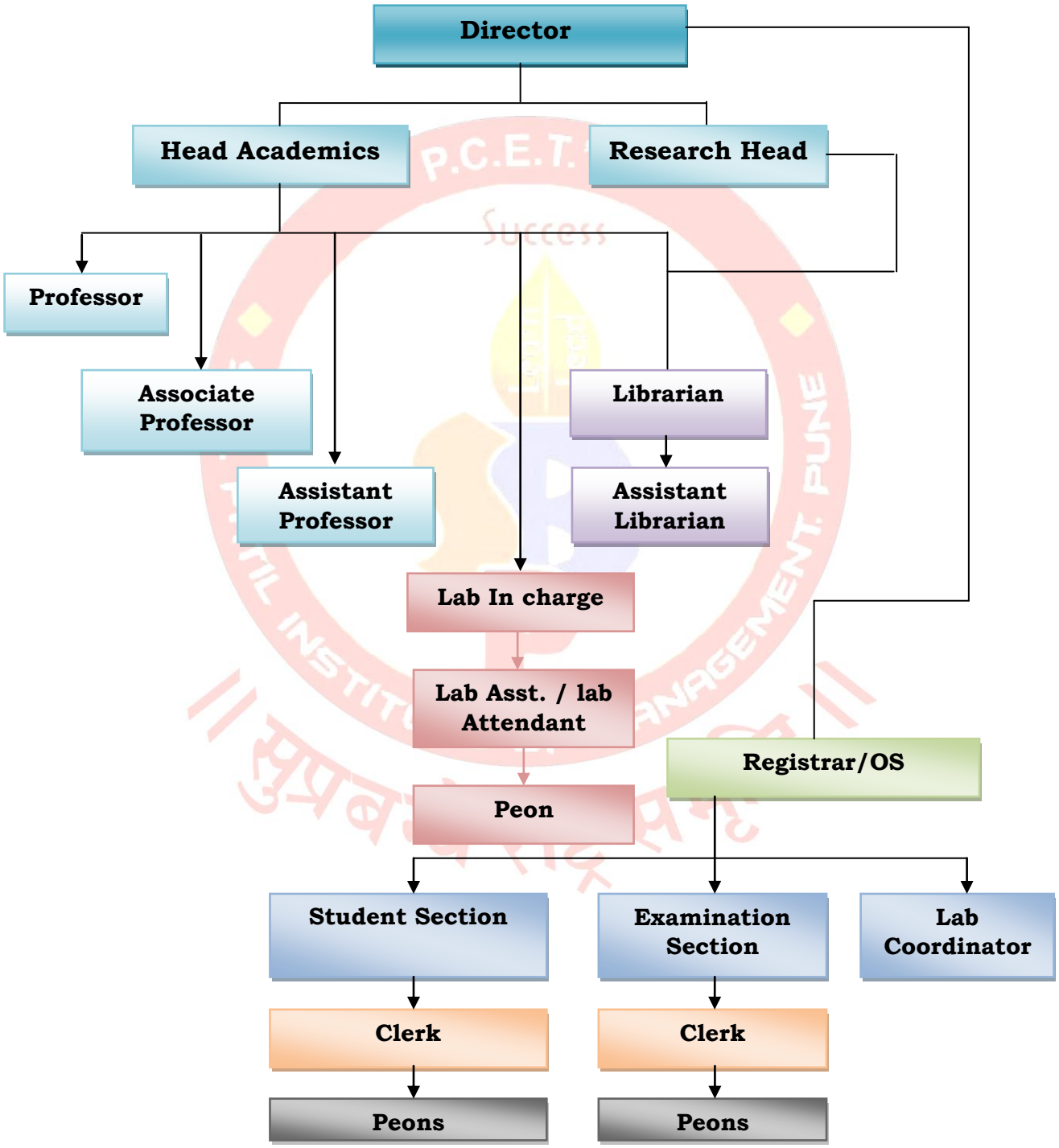
1. To be a premier management institute known for its teaching, training, research, extension and consultancy.
2. To impart value based education by undertaking holistic and sustainable developmental approach in transforming the students which can develop responsible citizens with emotional stability who shall create value for the nation and worldwide.
3. To be highly committed and maintain everlasting trust between institution and the stakeholders.
4. To collaborate with stakeholders in bringing quality in curricular and co-curricular activities.
5. To promote entrepreneurial activities for developing job creators in the society.

1.6 SBPIM Strategic Goals

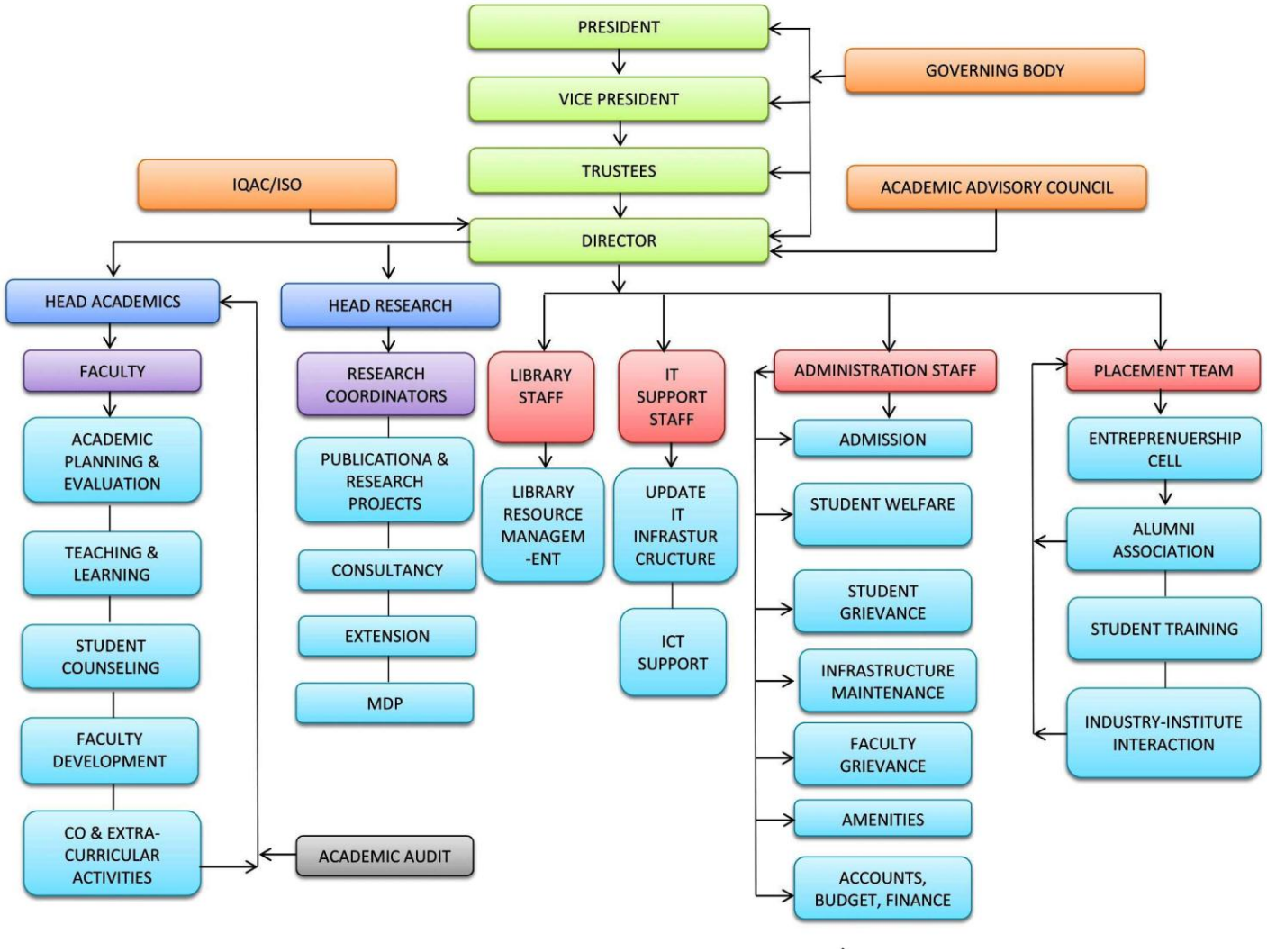
SR. NO.	GOALS	
1.	Goal 1	***Build Human Capital Strength***
2.	Goal 2	***Build Student Strength***
3.	Goal 3	***Build Brand Strength***
4.	Goal 4	***Build Financial Strength***
5.	Goal 5	***Build strong Research environment***
6.	Goal 6	***Build quality Infrastructure***
7.	Goal 7	***Build quality Placement opportunities through long-term synergic Relationships***
8.	Goal 8	***Build an Inclusive and Ethical Culture***
9.	Goal 9	***Monitor and realign : Continuously upgrade every arena***

2. ORGANIZATION AND DUTIES

ORGANIZATIONAL CHART



2.1 STRUCTURE OF GOVERNANCE: SBPIM ORGANOGRAM



2.1.1 ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Governing Body	• To monitor and evaluate the teaching program and other curricular and co-curricular activities • Suggest remedial measures • Monitor progress of studies as per curriculum and norms of University
Local Managing Committee	• Frame directive principles and policies • Amend and approve policies from time to time • Approve budgets
Director	• Define quality policy and objectives • Arrange periodic meeting of various bodies and committees • Effective implementation of Outcome Based Education • Academic planning and monitoring • Examinations • Academic development • Student training and placement • Accreditation • Office administration • Employee recruitment • Budget and Finance • Purchase and Accounts • Annual magazine • Compliance with AICTE,DTE, SPPU & Govt. of Maharashtra • Infrastructure and Maintenance • Amenities • Faculty grievance • NIRF Ranking

Head-Academics	• Prepare and execute academic calendar • Teaching-learning process • Result analysis and remedial measures • Student counseling • Faculty Development • Academic audit • Maintain ISO procedures • Internal and external examinations • Library upgradation • Student discipline • IQAC • Feedback • Plan and execute academic activities of the Institute • Maintain discipline and culture in the Institute • Maintain the Institute neat and clean • Pick and promote strengths of students / faculty/ staff • Monitor academic activities of the Institute • Propose Institute budget • Adhere to QMS procedures • Maintain records of Institutional activities
Head-Research	• Up-scaling and enhancing the research activities within the institute • Raise awareness of funding opportunities to support faculty research and externally funded sponsored/consultancy projects • Encourage industry institute linkages and collaborative research • Motivate faculty to write projects • Monitor the effective utilization of funds of externally funding projects. • Facilitate the consultancy work in the institution.

Training and Placement Officer (TPO)	• Student training and placement • Industry institute interaction • Identify and provide for training needs of students • Arrange campus interviews • Proposing annual T&P budget • Alumni interaction • Facilitate career guidance to students • EDC • Higher studies
Head Clerk	• Institute Roster • Service books • Faculty personal files • Recruitment process • Maintain minutes of meeting • Coordinate day to day activities of office • Purchase process • Annual Institute budget • Shikshan Shulka Samiti compliance • All kind of Reports i.e. AICTE, LIC, LMC etc
Librarian	• Plan and execute modus operandi of routine activity of the library • Plan and propose expansion / development • Maintain library discipline and culture • Prepare annual budget for library

2.1.2 GOVERNING BODY

Aim: An institute which is admitted to the privileges of the University shall have a Governing Body to administer the affairs of the institute in respect of teaching program, faculty development, placement and industry-institute interaction.

Reference: Revised Regulation in regard to Governing Board of the Colleges under Statute 24(3)(c)

Tenure: Nominated member, other than ex-officio member, shall hold office for a term of two years. However, he can be re-nominated, subject to the condition that no member can continue for more than two terms.

Frequency of Meeting: Committee will meet twice a year.

Functions:

(i) To organize the teaching in the institute and to determine the teaching requirement of the institute.

(ii) To monitor and evaluate the teaching programs in the institute and suggest remedial measures.

(iii) To monitor faculty deployment and development, placement and industry-institute interaction activities in the institute/college and suggest remedial measures wherever necessary.

(iv) To perform such other duties and exercise such other powers as may be entrusted by the management and the University.

Revised Regulation in regard to Governing Board of the Colleges under Statute 24(3)(c):

In terms of the provision of Statute 24(3)(c), a college which is admitted to the privileges of the University shall have a Governing body to administer the affairs of the college, which shall have the following composition.

A. <u>For self-financing institutions:</u>

(a) Composition

(i) President/ Chairman of the society / trust or his nominee-

i. *Chairman*

ii. Who shall be preferably a professional either an entrepreneur or an industrialist of repute interested in the development and promotion of quality professional education

(ii) Five persons to be nominated by the trust

(iii) One teacher representative for every ten regular faculty strength subject to a minimum of one and maximum of three teachers by rotation according to seniority for two years.

(iv) One representative of Govt. (VC Nominee) from the Department of Higher Education / Department of Medical / Department of Training & Technical Education, depending upon the type of programmes running in the institutes, not below the rank of Dy. Secretary in the Govt. of India

(v) Director/Principal of the College/Institution-Member Secretary

(vi) A nominee of AICTE, if applicable, not below the rank of Dy. Director.

(vii) A nominee of DTE any other statutory body as applicable, as per their guidelines, not below the rank of Dy. Director

(viii) One Representative of Industry

(ix) One Academic Expert

(b) Guidelines for appointments of trust nominees

i. The persons, whose names are included by the trust, in the panel for nomination on the Governing Body should be those whose contribution in the field of education is significant.

ii. The panel to be sent should not include more than two members of a family.

iii. While appointing nominees of the trust, it should be ensured that

a) The person should not be a student of the University Department /College.
b) The person is not an employee of the University or of the college.
c) The person is not a member of any statutory body of the University.
d) The person is not a member of governing body of more than two colleges affiliated to the University.

(c) Tenure

Nominated member, other than ex-officio member, shall hold office for a term of two years. However, he can be re-nominated, subject to the condition that no member can continue for more than two terms.

B. Functions of Governing Body

The Governing body shall perform the following functions:

(i) To organize the teaching in the college and to determine the teaching requirement of the college.

(ii) To monitor and evaluate the teaching programmes in the college and suggest remedial measures, provided that the Governing body will be assisted in this function by an Advisory Committee to be constituted for each programme comprising of three professional in the field. The Advisory Committee to be constituted by the Governing Body will be submitting every six month a technical inspection report on the standard of teaching and the progress of studies in the college vis-à-vis the laid down curriculum and norms of University to the Governing body with a copy endorsed to the University.

(iii) To monitor faculty deployment and development, placement and industry-institute interaction activities in the institute/college and suggest remedial measures wherever necessary.

(iv) To perform such other duties and exercise such other powers as may be entrusted by the management and the University.

Regulation in regard to Reconstitution of Governing Body under Statute 24(9)(iii)

In terms of the provision of Statute 24(9)(ii), when the Board of Management is satisfied on the recommendations of the Board of Affiliation or otherwise that the governing body of a college or an institution, as the case may be, has neglected to perform any of the duties imposed upon it by or under the Act ordinances or the

Regulations made thereunder, or has closed down an affiliated college or institution, as the case may be, it may, after giving the governing body of such college or institution, as the case may be, a reasonable opportunity of showing cause against the proposed action, reconstitute the governing body of the college and may appoint, to the regularly constituted Governing body of such college or institution, such number of additional members, not being more than seven and for such period, as it may consider fit but not exceeding three years on any one occasion.

Provided that the person appointed as an additional member or the regularly constituted Governing Body of a College or Institution, shall not withstanding the term of office of the members of the regularly constituted Governing Body, hold office as additional members of such Governing Body for the period specified in the order appointing him as such members, but any such additional member may be recalled from his office as such at any time by the University and any other person may be appointed in his place to fill the vacancy caused by such recall.

Composition of Governing Body

NAME	ROLE	REPRESENTATION
Shri. D. P. Landge	Chairman	Chairman Pimpri Chinchwad Education Trust
Smt. Padmatai Bhosale	Member	Nominee, Vice-Charirperson, Pimpri Chinchwad Education Trust
Shri. V.S. Kalbhor	Member	Nominee Pimpri Chinchwad Education Trust
Shri. S. D. Garade	Member	Nominee Pimpri Chinchwad Education Trust

Shri. Bhaijan Kazi	Member	Nominee Pimpri Chinchwad Education Trust
Member AICTE	Member	Nominee AICTE
Member DTE Mumbai	Member	Nominee DTE
Shri. Mohan Uchgaonkar	Member	Industry Expert
Dr. C.M. Chitale	Member	SPPU Academic Expert
Dr. Daniel J. Penkar	Member Secretary	Director S. B. Patil Institute Of Management
Dr. Kirti Dharwadkar	Member	Nominee Teaching Representative
Shri. Prasannakumar Ohol	Member	Nominee Non-Teaching Representative

2.1.3 LOCAL MANAGING COMMITTEE

Aim: An institute which is admitted to the privileges of the Savitribai Phule Pune University shall have a Local Managing Committee to administer the affairs of the institute in respect of budget, finances, recruitment, teaching program, faculty development, placement, inspection and assessment.

Reference: As per S-85 of the Conditions and Procedure for Affiliation and Recognition of Colleges and Institutions, The Maharashtra Universities Act, 1994, Chapter-X, Permission, Affiliation and Recognition.

Local Managing Committee of an Affiliated College

(1) There shall be a separate local managing committee for every affiliated college or institution, consisting of the following members:

(a) President or Chairman of the management-Chairman;

(b) Secretary of the management or his nominee;

(c) Three local members representing different fields of the area, nominated by the management;

(d) Three teachers, elected by the teachers of the college or institution;

(e) One non-teaching employee, elected by the non-teaching employees of the college or institution;

(f) Director/Principal-Member-Secretary.

Tenure: Members elected or nominated shall have a term of five years.

Frequency of Meeting: The local managing or advisory committee shall meet at least twice a year.

Functions:

The powers and duties of the local managing committee shall be to:

a) Prepare the budget and financial statements;

b) Recommend to the management the creation of the teaching and other posts;

c) Determine the programme of instruction and internal evaluation and to discuss the progress of studies in the college;

d) Make recommendations to the management for the improvement of the standard of teaching in the college;

e) Formulate proposals of new expenditure not provided for in the college budget;

f) advise the Principal regarding the intake capacity of various classes, preparation of time-tables, distribution of the available teaching work load and such other matters relating to the internal management of the college and discipline of the college students as may be referred to it by the principal, from time to time;

g) Consider and make recommendations on the inspection report, if any;

h) Consider and make recommendations on the report of the local inquiry committee, if any;

i) Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management, the Management Council of the university and to the concerned Director;

j) Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

Composition of Local Managing Committee:

NAME	DESIGNATION	BACKGROUND
Shri. Dnyaneshwar Pandurang Landge	Chairman	EX. M.L.A. Chairman, Pawana Sahakari Bank,
Smt. Padmatai Bhosale	Member	Vice-Chairman, Indapur Taluka Shikshan Prasarak Mandal, Indapur, Dist. Pune
Shri. Vithalrao Somaji Kalbhor	Member	Businessman (Construction)

Shri. Shantaram D. Garade	Member	Retd. City Manager, PCMC, Pimpri Pune.
Shri. Sayyed Ismail Kazi	Member	Member, P.C.N.T.D.A. Member, Pimpri Chinchwad Education Committee.
Prof. Girish Desai	Member	Professor, Pimpri Chinchwad Institute of Management
Dr. Daniel J. Penkar	Secretary	Director, S. B. Patil Institute of Management
Dr. Hansraj Thorat	Head, Research	Professor, S. B. Patil Institute of Management
Dr. Kirti Dharwadkar	Faculty Member	Professor, S. B. Patil Institute of Management
Shri. Swapnil Sonkamble	Faculty Member	Assistant Professor, S. B. Patil Institute of Management
Shri. Prasannakumar Ohol	Non-Teaching Representatives	Head Clerk S. B. Patil Institute of Management

2.1.4 ACADEMIC ADVISORY COMMITTEE

SR. NO.	NAME	DESIGNATION
1	Dr. Daniel J. Penkar	Director, SBPIM
2	Dr. Kirti Dharwadkar	Head Academics
3	Dr. Dipti V. Sharma	Teaching Representative & Secretary
4	Dr. Padmalochana Bisoyi	Teaching Representative
5	Mr. Prasannakumar Ohol	Non-Teaching Representative

2.1.5 INTERNAL QUALITY ASSURANCE COMMITTEE

SR. NO.	NAME	DESIGNATION
1	Dr. Daniel J. Penkar	Director, SBPIM
	Dr. Hansraj Thorat	Research Head, SBPIM
2	Dr. Kirti Dharwadkar	Head Academics, SBPIM
3	Mr. Anishkumar Karia	Teaching Representative & Co-Ordinator
4	Dr. Bhushan Pardeshi	Teaching Representative
5	Dr. Swapnali Kulkarni	Teaching Representative

2.1.6 STRATEGIC PLANNING AND MONITORING COMMITTEE (SPMC)

STRATEGIC PLANNING AND MONITORING COMMITTEE MEMBERS		
SRNO	**NAME**	**DESIGNATION**
1	Dr. Daniel Penkar	Chairman
2	Dr. Hansraj Thorat	Member
3	Dr. Kirti Dharwadkar	Member
4	Dr. Dipti Sharma	Teaching Representative and Secretary
5	Ms. Pranita Burbure	Teaching Representative
6	Dr. Bhushan Pardeshi	Teaching Representative
7	Mr. Prasannakumar Ohal	Non-Teaching Representative
8	Ms. Isha Bhatia	Student Representative
9	Secretaries of all working committees	Committee Representative

PCET'S STRATEGIC PLAN ADVISORS

1	Smt. Padmatai Bhonsale	Vice-Chairperson (PCET)
2	Shri. V. S. Kalbhor	Secretary, PCET

2.2 SBPIM STATUTORY AND NON-STATUTORY COMMITTEES

2.2.1 FUNCTIONS OF COMMITTEES

NAME OF COMMITTEE	NO. OF COORDINATORS	TASKS
Grievance Redressal Committee	5	To resolve grievances of teaching, non-teaching staff and students fairly and equitably.
Anti-Ragging Committee	6	Prevention and prohibition of Ragging
Internal Complaints Committee	3	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace
Student Welfare Council	5	To look after the welfare of the students and to promote and co-ordinate the extracurricular activities
Alumni Association Committee	3	To nurture and develop the SBPIM students
Academic Advisory Committee	4	To study Academic needs while striving to uphold academic integrity and equity for students across Institutes and classes
Examination Committee	6	To monitor, evaluate, ensure smooth conduct of Examination
Research, Innovation and Extension	6	To develop implement and monitor the Research, Consultancy and Extension Program.
Library Committee	5	To act as Learning Resource Centre for faculty and student to enrich their knowledge.
Administration Committee	4	To administer the functioning, implementation and monitoring of the administrative, purchase and f inance processes

Industry Interaction Committee	4	To act as a bridge between industries and the institute
Staff Recreational Committee	7	To help maintaining a friendly relations and harmony amongst the staff members by celebrating festivals and birthdays
Co- curricular Committee	4	To standardize the process of all co- curricular activities in the institute
Internal Quality Assurance Committee	6	To assess the Internal Quality of the Institute

2.2.1.1 GRIEVANCE REDRESSAL COMMITTEE

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/Lega112012, Clause 1 of Section 23 of the All India Council for Technical Education, Act, 1987 (52 of 1987).

Objectives:

- To develop an organizational framework to promptly address and resolve grievances of teaching, non-teaching staff and students fairly and equitably.

- To ensure that, there is no laxity in semesters of fair-deal with the teaching and non-teaching Staff, Students.
- To ensure effective solution to the grievances of teaching and non-teaching staff, students through an impartial and fair approach.
- To address the academic and administrative problems of the students.
- To provide satisfaction to the teaching and non-teaching Staff.

Tenure: Two years

Frequency of Meeting:

1. Committee will meet twice a year.
2. In case of any complaint or emergency the meeting will be called within an hour's notice.

Functions:

- To consider all grievances submitted in writing by any member of the Students, Faculty members and other staff of the Institute.
- To access to all confidential files or otherwise documents relevant to the individual's grievance.
- To study the application and after looking into the relevant documents discuss with those concerned.
- To review the application and relevant documents discuss the matter with concerned parties.
- To submit its recommendations and report to the Director as expeditiously as possible
- To make final settlement of any grievance within a reasonable period (normally not exceeding one month)

The procedure for Grievance Redressal is attached in the annexure.

Composition:

Grievance Redressal Committee (Staff)

SR. NO.	NAME OF THE MEMBER	REPRESENTATION
1	Dr. Daniel Penkar	Director
2	Dr. Hansraj Thorat	Research Head
3	Dr. Kirti Dharwadkar	Head, Academics
4	Dr. Swapnali Kulkarni	Teaching Representative and Secretary
5	Ms. Pranita Burbure	Teaching Representative
6	Mr. Prasannakumar Ohol	Non-Teaching Representatives

Grievance Redressal Committee (Student)

SR. NO.	NAME OF THE MEMBER	REPRESENTATION
1	Dr. Daniel Penkar	Director
2	Dr. Hansraj Thorat	Research Head
3	Dr. Kirti Dharwadkar	Head, Academics
4	Ms. Pranita Burbure	Teaching Representative
5	Dr. Swapnali Kulkarni	Teaching Representative and Secretary
6	Mr. Prasannakumar Ohol	Non-Teaching Representative
7	Mr. Chandrakant Adsare	Student Representative - Boys
8	Ms. Athulya Nair	Student Representative - Girls

2.2.1.2 ANTI RAGGING COMMITTEE

Aim:

Prevention and prohibition of ragging in Technical Institution, Universities including Deemed to be Universities imparting technical Education.

Reference:

1. **AICTE Notification Dated 01-07-2009 F.No.37-3/Legal/AICTE/2009 –** In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education
2. UGC regulation vide No. F. 1-16/2009 (CPP-II) dated 21.10.2009 (www.ugc.ac.in)

Objectives:

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher

or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

Tenure: Two year

Frequency of Meeting:

1. Committee will meet twice a year.
2. In case of any complaint or emergency the meeting will be called within an hour's notice.

Functions:

Anti-ragging Committee will,

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

If found guilty, the culprits will have to face the action / trial as per the guidelines of honorable Supreme Court judgment [given in annexure]

Composition:

Anti-Ragging Committee

SR. NO.	NAME OF THE MEMBER	REPRESENTATION
1	Dr. Daniel Penkar	Director
2	Dr. Kirti Dharwadkar	Head, Academics
3	Ms. Kajal Maheshwari	Secretary
4	Mr. Amarish Padma	Faculty Representative
5	Mr. Sushil Kalbhor	Non-Teaching Staff Representative
6	Mr. S. R. Kasar	Boys Hostel Rector
7	Mrs. Lata V. Raut	Girls Hostel Rector
8	Mr. Raju Misal	Civil Administration Representative
9	Mr. Tulshidas Shinde	Local Media
10	Ms. Sumira Sethi Chandok	NGO Representative
11	Mr. Sharad Surkule	Police Administration Representative
12	Mr. Naresh Rajesth	Parent
13	Ms. Lekha Raghuwanshi	Senior Student Representative
14	Mr. Vijay Kumthekar	Senior Student Representative
15	Ms. Effimol Shahji	Student Representative Fresher
16	Mr. Swapnil Totewar	Student Representative Fresher

Anti-Ragging Squad

SR.NO.	NAME OF THE MEMBER	REPRESENTATION
1	Mr. Anish Karia	Faculty In-charge of Anti Ragging Squad and Member Secretary
2	Dr. Iram Ansari	Faculty Representative
3	Mr. Yogesh Patil	Non-Teaching Staff Representative
4	Ms. Swati Satpute	Non-Teaching Staff Representative

2.2.1.3 INTERNAL COMPLAINTS COMMITTEE

Aim:

To create and maintain an environment free from sexual harassment in the Institute. The Institute strongly disapproves of any conduct that constitutes sexual harassment.

Reference:

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. As per the provisions of Section 11 of the Act, 2013 the Internal Complaints Committee shall inquire into the complaints. During pendency of inquiries, the Committee may give recommendations as may be considered necessary under the provision of Section 12 of the Act, 2013 and based on these recommendations; the Competent Authority shall take appropriate action.

Objectives of the Committee:

- To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of girls and women.
- To ensure the implementation of the policy by undertaking all necessary and reasonable steps
- To constitute appropriate committees for purposes of gender sensitization
- To conduct enquiries into complaints of sexual harassment.
- To uphold the commitment of the institute to provide an environment free of discrimination and violence against women.

Tenure: Two year

Frequency of Meeting:

Committee will meet twice a year.

In case of any complaint or emergency the meeting will be called within an hour's notice.

Functions:

- Ensure a safe environment free from Sexual Harassment for women including prevention and deterrence of Sexual Harassment.
- Prepare and prominently display the policy for the prevention and prohibition of Sexual Harassment.
- Maintain a proactive program to educate all members as to the definition of sexual harassment and procedures for redressal.
- Undertake workshops and training programmes at regular intervals for sensitizing the members.

- Prominently display notices in various places spreading awareness about the issue of "Sexual Harassment at the institute" and giving information for the Redressal mechanism that has been put in place and encouraging women to file their grievances.
- Facilitate initiation of proceedings under this policy through the institution of committee against sexual harassment for redressal of an act/s of sexual harassment.
- If found guilty, the culprits will have to face the action / trial as per the guidelines stated in the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" Government of India, Ministry of Women and Child Development, 2013.

Internal Complaints Committee Composition:

INTERNAL COMPLAINTS COMMITTEE		
Sr. No.	**Name of the Member**	**Representation**
1	Dr. Kirti Dharwadkar	Head – Academics
2	Ms. Aishwarya Gopalkrishnan	Faculty Representative and Secretary
3	Dr. Padmalochan Bisoyi	Faculty Representative
4	Ms. Swati Satpute	Non-Teaching Staff Representative
5	Ms. Sumira Sethi Chandhok	NGO Representative

2.2.1.4 STUDENT WELFARE COUNCIL

Aim:

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

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

Reference:

The council is made up as per the provisions of Section 99(1) of Maharashtra University Act, 2016.

Objectives of the Committee:

- To look after the welfare of the students
- To create and provide a forum to participate in cultural activities.
- To make all rules relating to discipline or welfare of the students, sports, extension work, social work, students' health
- To communicate its views, observations and recommendations to any authority of the University in respect of any matter which concerns the students
- To take such steps as are necessary for the general welfare of students

Tenure: One year

Frequency of Meeting:

Committee will meet twice a year. In case of any complaint or emergency the meeting will be called within an hour's notice.

Functions:

- To plan and monitor the various student welfare activities, schemes for benefits to the students.
- To ensure provision and upkeepment of essential infrastructure and other essential facilities to all students of the Institute, including health, hygiene and safety.
- To make students aware of various scholarships, financial support schemes of State Govt. SPPU and other funding agencies.
- To ensure proper functioning of the student welfare committee, utilization of student welfare fund.
- To take adequate measures to ensure and maintain student discipline. Necessary vigilance and control to curb any matters, incidences of indiscipline, misbehavior, ragging. Handle matters of such incidences if any and suggest suitable disciplinary measures/ actions.
- To handle student requirements and suggestions in general and suggest remedial measures.
- Felicitation of students in recognition of their distinguished achievements, performance.
- To put up 'Help Desk' For new entrants (FE and Direct admission) during admission process and initial induction days after commencement of classes.
- To process nomination on 'student council' as per the norms of Savitribai Phule Pune University.
- To ensure proper follow-up of the Institute and hostel discipline rules and regulations including Institute uniform.

Composition:

The Institute Students' Council for each institution, conducted Institute or affiliated Institute shall consist of the following members, namely:-

(a) President, elected by an electoral Institute consisting of students who are engaged in full time studies in that Institute;

(b) Secretary, elected by an electoral Institute consisting of students who are engaged in full time studies in that Institute;

(c) One lady representative, elected by an electoral Institute consisting of students who are engaged in full time studies in that Institute;

(d) one representative belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta-Jatis) or Nomadic Tribes or Other Backward Classes, by rotation, elected by an electoral Institute consisting of students who are engaged in full time studies in that Institute:

Provided that the University shall decide the category of reservation for each Institute for the purpose of this clause by drawing lots;

(e) One student from each class, elected by an electoral Institute consisting of students who are engaged in full time studies in that class;

(f) One student each from

(a) National Service Scheme,

(b) National Cadet Corps,

(c) Sports and

(d) Cultural activities, nominated by the Director from the students who are engaged in National Service Scheme, National Cadet Corps, Sports and Cultural activities, respectively, on the basis of prescribed criteria ;

(g) one senior coordinator as coordinator of the Students' Council appointed by the Director of the Institute and Director, Sports and Physical Education, NSS Programme Officer and NCC Officer as permanent invitees.

Student Welfare Council Committee:

SR. NO.	NAME	DESIGNATION
1	Dr. Daniel Penkar	Director - Chairman
2	Dr. Kirti Dharwadkar	Head, Academics
3	Mr. Amarish Padma	Teaching Representative - Secretary
4	Ms. Kajal Maheshwari	Teaching Representative
5	Ms. Anuradha Phadnis	Teaching Representative
6	Mr. Amrit Singh	Student Representative - Boys
7	Ms. Chikita Kolhe	Student Representative - Girls
8	Mr. Swapnil Divekar	Student Representative - Boys
9	Ms. Vijaylaxmi Hegde	Student Representative - Girls

2.2.1.5 ALUMNI ASSOCIATION COMMITTEE

Aim:

The Alumni Association exists to nurture and develop the SBPIM students. This Association will develop bonding between Alma matter and Alumni.

Objectives of the Committee:

- To reach, engage and serve all alumni and students by networking

- To foster lifelong emotional bonds between the institute and its alumni
- To organize personality development programs with the assistance of Alumni
- To support needy students by way of Scholarships, placements, vocational training, projects, Seminars, travel grants, etc.
- To organize value addition courses pro industry activities involving alumni
- To host annual alumni get together and organize periodical meets as and when required
- To recognize and felicitate alumni
- To give awards to meritorious students

Tenure: Two years

Frequency of Meeting:

Committee will meet twice a year.

In case of any complaint or emergency the meeting will be called within an hour's notice.

Functions

- To organize personality development programs with the assistance of Alumni
- To organize value addition courses as co-curricular pro industry activities involving alumni
- To host annual alumni get together and organize periodical meets as and when required
- To recognize and felicitate distinguished alumni
- To give awards to meritorious students

Alumni Association Committee Composition:

SR. NO.	NAME	DESIGNATION
1	Dr. Daniel Penkar	Director - Chairman
2	Mr. Swapnil Sonkamble	Secretary
3	Mr. Anishkumar Karia	Treasurer
4	Ms. Isha Bhatia Rawal	Alumni Association- President
5	Mr. Shyam Shelke	Alumni Association- Secretary
6	Mr. Rishikesh Kumar	Teaching Representative
7	Ms. Aishwarya Gopalkrishnan	Teaching Representative
8	Mr. Atul Patil	Alumni Representative
9	Mr. Shraddha Pathak	Alumni Representative

SBPIM NON - STATUTORY COMMITTEES

2.2.1.6 ACADEMIC ADVISORY COMMITTEE

Aim:

The Academic Advisory Committee is a committee to study Academic needs while striving to uphold academic integrity and equity for students across Institutes and classes. The Committee is concerned with the Curriculum designing, development, enrichment and

academic performance of Post graduates and makes recommendations to the faculty on effective implementation of Curriculum.

Objectives:

- To facilitate intellectual stimulation to generate, maintain and disseminate knowledge and the smooth functioning of the Academic process towards achievement of Academic Excellence.
- To provide relevancy to the academic programmes offered by the Institute.
- To conduct student and staff development programmes.

Tenure: Two Years

Frequency of Meeting:

Twice per semester preferably one at the beginning and the other at the end of the semester.

Functions:

- To plan and implement academic functions
- To ensure the timeliness and quality imparting of teaching Learning plan and process
- To conduct Student development programmes for the overall development of the students
- To receive feedback from all the stake holders regarding teaching learning process.
- To plan bridge courses ,value additional programmes Additional skill development, Add on Programmes/Courses for slow and advance learners

- To advise and recommend for learning of faculty members through workshops, seminars, conferences and Faculty Development Programmes.
- To Ensure effective implementation of all academic activities
- To prepare strategy for the optimum utilization of library and e-resources.
- To report to the IQAC Committee to demonstrate that the committee has completed responsibilities listed in this charter.

Academic Advisory Committee Composition:

SR. NO.	MEMBERS	DESIGNATION
1	Dr. Daniel Penkar	Director
2	Dr. Kirti Dharwadkar	Head, Academics
3	Dr. Mohan Uchgaonkar	Industry Representative
4	Dr. Dipti V. Sharma	Teaching Representative and Secretary
5	Dr. Padmalochan Bisoyi	Teaching Representative
6	Mr. Prasannakumar Ohol	Non-Teaching Representative
7	Ms. Shruti Rao	Alumni Representative

2.2.1.7 EXAMINATION COMMITTEE

Aim:

The Examination Committee is a committee to monitor, evaluates, and ensures smooth conduct of Examination and to avoid malpractice or irregularity found during the examination.

Objectives:

To help the smooth conduct of exams in the Institute

Tenure: Two Years

Frequency of Meeting:

Twice per year

Functions:

The powers and duties of the Examination committee:

- To conduct meeting with the committee members to decide the process of internal and external examination.
- To finalize the date, time, venue of the examination
- To prepare the exam timetable
- To decide the members of flying squad
- To plan for the assessment/evaluation as an indicator for evaluating student performance, achievement of classroom as well as overall learning
- To ensure effective implementation of the evaluation reforms of the university by the institute.
- To evaluate the students achievement with the help of formative and summative evaluation approaches.

Examination Committee Composition:-

SR. NO.	NAME	DESIGNATION
1	Dr. Daniel Penkar	Director
2	Dr. Kirti Dharwadkar	Head, Academics

3	Mr. Amarish Padma	Teaching Representative and Secretary
4	Ms. Laxmi Jasti	Teaching Representative
5	Ms. Anuradha Phadnis	Teaching Representative
6	Dr. Bhushan Pardeshi	Teaching Representative
7	Ms. Aishwarya Gopalkrishnan	SIP and Dissertation Co-ordinator
8	Mr. Sushil Kalbhor	Non-Teaching Representative

2.2.1.8 RESEARCH, INNOVATION AND EXTENSION COMMITTEE

Aim:

The Research Committee is to develop implement and monitor the Research, Innovation and Extension Program.

Objectives:

To promote and encourage the faculty members & students to undertake research activities, deliver quality research outputs to enhance the reputation of institute by the quality of their research work and publication.

- To motivate the faculty/professional to do research
- To enhance and achieve consistency in research activity
- To motivate the faculty/professional for writing Research Paper
- To motivate the institute's faculty to get various funding projects (AICTE/SPPU, Etc.)
- To guide students for Summer Internship Projects

- To undertake research oriented Publications (Journal, Monograph, Proceedings, Compendiums and edited Book etc.)
- To organize research based seminars, workshop & FDP.

Tenure: Two Years

Frequency of Meeting: Twice per year

Functions:-

The powers and duties of the Research committee shall be:

- To call experts as review panel members for guiding & blind review process.
- To publish the refereed Journal- JOMAT of the Institute twice a year.
- To print Monograph, conference proceedings, edited books and activity report.
- To finalize Research Budget and Research Policy for the Academic Year.
- To undertake and guide various research projects, sponsored project
- To develop the aptitude for entrepreneurship in students by arranging the lectures or by involving them in various projects or research activities handled in the Institute.
- To plan and implement the extension activities and outreach program through research.
- To publicise research results by means of lectures at national and international subject conferences.

Composition of the Research, Innovation and Extension committee:

SR. NO.	NAME	DESIGNATION
1	Dr. Daniel Penkar	Director
2	Dr. Hansraj Thorat	Head Research
3	Dr. Bhushan Pardeshi	Teaching Representative and Secretary
4	Dr. Padmalochan Bisoyi	Teaching Representative
5	Ms. Anuradha Phadnis	Teaching Representative
6	Dr. Iram Ansari	Teaching Representative

Composition of the Extension committee:

SR. NO.	NAME	DESIGNATION
1	Dr. Hansraj Thorat	Research Head
2	Ms. Anuradha Phadnis	Teaching Representative
3	Dr. Iram Ansari	Teaching Representative and Secretary
4	Mr. Swapnil Divekar	Student Representative – Boy
5	Ms. Prajakta Kakde	Student Representative – Girl

2.2.1.9 LIBRARY COMMITTEE

Aim:

The Library Committee is a committee to act as Learning Resource Centre for faculty and student to enrich their knowledge.

Objectives:

To collect, organize and disseminate print and electronic information to the academic community of the Institution, to enhance and support the research activity of the Institution and to act as Learning Resource Centre.

Tenure: Two Years

Frequency of Meeting:

Twice per year

Functions:

- The powers and duties of the Library committee shall be
- To Formulate and present policies to the Librarian for its consideration;
- To be responsible for the execution of University policies in so far as they affect the Library
- To prepare an annual report that will be submitted to the IQAC
- To prepare the budget of the Library in consultation with the Local Managing Committee and other appropriate committees.
- To provide for proper documentation services and updating the Library collection.
- To work towards modernization and improvement of Library and documentation Services.

- To maintain the required books, magazines, Journals, CDs/DVDs as per the University Syllabus and the requirement given by the students and staff.
- To monitor the usage of library.
- To Motivate and encourage the students and staff to read by conducting various activities, competitions.
- To provide support for JOMAT subscription
- To formulate policies and procedures for efficient use of Library resources.
- To adopt measures to enhance readership
- To prepare budget and proposals for the development of the Library.
- To conduct library orientation program, FDP on accessing e resources**.**
- To arrange the Library activities and programs

Library Committee Composition:

SR. NO.	NAME	DESIGNATION
1	Dr. Daniel Penkar	Director
2	Dr. Hansraj Thorat	Research Head
3	Dr. Kirti Dharwadkar	Head, Academics
4	Ms. Supriya Panse	Librarian and Secretary
5	Ms. Anuradha Phadnis	Teaching Representative
6	Ms. Swati Satpute	Non - Teaching Representative
7	Ms. Diksha Patil	Student Representative

2.2.1.10 ADMINISTRATIVE COMMITTEE

Purchase and Finance, Infrastructure and Lab Management Committee

Aim:

The Administrative Committee is formed to administer the functioning, implementation and monitoring of the administrative, purchase and finance processes.

Objectives:

1. To ensure smooth operation of all administrative work in the organization
2. To support all the activities related to academic council.
3. To help assure a financially sound organization that is well-prepared to achieve its overall mission, vision and goals

Tenure: Two Years

Frequency of Meeting: Twice per year

Functions:

The powers and duties of the Administrative committee shall be

- To monitor smooth operation of admission process every year.
- To monitor AICTE/DTE/SPPU/Shikshan Shulk compliance dates.
- To monitor fund availability and timely payment of salary, PF, ITAX, PTAX and other govt. fees.
- To evaluate the infrastructural, furniture and other requirements and resolved it as per the priority.

- To monitor report and timely compliance of various Universities related issues.
- To monitor the mobilization and optimum utilization financial resources.
- To approve the purchase committee proposals
- To monitor the maintenance of financial & purchase records
- To take overview of dead stock and material requirements.
- To review the processes for compliance with laws and regulations relevant to all stake holders.

Administrative Committee Composition:

SR NO	NAME	DESIGNATION
1	Dr. Daniel Penkar	Director
2	Mr. Prasannakumar Ohol	Head Clerk and Secretary
3	Mr. Anishkumar Karia	Teaching Representative
4	Ms. Laxmi Jasti	Teaching Representative
5	Dr. Dipti V. Sharma	Teaching Representative
6	Mr. Kisan Kale	Accountant
7	Mr. Sushil Kalbhor	Non-Teaching Representative
8	Mr. Yogesh Patil	Member

2.2.1.11 INDUSTRY INTERACTION COMMITTEE

Aim:

The Industry- Institute Interaction Committee is a student initiative which acts as a bridge between industries and the institute. It seeks to provide the industry with quality solutions from time to time and developing projects that cater to their needs. The faculty also avails support from our members for their research.

Objectives of Industry Interaction Committee:

- Conducting comprehensive Industrial Visits
- Organizing workshops, seminars and guest lectures by experts and eminent industrialists to increase awareness on the latest technological developments
- to connect the future managers with the current one's and provide a platform for active interaction and knowledge sharing for the benefit of all the parties involved

Tenure:-Two Years

Frequency of Meeting:

Twice per year

Functions:

- To give industrial exposure to Faculty members and students, thus enabling them to tune their knowledge to cope with the industrial culture
- To assist the Institutes in organizing workshops, conferences and symposia with joint participation with the industries
- Participation of experts from industries, in curriculum enrichment

- To organize industrial visits for Faculty members and students
- To encourage Faculty members to use their expertise in solving the problems faced by the industries, thus creating opportunity for consultancy
- To organize training for the students
- To assist the Institute in establishing rapport with industries for taking up mini projects and projects
- To strengthen Alumni relations
- To assist the Training and Placement Division
- Memorandum of Understanding between the institute and industries to bring the two sides emotionally and strategically closer
- Visiting faculty from industries

Industry Interaction Committee Composition:

SR. NO.	NAME	DESIGNATION
1	Dr. Daniel Penkar	Director
2	Mr. Swapnil Sonkamble	Teaching Representative and Secretary
3	Mr. Rushikesh Kumar	Teaching Representative
4	Ms. Laxmi Jasti	Teaching Representative
5	Mr. Sushil Kalbhor	Non-Teaching Representative
6	Ms. Swati Satpute	Non-Teaching Representative
7	Mr. Shubham Sarode	Student Representative
8	Ms. Bhagyashree Dani	Student Representative

2.2.1.12 STAFF RECREATIONAL COMMITTEE

Aim:

This committee is formed to help maintaining a friendly relations and harmony amongst the staff members by celebrating festivals and birthdays. These activities help to create an informal atmosphere within the workplace to unwind and relax during or at the end of the work day.

Objectives of Staff Recreational Committee:

- To initiate employee engagement by the recreational activities.
- To create a platform to facilitate cultural and traditional exchange.
- To bridge the gap between the professional and personal relations.
- To inculcate the spirit of group dynamics among the staff members.

Tenure: Two years.

Frequency of Meeting:

Once a year and as per the requirement

Functions:

- To celebrate the birthdays of all staff members.
- To appreciate the special achievements of the staff members.
- To rejoice the various festivals and to facilitate cultural and traditional exchange.
- To sanction budget for the entire year
- To plan every events well in advance for the celebration.
- To execute the event (festivals and birthdays)

Staff Recreational Committee Composition:

SR. NO.	NAME	DESIGNATION
1	Dr. Daniel Penkar	Director
2	Dr. Hansraj Thorat	Research Head
3	Dr. Kirti Dharwadkar	Head, Academics
4	Dr. Swapnali Kulkarni	Teaching Representative and Secretary
5	Dr. Dipti V. Sharma	Teaching Representative
6	Mr. Anishkumar Karia	Teaching Representative
7	Dr. Bhushan Pardeshi	Teaching Representative
8	Ms. Swati Satpute	Non - Teaching Representative
9	Mr. Amit Gaikwad	Peon

2.2.1.13 CO-CURRICULAR COMMITTEE

Aim:

This committee is established to standardize the process of all co-curricular activities in the institute. This committee ensures effective implementation of all co- curricular event/activities.

Objectives of Committee:

- To organize and manage co- curricular events in the institute
- To ensure participative culture in the institute and build team work

- To ensure perfect planning and execution without errors
- To create professional image of the institute in front of the guests / external organizations

Tenure: Two years

Frequency of Meeting: Twice a year and as per the requirement.

Functions:

- To ensure smooth functioning of the co- curricular event
- To monitor the process continuously
- To motivate and encourage the students and staff about co-curricular events through circular and notices
- To co-ordinate with all the concerned faculty / students of every co- curricular events.
- To provide support for the concerned people involved in the process
- To maintain the complete report, photographs of the event and display it on the website.
- To display the paper cuttings on the Notice board (if any)
- To formulate SOP's for grand success of the event
- To prepare budget and proposals in the beginning of the academic year
- To adopt Innovative practices to make the process more successful
- To take feedback from all who have attended the co- curricular event
- To do feedback analysis of every co- curricular event and take appropriate actions accordingly

Co-Curricular Committee Composition:

SR. NO.	NAME	DESIGNATION
1	Dr. Daniel Penkar	Director
2	Dr. Hansraj Thorat	Research Head
3	Ms. Aishwarya Gopalkrishnan	Teaching Representative - Secretary
4	Ms. Iram Ansari	Teaching Representative
5	Mr. Manoj Shinde	Non-Teaching Representative
6	Mr. Rahul Shetkar	Student Representative - Boy
7	Ms. Urmila Yadav	Student Representative - Girl

2.2.1.14 INTERNAL QUALITY ASSURANCE COMMITTEE (SELF GOVERNED)

The Institute has ISO Quality Assurance committee, which was constituted in 2012, prior to ISO 9001 certification. As the ISO was about to expire in 2016 and the institute decided to go for NAAC cycle – 1, IQAC which was constituted in the year 2016 which is in the dormant stage. The composition of the same is as below -

Aim:

The committee is constituted by the Institute to assess the Internal Quality of the Institute which reports to the Governing council and it works for dissemination and implementation of the quality policy of the Institute. The IQAC committee receives suggestions / plans and

decisions from the academic advisory committees of each Institute as well as other committees related to quality issues The IQAC committee then takes decisions regarding the same during its meetings

Reference:

NAAC Manual Guidelines for the Creation of the Internal Quality Assurance Committee (IQAC)

Objectives:

- To develop a quality system for consistent and catalytic action to improve the academic and administrative performance of the institute
- To prepare quality policy of the institute and create awareness about the same
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Tenure: Two years.

Frequency of Meeting: Twice a year and as per the requirement

Functions:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institution
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on the various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programs/activities of the institute, leading to quality improvement;
- Acting as a nodal agency for coordinating quality-related activities, including adoption and dissemination of good practices;
- Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Development of Quality Culture in institute.
- Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format.
- To plan and implement the academic as well as administrative functions with the help of academic advisory body and various committees
- To monitor the teaching learning process and guide
- To advise and plan various activities and events for the betterment of the students.
- To collect suggestion, feedback from stakeholders, employers and incorporate in the academic program.
- To evaluate the university curriculum and try to bridge the gap between industry requirement and curriculum through special program and add on courses

- To coordinate faculty development programs.
- To co-ordinate the academic mentoring and remedial coaching for academically weak students

Internal Quality Assurance Committee Composition :-

SR. NO.	NAME	DESIGNATION
1	Dr. Daniel Penkar	Director
2	Mr. Girish Desai	Management Representative
3	Dr. Hansraj Thorat	Research Head
4	Dr. Kirti Dharwadkar	Head, Academics
5	Ms. Swapnali Kulkarni	Teaching Representative and coordinator
6	Ms. Kajal Maheshwari	Teaching Representative
7	Ms. Anuradha Phadnis	Teaching Representative
8	Mr. Prasannakumar Ohol	Head Clerk and Non-teaching Representative
9	Mr. Raju Misal	Local society representative
10	Mrs. Isha Bhatia Rawal	Alumni Representative
11	Mr. Sushant Thathwadkar	Student Representative
12	Dr. Girish Bakshi	Industry Representative

2.1.6 STRATEGIC PLANNING AND MONITORING COMMITTEE (SPMC)

Aim:

The committee is constituted by the Institute to assess the planning and functioning of the Institute which reports to the Governing council and it works for dissemination and implementation of the Strategic Plan of the Institute.

Reference:

NAAC Manual Guidelines for the Creation of the Strategic Planning and Monitoring Committee (SPMC)

Tenure: Two years.

Frequency of Meeting: Once a year and as per the requirement

Objectives and Functions:

The Strategic Planning and Monitoring Committee's primary objective is to provide assistance to the Institute in its work to protect Institute's shareholders' interests via exercising control of the Institute's strategic development.

Key functions of the Committee are as follows:

- Determine the direction and scope of the Institute over longer term;
- Participate in establishing concrete goals and priority areas of the Institute, assessment of strategic initiatives with regard to

development and implementation control of the Institute Strategy and work-area specific strategies of the Institute;

- Analyze principal trends of the current educational sector in relation to the Institute activities and communicate relevant information to the Institute Management/ Director;
- Participate in control of Institute Plan delivery;
- Assess efficiency of the Institute interaction with stakeholders of the Institute;
- Review the strategic plan.

The Committee provides assistance to the Management/Director in the following areas of its competence:

- Identification of the Institutes' strategic objectives and development milestones;
- Assessment of the Institutes' long-term efficiency;
- Ensuring efficient strategic and work planning;
- Formulation of the Institute policy;
- Reviewing the strategic plan every 2 to 3 years;
- Planning to deal with upcoming challenges.

3. ACADEMIC SECTION

This section includes the various factors that influence academics:

3.1 Infrastructure

3.2 Academic Planning

3.3 Academic Monitoring

3.4 Students Assessment Processes

3.5 Students Feedback

3.1 Provision and Maintenance of Infrastructure

3.1.1 Policy

"The institute is committed to provide, maintain, modernize and update all necessary facilities for learning."

"The institute is committed to appoint qualified, experienced, and competent teaching faculty having passion for teaching. The institute is further committed to provide opportunities to teaching faculty for elevating their qualifications and professional skills."

Spread across five acres of lush green environment, the Institute has excellent infrastructure facilities including adequate classrooms and seminar halls for respective Institutes. The Institute has very clean, green and beautiful campus providing an excellent ambience for learning.

3.1.2 Academic Infrastructure: Buildings

The infrastructure includes buildings for

- **Administration**

  A separate administration office is available.

- **Classrooms and Computer Labs**

  As per the A1CTE and Savitribai Phule Pune University norms, a well-ventilated classrooms and computer Lab, area wise infrastructure including necessary requirements such as sufficient number of desks, white boards, podiums, mounted LCDs, CPUs, fans and tube lights are made available.

- **Staffroom**

  Sufficient numbers of well-furnished ventilated staffrooms with adequate number of computers, fans, tube lights are available.

- **Library**

  A separate Library which constitutes physical library, digital library and reading hall is available from 9 a.m. to 5p.m.

- **Computer Centre**

  A central computer center is available in the building and Institution computer labs are available in the Institutes as per the curriculum requirements**.**

- **Hostel facility**

  A separate hostel facility is available for the boys and girls with well-furnished ventilated rooms, WIFI connectivity and mess facility.

- **Playground and lawn**

  A playground is available for the outdoor sports and game activities with dedicated indoor gym facility. Green Lawn is available for conducting gathering and other activities with good ambiance.

- **Seminar hall**

  The seminar hall is well equipped with adequate seating arrangement, mike and speaker system, stage arrangement, podium and acoustic facility.

3.1.3 Academic Infrastructure: Equipment

The infrastructure includes

- **Computer Lab equipment**

  As per the curriculum requirements of SPPU, 2 labs are well equipped.

- **Library books and periodicals**

  As per the curriculum of Savitribai Phule Pune University sufficient numbers of text books/ reference books are made available. Various periodicals, magazines, handbook and journals are made available in the reference section of library. Adequate number of International and national online journals as well as hard copies are subscribed as per the recommendations of AICTE.

- **Digital Library Facilities**

  Various reputed international, national journals and E-books in the field of Management and general are available in the digital library.

- **Hardware & Software in the Computer Centre and other computing facilities**

  Institute has its own licensed software with required computing facility as per the curriculum.

- **Internet facility**

  The institute has a dedicated one to one connection of 10Mbps leased line. The computer center is providing this facility from 8 A.M. to 8 P.M. daily to its students and faculties. WiFi connectivity is provided in the reading hall and Boys and Girls hostels.

- **Audio-visual equipment & Educational CD's**

  Institute has adequate number of LCD projectors, laptops, OHPs and speakers.

  Standard Maintenance forms are available with the respective department. The maintenance committee under the maintenance in charge appointed by the Director shall be responsible for the maintenance of the above said infrastructure facilities.

3.2 Academic Planning

List of points to be observed for the effective planning of Academics:

1) Academic Planning at the end of every semester includes:

1. Load distribution for the next semester is done after semester end of the current by taking choice of interest from teaching staff within one week. [ANNEXURE 1]

2. Staff availability/ requirements is ensured and if not sufficient requirement is forwarded to the Director. [ANNEXURE -2]

3. Equipment Purchases: Usually the planning for necessary purchase for lab equipment, computers and peripherals, library books, journals and other teaching aids is done well before the commencement of the academic year. Academic calendar at Institute level is prepared in consultation with Director & Head Academics.

4. Institute level academic calendar is prepared by the respective Head Academics on the basis of Institute level academic calendar. [ANNEXURE-3]

5. The time table is prepared by the time table incharge in consultation with Head Academics. [ANNEXURE-4]

6. Load distribution of faculty is submitted to the Director before 8 days of semester starting / before going on vacation.

7. Institutional responsibility allocation chart for performing various activities is prepared by the Academic Head.

8. Budget of Lab: At the year-end budget is prepared by the lab incharge in consultation with Accountant and approved by Director.

9. Budget: Compilation of required budget for each head by the Accountant and approved by Director.

10. Library Books: To be suggested by each staff in the prescribed format time to time.

11. Computer Lab Maintenance to be done by lab incharge after every semester.

2) Academic calendar includes schedule for:

a. Various Activities

b. Director/Head Academics Session

c. Internal Exam /remedial lecture/ remedial test

d. Declaration of Internal Exam results

e. Monthly Attendance display

f. Academic monitoring schedule

g. Student association activities

h. QIP guest lecture/workshop

i. Concurrent Evaluation submissions

j. Submission of assignments

k. Parents meet

l. Mentorship meetings

m. Students feedback

n. Industrial visits

o. Compilation of Concurrent Evaluation submissions and assessment

p. Conclusion of semester

3) Individual faculty will plan the following activities before the commencement of the semester

a. Lesson Plan

b. Teaching Plan

c. Computer Lab Schedule

d. Library Schedule

3.3 Academic Monitoring

3.3.1 Quantitative Aspects:

- There shall a plan of minimum 45 lectures per external subject and 30 lectures per internal subject of teaching per semester.
- All lectures shall be conducted strictly as per the time table.
- Effective alternative arrangement for staff on leave shall be ensured.
- Following records and documents shall be maintained by the class coordinators.

  1. Records of attendance as per time table.

  2. Monthly Attendance reports. (To be displayed and maintained by class coordinators.)

  3. Subject-wise Monthly Status reports. (To be maintained by class coordinators.)

  4. Warnings and notices for poor performers.

  5. Undertaking from students.

  6. Undertaking from guardians of students. (Critical cases only)

  7. Applications of students for leave, approved by the respective head of the Institute.

Following academic documents shall be maintained by the Head-Academics:

1. Institutes master time table (to be prepared before vacation)
2. A copy of individual coordinator's time table.
3. A copy of vacant room in time table.
4. A copy of Class room time table.
5. A copy of Computer Lab time table.
6. Monthly review of number of lectures conducted.
7. A copy of Internal Exam time table. (This time table shall be displayed minimum one week in advance)
8. First provisional list of defaulters. (At the end of seven weeks of teaching)
9. Second provisional list of defaulters. (In the last week of teaching)
10. Final list of defaulters. (The day next to the semester-end day prescribed by the University)

Following documents shall be maintained by the office on behalf of Director:

1. A copy of master time table of each Institute.
2. A copy of vacant room time table.
3. A copy of roll list of all classes.
4. Address data base of all enrolled students.

5. Monthly reports (of all classes)

6. A copy of Internal Exam and other test time table. (All classes)

7. First provisional list of defaulters. (At the end of seven weeks of teaching)

8. Second provisional list of defaulters. (In the last week of teaching)

9. Final list of defaulters. (The day next to the semester-end day prescribed by the University)

10. Monthly review of number of lectures and activities conducted.

11. Schedule of monitoring committee visits.

12. Reports of monitoring committee.

13. Structure of Curriculum.

14. Teaching load for ensuing academic year.

15. Staff requirement.

16. A copy of advertisements for recruitment.

17. Minutes of meetings conducted by the Director/Head.

18. Reports of student's feedback.

19. Copy of circulars/notices in all academic matters issued by Director or Head.

20. A copy of academic calendar for the institute.

21. A copy of co-curricular and extra-curricular activities planned by the heads/coordinators of the Institute.

22. Marking scheme for concurrent evaluation marks.

23. A copy of circulars regarding parents meets arranged by Institute and a brief account of such meetings.

24. A copy of result analysis of all university results.

3.3.2 Evaluation Policies

1. Two Internal exams shall be conducted in every semester.

2. Continuous assessment of concurrent evaluation.

3. The concurrent evaluation marks shall be displayed once in each semester at the end of semester.

4. Each coordinator shall maintain her/his Subject file for every subject which she/he teaches. The contents shall be as per [Annexure 1].

5. The Head Academics shall ask all coordinators to submit lesson plan at the beginning of each semester.

6. Detailed lesson plans for all lectures must be prepared by every coordinator.

7. Due weightage shall be given to attendance, test performance and extra-curricular activities of students while allotting internal marks.

3.3.3 Academic monitoring committee

The academic monitoring committee shall monitor twice in each semester. The focus shall be to ensure the following:

1. Status of syllabus completion in all subjects.

2. Progressive assessment status at the time of visit

3. Every lecture & Activity is engaging students effectively.

4. The condition of minimum working days is fulfilled.

5. Teaching plans and lesson plans/notes are maintained properly.

3.3.4 Academics Control activities

1) Display of attendance at the end of every two weeks of teaching.

2) Progress report inclusive of attendance status to be displayed.

3) Undertaking from students having poor attendance.

4) Review of teaching progress after six weeks of teaching.

5) Undertaking from students' parents. (Under crucial circumstances only)

6) Head Academics to check Attendance records at the end of each month.

7) Display marks within 7 days of last paper of the internal examination

3.4 Students' Assessment Process

3.4.1 Philosophy

Proper assessment is part and parcel of management activity. Fair and proper assessment leads to sustainable growth and development.

3.4.2 Policy

"SBPIM believes in fair and continuous review/ assessment. It is basic/ deep seated objective of quality assurance. Here we believe that assessment of learning process should meet all interested parties expectations standards. We assure primary fair, transparent, continuous, effective and efficient assessment process."

3.4.3 Purpose

- To ensure the effectiveness and efficiency of teaching-learning process
- To ensure appropriate outcome of the teaching learning process by meeting the expectations of interested parties (University of Pune, Corporate, students, parents, and accreditation bodies)
- To enable student's qualify national level competitive exams
- Ensure development is phased out by giving skills, experience, facilities, appreciation, reward, motivation.

3.4.4 Procedure

- Internal assessment schedules, frequencies, methodology are included in academic calendar
- Academic calendar is public document and has to be displayed to communicate to the faculty and students

- Assessment criteria, methodology adopted, weightage of different (concurrent evaluation and topics etc.) has to be communicated well in advance
- Students should come to know details regarding assessment and judging criteria etc.
- Consequences of internal assessment system to their academic and personal growth should be communicated well in advance.
- Supporting assignment should be issued as a part of assessment system
- Methodology of assessment need to suit the requirement of syllabus and desirable skill, knowledge, written exam multiple choice question, assignments, presentations and research projects.
- Suggestion for improvement is given by the coordinator within prescribed time limit with proper model solution sheet as well as areas of improvement.

3.4.5 Guidelines

- Internal assessment should be reliable, faithful and fair mechanism.
- Marks and grade should be taken as reflection of efforts done in particular timeframe and should not link with his/ her personality and dignity.
- There should be well in advance communication about all of evaluation and assessment process like timing, schedule, and frequency methodology and evolution methods.

- Students are permitted to apply/ complaint to students charter, grievance handling mechanism in case of unfair and biased evaluation system.
- Extensions of deadlines are permitted on valid grounds.
- It is student's responsibility to check dates, timings, and venues for each assessment and appear for examination and follow code of conduct structured by SPPU.

3.5 Student's feedback

3.5.1 Philosophy

Feedback is basically meant for continuous improvement on all parameters in any process.

3.5.2 Policy

"We are committed for continuous improvement in our core activity of teaching learning process. We consider feedback from students as a mirror image of our efforts towards excellence. We are committed towards quality excellence through feedback from students."

3.5.3 Procedure followed for collecting feedback from students:

Add dates or time slot in academic calendar for feedback

- Explain the parameters of feedback assessments to all faculties before the semester starts.
- Forming committees for internal student's feedback procedure

- Communication and training of committees for conduct of feedback procedure
- Finalization of dates for feedback with consent of Head academics

Actual feedback session should be followed in following order:

- Use the Power Point presentation to explain the concept of feedback in the class room.
- Explain to students every attribute appearing in the form(feedback form is available in a slide)
- Encourage students to give their frank opinion.
- In this form, students have been given opportunity to rate office staff and Computer Lab supporting staff. Bring this specifically to the notice of students**.**
- Allocate seats to students in computer lab for online feedback or distribute the forms to students and ask them to read the form completely before making entries. Allow ten to fifteen minutes for reading.
- Ask for doubts if any.
- Allow them to complete the form. Supervise this activity in the lab.
- Ask students to ensure that no space is left blank.
- Ensure that class, semester and division are entered by every student.

- In case of online feedback: Ensure that every student submits the form by clicking on submit button.
- In case of forms: While collecting feedback forms, exercise your own cross check to ensure that the forms are properly filled. (Please notes forms rejected in final scrutiny, in the Head's office is a discredited.)
- Get all the forms and handover to Head-Academics on the same day
- Head academic will analyze and evaluate the feedback of faculty subject-wise, class-wise and overall.
- Head Academics will share the Feedback with the Director.
- Communicate feedback to faculties
- Head Academics and Director will communicate feedback to individual faculties and seek measures to improve further

3.5.4 Guidelines for feedback system

- Number of students should be sufficient and if not, rearrange the schedule with consultation to Head Academics with his /her remark for rearranging the session.
- Feedback system should be fair and unbiased.
- Students should not be forced but should be motivated for proper and fair feedback so as to achieve next level of improvements.

- Head Academics is responsible for maximum attendance for feedback session so as to achieve better and fair evaluation of teaching learning process overall.
- Scientific methodology should be adapted for evaluation process so as to eliminate bias.
- Feedback should be taken as tool for improvement and should not link with academic failure of individual

4. STUDENT SECTION

4.1 Policy

"Youth is the prime source of country. Every youth needs to be developed not only in Academics but also as an admirable human.

The institute strives to shape every youth, physically, mentally, culturally, ethically and morally."

4.2 Students Charter

4.2.1 Policy

The institute aims to set out, as clearly as possible, what standards of academic and support services can be expected by the students and what institute expects from students in return.

4.2.2 Admissions and Registration

The rules of admission shall be made available to students. The institute shall frame an academic calendar and make it available to students. Institute's mission, program goals, delivery means and assessment objectives shall be communicated to all students at the time of admission. Induction programs and students counseling programs shall be arranged in the first week for first year students. Director and Head Academics shall address the students on the first day of I semester regarding plans of teaching and assessment.

Student's responsibility

The institute expects the students to respond to notices and instructions given to them from time to time. Students are expected to attend all academic activities stated in the academic calendar.

4.2.3 Teaching-Learning and academic guidance

The institute shall appoint qualified and competent staff as per AICTE and SPPU norms. The prescribed number of working days and working hours per semester shall be scrupulously observed. The institute shall arrange for remedial teaching for needy students.

Student's responsibility

Students are expected to study continuously and uniformly. Students are expected to observe punctuality in attendance and submission of concurrent evaluation and home assignments, class test, internal and university examinations.

4.2.4 Learning resources

1. The institute shall provide a library facility rich quality and quantity of books, periodicals, journals, E-books, E-Journals and Wi-fi Internet connectivity. All students will have access to comprehensive library services, computing facilities and appropriate support. The working hours of these services and facilities shall be as per the requirements of their program of study or research.
2. Computer Labs shall be fully equipped to conduct activities as per SPPU curriculum.
3. Liaison and support from Industries for completing project.

4. All students in need of English language support and communication skills will have access to language Computer Lab.

Student's responsibility

1. Students are expected to spare time to make use of available learning resources.
2. Students are expected to actively participate in the activity sessions, submit the record of activity work for evaluation and certification as per schedule declared by respective subject coordinator.
3. Students are expected to handle Computer Lab equipment with utmost care for their own safety and the safety of equipment.

4.2.5 Mentoring services

1. Mentoring services scheme is fully functional to offer counseling to students. One coordinator deals with a group of 15 to 20 students. The list of group of students is displayed at the beginning of each academic year.
2. Students can expect parental care from Mentor assigned to them.

Student's responsibility

1. Students are expected to meet their Mentor at least once in a week even if they have no problems.
2. They are expected to develop and maintain cordial relations with their Mentor.

4.2.6 Learning Environment

1. The institute is fully equipped with well-furnished class rooms, Specious Reading Hall, Library reference section with free access, Seminar hall, E-library, Internet ten mbps with Wi-Fi.
2. Lush green lawn with a peaceful surrounding most conducive for self-study.
3. A team of qualified and committed coordinators fully equipped with learning resources.
4. A planned progressive assessment system is established and maintained and reviewed for improvement. The progress of students in academics is communicated at least twice in each semester.

Student's responsibility

1. Students are expected to make best use of the learning environment provided to them.
2. Students may give their suggestions for further improvement.

4.2.7 Health, safety & security

1. A very alert security service is functional in the campus.
2. CCTV cameras have installed at many places to prevent intruders entering in the institute campus.
3. Fire-fighting equipment is installed any areas prone to hazards.
4. The institute has a safety committee to guard safety of students and campus.
5. A secured system of parking is fully functional.

6. A Physical Director is on the role of institute.
7. The quality of food served in the canteen and mess is frequently assessed by mess committee.
8. The whole campus is kept clean to maintain hygienic conditions.
9. Water purifiers have been installed in adequate numbers.
10. A system of effective communication with parents is functional which contacts parents in critical cases.

Student's responsibility –

1. Students must know the systems of Safety, Security and Health available in the institute and use them.
2. Students must refrain from any activity that would spoil cleanliness in the campus and in all academic areas.
3. Students have to cooperate with the security system in their own interest.
4. Students have to follow the rules of parking.

4.2.8 Authority to communicate grievances and feedback

1. A discipline committee is fully functional in the institute. Names of committee members are displayed on notice boards.
2. A committee for handling grievances is formed to resolve academic and non-academic grievances of students. Names of committee members are displayed on notice boards.
3. Students are authorized to give their feedback on teaching learning system once in each semester.

4. Suggestion boxes are available for improvements in all areas.

Student's responsibility

1. Students are expected to approach appropriate committee members without any fear or hesitation for resolving their issues.
2. The feedback information in the feedback form must be given based on facts.
3. Students should not be forced but motivated for providing feedback.

4.2.9 Student's council

1. A student's council shall be formed at the beginning of every academic year in accordance with the norms laid down by SPPU. One class representative from each class shall be nominated as a member of student's council. The student's council members shall elect one President, one General Secretary, one Cultural Secretary, one Sports Secretary and one Girls representative.
2. Meetings of the students council is arranged at least once in each semester with student's welfare officer and student's welfare, discipline and anti-ragging committee.

Student's responsibility

1. Students are expected to arrange all cultural, sports and social events only through the respective committees.
2. The student's council members shall be responsible to maintain discipline in the campus on all occasions.
3. All the students in the institute are expected to co-operate with the students council in all activities arranged for them.

4.2.10 Personality Development Initiatives

1. The institute arranges Personality development programs like Programs for Communication Skills, soft skills, career guidance programs on regular basis. Expertise from external sources is utilized to run personality development programs.
2. Aptitude training program is provided in the institute.
3. An innovation center shall be established in the institute to provide a platform to students to exhibit their creative talents.
4. Language Lab, Aptitude training, various C.D's, DVD's, books etc. are available in the Institute library for use by the students.
5. The institute permits, encourages and funds the student's participation in academic and non-academic competitions arranged by other institutions.

Student's responsibility

1. Students must make use of the facilities created for their personality development as per their aptitude.
2. Participation in Communication skill development program and soft skill development programs is essential to develop competence for placement in Industries.
3. The students must be absolutely punctual in attending the programs arranged by the institute for their benefit.
4. A high order of discipline is expected from the students while they participate in programs.

4.3 Admission Procedure

4.3.1 Policy

"The institute respects, and shall follow all the rules of admission prescribed by competent authorities of State Government, AICTE and Affiliating University."

"The institute shall volunteer to assist and support the Director of Technical Educations office in its centralized admission process."

"The institute is committed to provide excellent service to parents and students aspiring for admission in Institute."

4.3.2 Procedure

1. The admission committee shall exercise its authority to ascertain that any of the applicable rules is not violated. The admission committee shall receive directives from DTE, study the directives, and assign related responsibilities to members of committee.

2. A help desk shall be fully functional in the admissions period. The help desk shall provide counseling and guidance to students and parents in the matter of admission. The Help desk activities shall maintain a record of duration and activities performed during period of admission.

3. SBPIM serves as Admission Receipt Centre (ARC) and organizes awareness program for the Management aspirants every year. A committee is formed in Institute level to coordinate the normal

duties of ARC as prescribed by the DTE. The Institute provides the facility and guidance for applicants through ARC.

4.4 Rules, Discipline and Code of Conduct

4.4.1 Policy

"The institute regards Discipline as a matter of utmost importance. The institute is committed to maintain discipline of highest order in the institute."

"Discipline is a matter of concern and responsibility of each and every person in the campus."

"The institute shall endeavor to make every person in the campus self-disciplined."

4.4.2 Procedure

1. The rules of discipline, framed and revised from time to time shall be made available to students and staff of the institute.
2. Every student is authorized to report any matter of indiscipline to the discipline committee. (Ref. Anti-ragging committee, Grievance Committee, Discipline Committee.)

The appropriate committee shall investigate the matter of indiscipline and shall exercise punitive measures within its authority. Cases beyond the committee's authority shall be referred to the Director for his decision.

4.4.3 Rules of Discipline

a) Non-academic regulations

This set of regulations is for dealing with breaches of regulations of the Institute. All such matters shall be dealt with by Discipline committee. (Ref. Discipline committee constituted)

Any of the following actions /activities shall mean indiscipline.

1. Creating disturbance in the academic, administrative, sporting, social, or other activities of the Institute, whether on Institute campus or elsewhere in community.
2. Creating disturbance and interfering in the functions arranged by the institute, in the interest of students community
3. Any behavior that causes distraction in academic activities
4. Indecent behavior with staff and or students that is harmful to the dignity of any individual.
5. (Use of violent, indecent, disorderly, threatening or offensive language towards any member of Institute. Use of indecent gesture, body language).
6. Any act that causes damage to Institute property like building, equipment, library, services, garden, furniture, fixtures, playgrounds, amenities.
7. Any act that causes harm to cleanliness like littering, writing on building surfaces, furniture, pasting posters, or any act of defacing any part building, furniture, equipment, library books
8. Distributing, displaying or publishing unauthorized print or non-print-Matter in the form of poster, notice, signature campaign,

electronic or Internet posting or any other publication either on Institute premises or computer networks.

9. Misuse or unauthorized use of Institute premises or items of property, including computer misuse; damage to, or defacement of Institute property or the property of other students or staff, caused intentionally or recklessly, or the misappropriation of any such property
10. Use of unfair means in Examination, any act that disturbs peace in examination hall.
11. Possessing, distributing or using forbidden materials like alcoholic drinks, narcotic drugs, obscene videos, pictures, and photographs in print or electronic form.
12. Participation in an activity leading to personal harassment, or which is unlawfully Discriminatory or could be deemed as harassing particular groups or individuals in the Institute, or any activity categorized as ragging.
13. Breach of parking rules, getting unauthorized persons in the campus.
14. Failure to pay fees or other debts to the Institute as set out in the rules of admission.
15. Failure to comply with a previously imposed penalty.
16. Failure to disclose name and other personal details to an officer or employee of the Institute in circumstances when it is reasonable to require that such information is given.
17. Obstructing or non-cooperation to discipline committee members investigating a breach of Institute rules.

18. Any act of theft either Institute property or staff / students belongings.
19. Disobeying instructions regarding wearing specified uniform
20. Entering Institute campus without authentic Identity Card.
21. Arranging programs, tours or events without permission of competent authority.
22. Any type of misconduct during industrial visits and educational tours arranged by the Institute.

Hostel Discipline Rules

Admission in Institute hostel both in Boys and Girls are purely on requirement basis

Rules of General Discipline –

1. The student should behave in such a fashion that the atmosphere in the hostel remains clam and conducive to studies and leading to the cultural and moral development of the inmates.
2. Students should take utmost care to keep then room and hostel premises neat and clean.
3. Prior permission of the Director through Rector in necessary for arranging any function, lecture, excursion, get together or to start any activity in the hostel premises. The decision of the Director for giving permission will be final.
4. In the case of any untoward happening such as theft, cheating accident, sudden sickness etc. student should immediately report to the hostel authority.

5. Student suffering from bodily disorder, injury or sickness should immediately report the matter to the Rector and seek help from the authorized hospital; however student wishing to be treated other than authorized may do so by giving in writing.

6. The students are advised not to keep any valuable articles or cash in their rooms. If they do so it will be entirely at their own risk. They are further advised to lock their room with sturdy locks even if they leave the room for any reason and they are further advised to deposit their cash or valuables with Indian Overseas Bank available on the campus.

7. No parents are allowed to stay in the student's room. However there are three guest rooms available in the hostel at reasonable charges. Only parents of the students can stay by paying the necessary charges.

8. Students are strictly, prohibited from receiving a male/female guest in their rooms.

9. Students are strictly prohibited from playing outdoor games in the hostel premises. Similarly students should not play indoor games in hostel rooms.

10. Students will have to remain present for flag hoisting on 15th August and 26th January.

11. Vehicles, if any, of the students will have to be parked only at the parking place at their own risk.

12. Students should not drive vehicles in the Institute campus or off the campus at a speed more than 30 KMPH for their own and public safety.

13. Student should not loiter in the veranda, passages and disturb others, perfect silence should be observed. Shouting in the hostel is strictly prohibited.
14. Smoking and alcoholic drinks are strictly prohibited in the hostel and Institute premises.
15. Students shall not bring or use crackers, hand bombs or any explosive articles in the hostel premises that may cause noise pollution, disturbance or danger to life, property or both.
16. Student should take utmost care to see that no damage is caused to the hostel building, furniture, electrical & sanitary fittings, water cooler & Aqua guard and any other equipment in the hostel premises. The loss caused will be recovered from the students.
17. Students should not play radio, transistor, record player or any other musical instruments in the hostel premises.
18. The students will have to make entry in the register kept at the entrance of the hostel while going out or coming in.
19. Students shall behave politely and properly with the Rector/ staff member of the hostel.

Prohibition:-

Following activities are strictly prohibited in the hostel:

1. Loudly speaking/talking.
2. Sitting unnecessarily anywhere in campus/hostel.
3. Smoking cigarettes. Chewing Pan/ Pan Parag/ Tobacco etc.
4. Coming in the hostel in drunken state or drinking liquor in hostel.

5. Ragging or torturing any student mentally or physically.
6. Misbehavior with the hostel staff.
7. Quarreling with each other.
8. Late coming in the hostel (without permission)
9. Damage to hostel property.
10. Standing in front of hostel main door, passage, staircases etc.
11. Improper dress while taking meals.
12. Posters or painting on the walls of hostel rooms and doors.
13. Playing outdoor games in the hostel.
14. Disturbance to other students.
15. Cooking in the room.
16. Changing allotted room and the furniture without prior permission from hostel authority.

In all above matters the decision of the Director of Institute, based on the report and recommendation of the Rector shall be final and binding on the students. The students will strictly adhere to the rules of discipline framed by the Institute and the Hostel authorities, from time to time.

Applicable punishments

1. Suspension and restriction: The duration of suspension or restriction shall be dependent on the gravity of breach of regulations. It shall be decided by the claim of discipline committee.

2. Intentional or deliberate damage caused to property: the recovery cost shall be twice the cost of replacement/repair.
3. Inadvertent damage caused to property; the recovery cost shall be of replacement/repair.
4. Written warning asking apologies and undertaking.
5. Reprimand in presence of parents/Guardians.
6. Expulsion from hostel.

b) Academic Regulations

Policy

"The institute is committed to minimize cases of academic indiscipline through academic planning and by operating a reliable and consistent system of academic monitoring."

(i) Following matters shall be treated as academic indiscipline:

1. Late reporting for admission. (Students are expected to report first day of starting of each semester.)
2. Habitual late reporting to the theory and or activity sessions.
3. Lack of punctuality in completing home assignments.
4. Failure to appear for internal Examinations and poor performance in internal Examinations.
5. Use of unfair means in completing assignments or in examination
6. Failure to fulfill norms of attendance.
7. Mass bunking of academic activities.

(ii) Procedure to deal with academic indiscipline

Heads shall exercise their control through class coordinators and student mentors.

1. Attendance monitoring system
2. Mentoring system

"Innovative punitive measures which shall lead to improvement of academic status of students shall be used to the best possible extent"

(iii) Levels of academic discipline control:

1. Concerned subject teacher shall make best use of his/her personality to minimize cases of academic indiscipline
2. Class coordinator shall ensure that the concerned subject teacher is taking best possible efforts to curb academic indiscipline. He/ She along with concerned Mentor shall call the student at fault and obtain an undertaking from such student wherein the student shall be asked to commit for improvement.
3. Head Academics shall act in a situation where the class goes beyond control of first two levels of control. Head Academics shall call the parents/guardians of student at fault and make them aware of consequences, get a written commitment from them for improvement. She/he shall give a reasonable time period for improvement. If no improvement is observed in the stipulated time period, he shall forward the case with all details, inclusive of remedial measures taken up to his level to the Director.
4. Head Academics shall forward the case with his remarks to the Director.

5. Based on the remarks of Head Academies and Director shall give his final decision.

4.4.4 Corrective, remedial measures and punishments

a) Policy

"To maintain discipline, corrective measures shall have priority over punitive measures."

"Financial Penalties shall not ordinarily be imposed unless warranted."

"Monitory, fine collected shall be credited to student's welfare fund."

"The matter shall be reported to police only if the act appears as a criminal offence."

b) Provision for Appeal

This provision is applicable to both, Academic and non-academic regulations.

A student or group of students, penalized for breach of regulations, shall be given an opportunity to appeal to the Appeal committee on following grounds.

1. The penalty is too severe.
2. Suspicion about evidences used to penalize.
3. Process of enquiry was improper.
4. Fresh evidence can be presented.

The appeals committee shall be composed of

1. Director - Chairman
2. Head Academics- Secretary
3. Office Superintendent- Member

c) The Appeal Procedure

1. The student will make an appeal, within seven days of receiving notification of the decision of the Discipline Committee to the chairman of appeal committee.
2. The chairman of Discipline Committee shall handover all the documents and proceedings on the basis of which the penalty was imposed.
3. The chairman of appeal committee shall allow the penalized students to submit additional evidence in support of their appeal.
4. The chairman of appeal committee shall listen to the chairman of discipline committee to know his views about the decision taken by him.
5. The chairman of appeal committee shall interview the punished students to know the basis of their appeal.
6. The Appeals Committee may confirm, reverse or vary the penalty determined by the Discipline Committee. The Committee may impose a more severe penalty.
7. The reasons for the final decision will be given to penalized students and the Discipline Committee.

8. The final decision order shall bear the signature of Director and Head academics.

9. The decision of the Director will be final and binding.

4.5 Student's Council

The Students' Council is the representative body of the entire student community of the SBPIM. It is the interface between the students and the administration and work to identify and address concerns that affect the students directly and indirectly. It represents the interests of the students and participates in discussions and decisions that affect the student community.

It aims at the all-round development of students and organize several extracurricular events through the year in association with the SPPU and other organizations. Student Council also coordinates with the student volunteers for the Institute events that are organized periodically. It also provides an opportunity to be a part of activities, motivated by our sense of social responsibility and aimed at giving back to society. The Student Council is led by the President, General Secretary and the Girls Representative. The members of the committee are elected for a term of one year. One representative who is an academic topper of each class is member of the Council.

4.6 Student welfare Committee

"Today's Student is tomorrow's citizen"

4.6.1 Policy

"SBPIM is ensuring the overall development of the student going beyond the teaching learning process. We are committed to ensure development of personality, competence through quality technical education, feeling of belongingness and above all, a human inside every student."

4.6.2 Purpose

- Students at this age and maturity level need support on various issues.
- Apart from learning technical education various personality traits are essential.
- Discrimination will hamper belongingness toward the society
- Equal and fair chance to participate, appeal and access to various resources are essentials

4.6.3 Initiative taken by SBPIM

Student welfare committee under the guidance and supervision of Student welfare Officer and other faculty and staff shall take the following initiatives:

- Various Program Participation
- Organization of various competitions and events for students
- Various Schemes for Student Welfare
- Special Programs for Girls students

- Participation in Institutional Social Responsibility.
- Disaster Management Awareness and Training Program
- Learn and Earn scheme
- Research based programs
- Boys and Girls common facilities
- Gathering and various competitions for cultural and art skill development
- Various magazines, Newspapers and books apart from regular technical education
- hostel facilities
- Health Education
- Arranging short and long industrial tours, Industrial visits.
- Personality and communication development programs
- Anti-ragging committee
- Document support for Various Education related schemes and scholarships
- Guest Lectures on various useful topics. (Stress management. etc.)

4.6.4 Procedure of development

- Formulation of Students welfare committee.
- Preparation of Plans and budgets for the student's welfare Committee

- Resource allocation
- Organization of various programs
- Documentation of all procedure
- Record keeping
- Periodically review meeting

4.7 Administrative support

4.7.1 Policy

"Administrative support systems shall respond to the student's requirements as quickly as possible to prevent the loss of their precious time of studies."

4.7.2 Purpose

a) Catering to needs of students in respect of documents like;

L.C., Mark Sheets, Travel Concession forms, Bonafide certificate, address proof, Expenditure certificates, Group travel concession forms, Scholarship forms, Admission forms, Bank chalans for payments, Sponsorship letters for placement in industry, Transcripts, Return of original documents, Testimonials, Hall tickets. Identity Cards, Fee receipts etc.

(i) Procedure

1. Student shall put his demand for documents in writing to the Office Superintendent. The O.S./Head Clerk shall forward the

application to the concerned section of the office. (Ref. format of application requesting documents)

2. The in charge of students section shall prepare the required document. He shall put forward this document to the O.S./Head Clerk along with the supporting data on the basis of which the document is made.
3. The O.S./Head Clerk shall confirm the entries in the document with reference to available records. He shall sign the documents for which he is authorized.
4. He shall forward the document to Director for his signature where Directors signature is mandatory.
5. An office copy of each document shall be preserved under the signature of recipient of the document as acknowledgement.
6. Duplicate of a document shall be provided only on payment of applicable fee and an affidavit to that effect.

(ii) Quality Assurance

1. O.S./Head Clerk shall supervise the transaction of documents to ascertain that the system responds within a reasonable period.
2. He shall hold a meeting of administrative staff, at the end of each semester, to review the performance of administrative support system and explore possibility of improvement.

b) Schemes of financial support

(i) Policy

"The institute understands that quite a few students undergoing graduation studies need information about sources of financial support. The institute's administration is committed to help student in tapping these resources."

(ii) Procedure

1. A list of all financial support agencies (Banks), who have given support to the students in the past, shall be consolidated, updated and displayed well in advance, prior to date of payment of fees.
2. Students belonging to reserved category shall be informed through notices about the government's free-ships and scholarships schemes.
3. A list of documents required by financial support agencies and sources of procuring such documents shall be displayed at the appropriate time.
4. The administration shall assist students seeking financial support by providing requisite documents.

(iii) Quality Assurance

1. A list of applicants seeking financial support shall be prepared well in advance and displayed.
2. The O.S./Head Clerk shall monitor the pertinent activities by paying special attention to display of notices and availability of documents.

3. A review of shortcomings if any in the past year(s) shall be taken by O.S./Head Clerk before the admission process starts.
4. Corrective measures shall be drafted and circulated to staff dealing with this section.

4.8 Grievance handling

4.8.1 Policy

"The Institute shall review all its systems, resources, processes, provisions to ensure that they are consistent with the requirement of time. The objective is reduction in grievances."

"The institute is committed to regard grievances as an opportunity to improve the working environment in the institute."

"The institute is committed to establish operate and improve grievance handling system."

4.8.2 Quality Planning

Quality features of grievance handling system:

1. Ease of accessibility.
2. Promptness in resolving the issues.
3. The grievance shall be handled objectively and confidentially.

4. The respondents shall be treated respectfully and shall not be victimized or discriminated.
5. The system shall give due importance to Students charter.
6. Written records of all significant grievances and solutions shall be maintained.

4.8.3 Procedure

Constitution of grievance committee:

1. Director (Chairman of Discipline committee)
2. Head Academics
3. Office Superintendent/Head Clerk
4. Co-opted member of concerned work area.

1. Wherever possible, Mentor shall attempt to resolve the issue through discussion with the person(s) concerned and the student/s. This shall reduce the number of grievances.

2. Suggestions made by students in the formal feedback form and through suggestion boxes, wherever found reasonable, shall be addressed quickly to ensure that the issues do not become formal grievances.

3. Formal grievances shall be submitted in writing by the student(s) to the relevant Student Mentor.

4. Receipt of the grievance will be acknowledged by Mentor within two working days.

5. The Mentor shall make best possible efforts to resolve the issue in a face-to-face inquiry/ by discussion.

6. If Mentor does not succeed in resolving the issue, he shall categorize the grievances in

7. a) Academic grievances or

b) Non-academic grievances

8. Mentor shall forward the grievance to the grievance committee along with his remarks.

9. The grievance committee shall hold its meeting within five working days and resolve the grievance.

10. Wherever the grievance is found valid, corrective measures in system shall be applied to avoid recurrence of the grievance or grievance of similar nature.

11. All such corrective measures shall be taken on record, duly endorsed by the Director.

4.8.4 Quality assurance

The grievance committee shall present its report in a meeting, arranged at the end of each semester, where the Director, Heads Academics and section in charges shall be present. Possibility of improvement in the functioning of committee shall be explored in this meeting.

5. EMPLOYEE SECTION

The section deals with employees of SBPIM

Employee charter is prepared and informed to the employee.

5.1 Policy

"The institute is committed to the excellence and quality in terms of development & delivery of courses by establishing quality planning & providing quality service condition."

5.2 Employee's charter

5.2.1 Policy Statement

"SBPIM assures to treat all employees fairly, to listen and to give due consideration to employee's views. SBPIM strives to become an exemplary employer, adopting best practice approaches in the recruitment, development and treatment of employees by making reasonable adjustments where necessary and offering equal opportunities to all."

5.2.2 Scope of Policy

This policy applies to all the employees of SBPIM.

5.2.3 Procedure

The institute is committed through a partnership of students, staff and management to ensure that all quality procedures are conducted in fair

manner creating good working relation between all stakeholders. This employee's charter is prepared and will be implemented to create healthy academic environment in the institute.

The charter includes particulars of

- Faculty Rights and Obligations
- Code of Professional Ethics
- Faculty Responsibilities
- Assignment

5.2.4 Faculty Rights and Obligations

1. Expression

Employees have the right to express themselves within their work areas as long as the Expression does not disrupt the vision, mission and objectives of the Institute.

2. Professional development

Employees have the right to seek training and additional work-related skills. The Institute will pursue training and staff development strategies within its resources.

3. Problem Resolution

Employees have access to problem resolution in procedures. Procedures for such disputes are contained in "various appropriate" policy documents available.

4. Safety

Employees have the right to a safe and healthy workplace and to be informed of any hazardous working conditions.

5. Civility

Employees have the right to be treated with civility by all authorities, colleagues and subordinates. The Institute will pursue available strategies within its resources for reducing tensions that may cause incivility.

6. Freedom from violence

Employees have the right to be protected from violent behavior. Violent behavior toward faculty, staff, students, or visitors to the Institute is neither condoned nor acceptable. Such behavior may provide immediate grounds for dismissal for cause and legal action.

7. Freedom from sexual harassment

The employee has the right to work without sexual harassment. The Institute has a responsibility to educate its staff about the procedures used to protect accused and accuser.

8. Freedom from discrimination

The employee has the right to be treated without bias. The Institute has the responsibility to treat with equal concern and fairness all persons without regard to their race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, or any other criterion specified by central, state or local laws.

5.2.5 Code of Professional Ethics

1. Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them.
2. Their primary responsibility to their subject is to develop and improve their scholarly competence.
3. They accept the obligation to exercise critical self-discipline and judgment in using, extending and transmitting knowledge.
4. As coordinators, faculty members encourage the free pursuit of learning in their students.
5. They hold before their students the best scholarly and ethical standards of their disciplines.
6. Faculty members demonstrate respect for students as individuals and adhere to proper roles as intellectual guides and counselors.
7. They make every reasonable effort to foster honest academic conduct and to ensure that the evaluation of students reflects each student's true merit.
8. They respect the confidential nature of the relationship between coordinator and student and avoid any exploitation, harassment, or discriminatory treatment of students.
9. They acknowledge significant academic or scholarly assistance from students and protect students' academic freedom
10. As colleagues, faculty members have obligations that derive from common membership in the community as scholars.
11. They do not discriminate against or harass colleagues.

12. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. They acknowledge academic debt and strive to be objective in the professional judgment of colleagues.

13. They accept their share of faculty responsibilities for the governance of the Institute.

5.2.6 Faculty Responsibilities

To ensure individual well-being, professional growth and a positive campus environment, all employees are expected to

1. Use their skills and training to perform to the best of their abilities.
2. Exercise initiative and creativity in seeking better and more efficient ways of getting their jobs done.
3. Respect the rights of all members of the Institute community.
4. Comply with safety rules and exercise common sense to ensure a safe work environment.
5. Conduct themselves in a manner that reflects favorably on the Institute.
6. Act with honesty, integrity and professionalism.
7. Cooperate respectfully with all authorities, colleagues and all members of the Institute community within the limits of their discretion.
8. Serve students, clients, community members, trustees, visitors, and guests with courtesy and concern.

9. Observe the rules and procedures of the Institute and the Institute as a whole. Employees are also expected to respect and observe the rules of other Institutes with which they interact when these rules are brought to their attention.

10. Telephone etiquettes. Employees are required minimally to answer all calls with their name and the name of the Institute.

11. Practice good personal hygiene, and exercise moderation in clothing, hairstyles and general appearance.

5.2.7 Assignments

Each faculty member's assignment of responsibilities is determined annually by the Director, Head Academics in consultation with the faculty member.

1. Faculty members are expected to conduct classes in appropriate manner as required by the course assigned.

2. They should inform students of course objectives, requirements, and schedules; and deal with student papers and examinations in a timely manner.

3. Faculty members are expected to hold office hours for consultation on course work and advising students.

4. A faculty member who need to be absent from a class due to illness or other due cause should try to make arrangements for alternative instruction or inform the head of the Institute to arrange for timely notification of students.

5. Faculty members are expected to take up other responsibilities as required.

6. Faculty members are expected to participate in the decision-making, curriculum development, and assessment processes of the Institute.

In order to assist faculty members in the performance of their duties, the Institute provides the facilities and services listed below.

1. Office space, Teaching aids (OHP, LCD etc.)
2. Computer services
3. Identification cards
4. Official stationery
5. Postage for official correspondence
6. On campus parking

5.3 Recruitment and Promotion

5.3.1 Policy statement:

"The Institute recognizes that its staff is fundamental to its success. The Institute therefore needs to be able to attract and retain staff of the highest caliber and a strategic, professional approach to recruitment is essential to do this."

"The Institute aims to attract, select, appoint and retain quality staff. This policy sets out principles and procedures to ensure that staff recruitment and selection practices are consistent, merit-based and aligned with the Savitribai Phule Pune University norms."

"Management is committed to provide qualified and competent teaching faculty, at appropriate time. Management shall not hesitate in offering attractive salary for deserving candidates."

5.3.2 Recruitment Procedures

a) Recruitment through committee constituted by university selection committee, Activities for recruitment through committee constituted by university selection committee

1. Collecting Teaching staff requirement
2. Validation of staff requirement submitted by Head Academics
3. Seeking management's approval for appointment of staff as per the requirements and norms.
4. Preparation of roster for recruitment for the approval of University.
5. Securing approval from university for advertising posts.
6. Putting advertisement in leading newspapers and Institutes Web site.
7. Demanding selection committee from University.
8. Fixing dates of interview and venue for interviews.
9. O.S./Head Clerk shall form a committee, in consultation with the Director for smooth conduct of interviews. (Members one lecturer from each Institute, two Clerks, one attendant)

10. The O.S./Head Clerk shall contact University and other offices which provide the list of candidates who have enrolled with them for employment.

11. Entering received applications from candidates in Inward Register till the last day for receiving applications.

12. Segregation of applications and proceed for eligibility check.

13. Institutes shall arrange for data entry of applications received from eligible candidates.

14. O.S./Head Clerk should prepare the soft copy of data.

15. The O.S./Head Clerk shall append the lists using the list of reserved category candidates received from University and other competent agencies.

16. The O.S./Head Clerk shall arrange for dispatch of call letters for Interviews minimum fifteen days prior to the date of interview.

17. The O.S./Head Clerk shall brief the trust, through a letter about the proposed interview schedule and invite the trustees to accompany the selection committee.

18. The O.S./Head Clerk shall generate documents required for Interviews, (Requisite, number of copies for the use of interview committee members, attendance sheets for candidates appearing for interview.

19. The interview committee shall make all arrangements for conducting interview. (Arrangement of furniture in the chosen halls for conducting interviews, seating arrangement for candidates, providing documents to interview committee members, verification of original documents of candidates appearing for

interview, maintaining attendance records of candidates, arrangement for transport and arrangements to see off the external members of interview committee, preparation of selection reports duly signed by all the members of selection committee.)

20. The O.S./Head Clerk shall prepare appointment orders based on selection committee's recommendations and as per the directives of Director.
21. The candidates selected for appointment shall be informed telephonically and through SMS, to contact the Director to confirm their joining the institute and to know about terms of appointment.
22. A Demo-lecture may be arranged if is needed.
23. The appointment orders shall be delivered to the persons who agree with the terms of their appointment orders.
24. The O.S./Head Clerk shall forward an extract of appointment orders, issued to selected candidates to the Director.
25. Candidates shall forward their Joining reports.
26. The O.S./Head Clerk shall instruct the accounts section to include the incumbents name in salary documents.
27. The O.S./Head Clerk shall arrange to provide Identity Card to the incumbent.
28. The O.S./Head Clerk shall forward requisite documents for securing final approval to the appointments made.
29. The documents received from university about the approval, conditional approval or disapproval shall be tiled for further records.

30. A copy of this communication from the university shall be given to concerned employees under their acknowledgement.

b) Recruitment through a committee constituted by Management.

This procedure shall be adopted:

1. If the procedure of recruitment through University selection committee is likely to cause delays in appointment of teaching faculty, or
2. To fill up the vacancies created on account of resignations tendered by existing staff, termination, or death of staff.

Activities for recruitment through committee constituted by Management

1. Collecting Teaching staff requirement.
2. Validation of staff requirement submitted by Head Academics .
3. Seeking management's approval for necessary staff
4. Preparation of roster for recruitment for the approval of University.
5. Putting advertisement in leading newspapers and institutes Web site.
6. Forming selection committee. (The committee shall consist of Management representative, Director, Head Academics, one external subject expert.)
7. Fixing dates of interview and venue for interviews.
8. O.S./Head Clerk shall form a committee, in consultation with the Director for smooth conduct of interviews.

9. Entering received applications from candidates in Inward Register till the last day for receiving applications.
10. Segregation of applications for eligibility check.
11. Institutes shall arrange for data entry of applications received from eligible candidates.
12. O.S./Head Clerk should prepare the soft copy of data.
13. The O.S./Head Clerk shall append the lists using the resume of candidates who have approached earlier seeking appointment.
14. The O.S./Head Clerk shall arrange for dispatch of call letters for Interviews, minimum fifteen days prior to the date of interview.
15. The O.S./Head Clerk shall brief the trust, through a letter about the proposed interviews and ask for the name of a person, which shall be included in the interview committee list, to work as management representative.
16. The O.S./Head Clerk shall generate documents required for Interviews, (Requisite number of copies for the use of interview committee members, attendance sheets for candidates appearing for interview.
17. The interview committee shall make all arrangements for conducting interviews. (Arrangement of furniture in the chosen halls for conducting interviews, seating arrangement for candidates, providing documents to interview committee members, verification of original documents of candidates appearing for interview, maintaining attendance records of candidates, arrangement for transport and arrangements to see off the external

members of interview committee, preparation of selection reports duly signed by all the members of selection committee.)

18. The O.S./Head Clerk shall prepare appointment orders based recommendations and as per the directives of Director.
19. The candidates selected for appointment shall be informed telephonically and through SMS, to contact the Director to confirm their joining the institute and to know about terms of appointment.
20. The appointment orders shall be delivered to the persons who agree with the terms of their appointment orders.
21. A Demo-Lecture may be arranged, if it is required.
22. The O.S./Head Clerk shall forward an extract of appointment orders, issued to selected candidates, to the Director.
23. Candidates shall forward their Joining reports.
24. The O.S./Head Clerk shall instruct the accounts section to include the incumbents name in salary documents.
25. The O.S./Head Clerk shall arrange to provide Identity Card to the incumbent. The O.S./Head Clerk shall forward requisite documents for securing final approval to the appointments made.
26. The documents received from university about the approval, conditional approval or disapproval shall be filed for further records.
27. A copy of this communication from the university shall be given to concerned employees under their acknowledgement on selection committee's

In case, where an exceptionally good candidate approaches seeking appointment, or if a vacancy needs be urgently filled, to avoid academic loses, the Director may conduct interviews. The Director shall forward the proposal for appointment to the management, along with selection report and with justification for such appointment.

c) Procedure - for dealing with vacancies which persist even after completing the recruitment procedure

1. With reference to the information, received about new appointments, the Director shall inform to the Head Academics /O.S./Head Clerk about non-reporting of candidates on expected date of joining, agreed by the candidate who have been offered appointment.
2. The Head Academics/Office Superintendent, after consultation with the Director shall arrange for substitute appointments, preferably through the waiting list, if available.

5.3.3 Review and Monitoring

The content, effectiveness and operation of the Recruitment and promotion Policy will be reviewed, at least, on an annual basis at the end of each academic session as per university norms.

5.4 Performance appraisal system

5.4.1 Policy Statement

"The purpose of this statement is to establish a system for the appraisal, development, and documentation of all regular staff employee performance."

The goals of performance appraisal are:

1. To sensitize them with what they are and what further expectation the students have from them.

2. To improve the academic standards in the classroom to shape the student's capabilities completely on correct lines.

3. To weed out some bad practices.

4. To inculcate a spirit of responsibility, and commitment to the teaching profession among the coordinators.

5. To provide an opportunity to coordinators to know their strengths, weaknesses and to appraise themselves on their own.

6. To get the feedback of the students on the subjects taught by them.

7. To get appraisal of his/her performance from Head Academics/Director.

8. To get recognition and appreciation for achievements of employees.

5.4.2 Procedure

Scientifically designed faculty evaluation scheme is implemented at SBPIM, the appraisal system constitutes the following:

a) Establishment

The O.S./Head Clerk shall fill the details of the employee to be appraised along with the details of his/her previous appraisal in Section-I of the appraisal form.

b) Self-appraisal

The faculty concerned will assess him/her on all the points mentioned as per the well-designed format in Section-II of the appraisal form. The points in the format deals with the teaching learning process, quality of tests and assignments, participation in professional body activities, staff and student development programs, academic achievements during that year, presentation and publication of papers in the national and international journals, participation of organization in co/extra-curricular activities, help extended to Institute administration, recognition, rewards received, research and consultation activity, interpersonal skills, mentor activity, loyalty and respect to the Institute etc.

c) Students' feedback

The students are asked to give their honest and objective assessment of the coordinators on certain factors. This helps coordinator to understand student's perception on him /her and in what areas he/she made a mark and in what factors he/she is yet to improve and what are the expectations of the students. Students' feedback deals with coverage of syllabus, subject depth and presentation, effective use of white board, OHP, LCD, models, maps, charts etc and discipline in the class, punctuality, enthusiasm in teaching, eye contact, voice modulation, mannerisms, audibility, interaction ability, quality of internal tests, impartiality in awarding marks, discussion on previous question papers etc. The coordinator is rated on these factors numerically on the scale of 1 to 5, 5 being the highest. This process is implemented with proper care.

d) Head Academics shall appraise the employee as the Reporting Officer

The self-appraisal and students' feedback should be followed by Appraisal by Head Academics as per format in Section-III of the appraisal form.

e) Director shall appraise the employee as the Reviewing Officer

The Appraisal by Head Academics should be followed by Appraisal by Director as per format in Section-IV of the appraisal form.

f) Examination Results

The examination results of the paper taught by the coordinator will also help the authorities, and students to have an insight and estimate of the coordinator. The data of these four systems is analyzed and the feedback is communicated to the faculty. He/she should be extended all possible help to make improvement in their weak areas by providing expert guidance by senior coordinators for technical skills and organize courses on communication skills for better presentation so that in a given time, he/she definitely shapes himself /her as a good coordinator to enthuse and inspire the students.

The people who administer and evaluate the process are supposed to be neutral and confidentiality is maintained in the process. The appropriate letters are issued to the faculty in accordance with the faculty index based on student feedback analysis.

5.4.3 Awards and Recognition

1) The employees shall be awarded and/or recognized for their achievement in academics or in any other relevant field by

providing monitory and/or other relevant incentives as per the discretion of the Director.

2) The employees who receive awards in academics or in any other relevant field shall be recognized by providing monitory and/or other relevant incentives as per the discretion of the Director.

5.5 Training, Research Promotion, Opportunities for Qualification Improvement

5.5.1 Policy Statement

"At SBPIM, the faculty members are encouraged to upgrade themselves continuously by undergoing various training programs in keeping with the prevalent trends. The quality of education depends largely on the qualifications and competencies of the faculty. In view of the faculty's vital role in influencing education outcomes, faculty must upgrade their qualifications continuously."

"At SBPIM faculty development has always surfaced as a priority concern. Our nation cannot compete with its neighboring countries that are now moving towards offering cutting-edge programs and technologies unless we invest in creating a pool of experts in our academic institutions. This critical mass will then be capable to train and equip students for significant and promising careers in the global market."

5.5.2 Scope of Policy

This policy applies to all SBPIM members (Teaching and non-teaching) to provide equal opportunities for professional qualification improvement.

5.5.3 Approval Criteria

In the first instance, recommendation for any training or higher studies course must be given by the Director. Recommendation will be based on the following criteria:

1. The contents of the particular course/training, and how they relate to the applicant's responsibility in the Institute.
2. The applicant will actively participate by completing the training/course within stipulated time.
3. The applicant does not adversely jeopardize Institute stipulation.
4. The applicant satisfies the Savitribai Phule Pune University and AICTE norms.
5. It enhances the competence and academic growth of the employee.

5.5.4 Application Procedure

1. Individuals are responsible for obtaining information about any training/course that they wish to attend, including obtaining any necessary registration forms.
2. To obtain approval for registration and to obtain the financial assistance required, the applicants should discuss the content of the training/course with Director and seek their permission.
3. Applicants must forward the letter for attending the training or qualification improvement to the Director for approval.

4. Applicants must complete any external registration forms and attach these securely to the letter.

5.5.5 Financial Support

The guidelines are prepared for the financial support for participating in training program duly approved in Local Managing Committee. [Annexure 5]

5.6 Gratuity/Retirement Benefits/ Group Insurance

5.6.1 Policy statement

"SBPIM is committed to providing an efficient, effective and secure benefits service that meets the need of its entire employee."

5.6.2 Scope of Policy

This policy applies to all SBPIM employees (Teaching and non-teaching)

5.6.3 Procedure

SBPIM fulfills this as per Government norms through payment of Public provident fund, group insurance and gratuity.

5.7 Service Records

5.7.1 Policy statement

"The Institute maintains the following records in accordance with the policy of Savitribai Phule Pune University AICTE and Maharashtra civil services rules."

Employee: Record to be maintained

1. Personal file Application for job along with all attested copies of essential academic qualification for the post being held & 04 passport size photo.
2. Previous experience certificate, copy of appointment, relieving order, clearance/no dues certificate, Medical fitness certificate. In case of teaching previous approval of University, if any, and experience certificate etc.
3. Appointment order & joining report, Deed of contract, if any (as per statute no.415-A).
4. Caste certificate, validity, non-creamy layer in case selected against reserved post by appropriate certificate for physically handicapped if applicable.
5. Copies of orders issued for additional responsibilities.
6. Form of Personal details as required for Mandatory disclosure, AICTE.

5.8 Leave Rules

5.8.1 Policy Statement

"Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right."

Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Savitribai Phule Pune University as mention in statute No. 424 for teaching staff and for Non-teaching staff as per Maharashtra Civil Services Rules."

5.8.2 Scope of Policy

This policy applies to all SBPIM employees (Teaching and non-teaching).

5.8.3 Procedure

1. Applicants must fill the SBPIM Leave application Form and get it recommended by their Director.
2. Leave forms are reviewed and evaluated by the Director. If approved, the O.S./Head Clerk will submit the recommended leave form for further administrative actions.
3. Leave application should be submitted well before proceeding on leave except under emergency reasons.

5.9 Pay and allowances

5.9.1 Policy Statement

"It is the policy of the SBPIM to pay employees by direct deposit on a regular monthly basis and in a manner so that the amount, method and timing of wage payments comply with any applicable laws or regulations of Government of Maharashtra, AICTE and University of Pune. The salary is paid as per sixth pay norms w.e.f. 1.10.2010."

5.9.2 Scope of Policy

This policy applies to all SBPIM employees (Teaching and non-teaching).

5.9.3 Objectives of a salary policy

To attract the best qualified manpower available to achieve the organization's mission. To provide equitable and consistent remuneration to employees in accordance with their assigned cadre, post, duties and responsibilities. To motivate and stimulate employees to achieve a high level of performance. To encourage the retention and productivity of qualified personnel.

5.10 Financial Support for attending Seminars, Workshops and Conferences

5.10.1 Policy Statement

"SBPIM actively promotes the professional development of its faculty members. Recognizing the need for faculty to keep up-to-date with current trends in their academic and professional areas of study, and for the purpose of continuing personal development, this policy supports applications to attend relevant conferences and seminars."

5.10.2 Scope of Policy

This policy applies to all SBPIM faculty members to provide equal opportunities for professional and personal growth. Attendance at relevant conferences and seminars will be supported if these events:

1. Enhance faculty knowledge;
2. Are relevant to, and aligned with the mission of the Institute.

3. Meet quality research measures (originality, consistency, referencing, and methodology in research work presented).
4. Presentation of research paper in State/ National/ International conferences, symposiums.

5.10.3 Approval Criteria

The approval for attendance at any conference or seminar must be given by the Director.

Approval will be based on the following criteria:

1. The contents of the particular conference, and how they relate to the applicant's responsibility in the Institute.
2. The conference is a nationally/internationally- refereed event.
3. The application has been approved by the Director.
4. The applicant will actively participate in the conference by presenting a paper.
5. The applicant must demonstrate that the paper will be published in the conference proceedings or in a journal after the conference.
6. The applicant does not adversely put at risk Institute reputation.

5.10.4 Application Procedure

1. Individuals are responsible for obtaining information about any event that they wish to attend, including obtaining any necessary registration forms.
2. To obtain approval for participation and to obtain the financial assistance required, the applicants should discuss the content of the conference with their Director and seek his permission.

3. Applicants must forward the letter for attending the Seminars, Workshops and Conferences to the Director for approval.

4. Applicants must complete any external registration forms and attach these securely to the letter.

5. The Director office will submit the completed course Approval Form to the Trust office and for further administrative actions.

5.10.5 Financial Support

The guidelines are prepared for the financial support for participating in training program duly approved in Local Managing Committee. (Annexure 5)

5.10.6 Applicants' participation in the conference, external short-course, workshop or seminar

1. Applicants are expected to attend the conference that they have applied for and registered for.

2. If, due to exceptional circumstances, (e.g. sickness, etc.), applicants are unable to attend the event they must inform their Head Academics immediately.

3. In consultation with the Head Academics, the Director will decide whether a substitute can be arranged.

4. If it is not possible for the Director to find a substitute, attempts will be made to cancel the registration and recover any fees. If this is unsuccessful, the applicant will normally be expected to reimburse to SBPIM, unless there are exceptional circumstances.

5.10.7 Conference Feedback

On returning from the conference, workshop or seminar, it is the responsibility of the applicant to ensure that information and learning are shared with concerned colleagues. This may be done by way of a summary of the outcomes, either in a written report or preferably as a presentation.

5.10.8 Late applications and late registration with conference organizers

It is the responsibility of the applicants to ensure that their application forms are submitted in good time to enable registration with the organization hosting the relevant conference.

If the Accounts department is given insufficient notification to enable invoices or cheques to be processed (i.e. less than 3 working days prior to the course/conference registration closing date), applicants will be responsible for paying any registration fee and subsequently for claiming reimbursement.

Applicants will be liable to pay any penalties or costs incurred due to late registration of their application.

5.11 Providing infrastructure for day to day working

5.11.1 Policy Statement

"Institute personnel must exercise reasonable care to protect SBPIM's property and equipment." This policy applies to all Institute property and equipment, regardless of the source of funds from which these items were acquired. Property and equipment donated to the Institute is included under this policy.

5.11.2 Definitions

Property and Equipment - Generally, this includes assets with usage life greater than one year that are necessary to conduct the business of the Institute, such as: audio-visual devices, computers, furniture, tools, machinery, Computer Lab equipment, devices, buildings and land. For purposes of this policy, the term refers to all such items owned or leased by the Institute or items on loan to the University. These items are referred to as "Institute property" throughout this policy.

5.11.3 Scope of Policy

This policy applies to all the property and equipment in the possession of Institute.

5.11.4 Responsibilities

The Director has designated the O.S./Head Clerk as the Institute's property custodian.

Office Superintendent: The person is responsible for the custody and care of property in the Institute's possession and has designated as property custodian. In this capacity, he or she is responsible for:

1. Coordinating with the Accounting section to assure accuracy of the property records, in accordance with generally accepted accounting principles.
2. Conducting appropriate inventories and reviews of Institute property.
3. Arranging transfers of property to facilitate utilization.
4. Maintaining appropriate management systems for property control.
5. Facilitating the best possible management of Institute property.

6. Assisting Institute heads in establishing Institutional systems for property and equipment management.
7. Reviewing Institutional requests for the finance of Institute property and equipment for official use.
8. Evaluating and recommending finance requests for the use of Institute property and equipment by non-profit organizations.

5.12 Duties, Responsibilities, Authorities of each cadre

5.12.1 Policy Statement:

"Sets out the roles, rights and obligations of everyone serving as employees of SBPIM and establishes the standards of behavior required to operate in their concerned position."

5.12.2 Scope of Policy

This policy applies to all SBPIM employees.

5.12.3 Procedure of roles and responsibilities have been classified under four categories namely,

1. Roles and responsibilities of various sections in Office
2. Roles and responsibilities of staff in Administration
3. Roles and responsibility in Institutional level

5.12.3.1 Roles and responsibilities of various sections in office

a) Accounts Section

1. Collection of fees from students, Proper records as per provisionally admitted eligible student lists.

2. Refund of fees to year-down students after declaration from students. Any other refund of fees as applicable after necessary verification.
3. Follow-up through notifications for receipt of fees from defaulters if any.
4. To process routine daily, weekly expenditures for sanction, approvals, and payments.
5. To prepare periodic "Receipts and Expenditure" statements (Preferably monthly), outstanding payments to be made as well as amount receivable statements
6. Preparation and release of monthly salary and other mandatory payments (TDS, Provident funds, LIC, Professional Tax etc.)
7. Payments to suppliers, other parties.
8. Preparation of Balance sheets, Income & Expenditure Statements, other reports and their audits from competent authorities.
9. Preparation of annual budgets, its periodic follow-up and control.
10. Preparation & submission of Shikshan shulk Sameeti proposals.
11. Providing necessary information, data in required formats and assisting in preparation of various mandatory reports for submission to University, DTE, AICTE, Shikshan Shulka Samiti, Pravesh Niyantran Samiti and any other related authority.
12. Liaison with other offices such as provident fund, Income Tax, Chartered accountants, etc.
13. Maintenance of proper accounts and routine control.

14. Liaison with Institutes, Hostels, Library, T&P committees & other sections.
15. Payment of yearly gratuity installments, updating of eligibility lists
16. Verification and timely clearances of advances received from University and other agencies if any.
17. All other related matters deemed fit as per provisions, norms, rules and regulations related for effective financial working of Institute.

b) Establishment Section

1. To prepare and regularly update Teaching & Non-teaching staff lists in prescribed formats.
2. Follow up and maintenance of records of new recruitments/appointments.
3. Processing of Leave applications and maintenance of leave records.
4. Preparation, maintenance and verification of staff attendance register before release of monthly salary.
5. Processing of regular increments, internal promotions, transfers if any
6. Maintenance and updating of service books.
7. Maintenance and updating personal files of each employee.
8. Providing relevant information/data for preparation of various mandatory reports to be submitted to competent authorities.
9. Processing of termination of services of employees appointed on ad-hoc/temporary basis by the end of the term.

10. Processing for re- appointments, new appointments.
11. Preparation of Roasters, its approval from University.
12. Preparation of Advertisement for staff selection, handling selection process as per norms, Issue of appointment orders, Record of joining reports etc.
13. Handling relevant queries of employees and providing necessary classification and support
14. Liaison with Head Academics and section in charges in respect of teaching & non-teaching staff matters records.
15. Maintain & necessary records such as disciplinary matters, confidential information if any.
16. To create & maintain healthy work environment among employees through effective communication and follow up of systematic procedures.

c) Purchase & Stores Section

1. To maintain and regularly update Institutional dead stock registers.
2. Periodically verify check Institutional dead stock registers.
3. Receiving Institute requirements for equipment, tools, spares & consumables raw material etc. obtain administrative approval for necessary purchases based on budget provisions.
4. Initiate and execute proper purchase procedure as per norms i.e.
    a. Invite quotations Receive and open quotations.
    b. Prepare comparative statements

c. Call suppliers for technical discussions and negotiations if needed.

d. Seek approval for placing purchase order

e. After approval, prepare and issue purchase order

f. Verify deliver dates for the items placed for purchase as per P.O.

g. Receive, verify & inspect material received as per specifications laid down in P.O.

h. Receive test reports from the Institute and process for payment to the suppliers with clue entries in stock registers.

i. Submit report for payment of bills to the suppliers.

j. Provide stationary and other necessary consumable/items to the Institute as per requirement.

k. Keep adequate stock of essential items to avoid non-availability at the eleventh hour. Maintain necessary records.

l. To ensure safety & security as applicable and needed.

d) Student Section Functions

1. Processing of admissions to respective years.
2. Preparation of provisional admission roll list.
3. Preparation of updated roll lists after declaration of University Exam results (Examination section shall provide relevant information after University Exam result analysis such as year down students and eligibility of earlier Y.D. students).
4. Preparation and issue of relevant certificates, Identify cards.

5. Processing of forms and maintenance of records.
6. Display of notifications for information to the students and its follow up.
7. Preparation and maintenance of records & files providing information in prescribed formats to University, DTE, AICTE, Pravesh Niyantran Samittee, Shikshan Shulk Samittee, or any other competent authorities as per-requirement.
8. Handling queries of students & parents and providing necessary clarifications, help & support.
9. Liaison with Head Academics, TPO, Librarian, Rectors, Wardens and Providing timely information, data, records, etc.
10. Co-ordinate postal correspondence with parents/students regarding attendance reports, performance reports, Detention etc.
11. Maintenance of fee receipt records and necessary follow-up, notification for defaulters.
    a. Issue of bank challans
    b. Record of payment of fees in Bank
    c. Confirmation with bank statements
    d. Maintenance and updating of admission registers.

e) Examination Section

1. Issue & Receipts of examination forms, verification and submission to University
2. Issue & Receipts of revaluation forms.

3. Correspondence and maintenance of records related to university examination, including stationary, Answer books, question papers, etc.
4. Administrative assistance for conduction of University examination, preparation, maintenance and submission all related records to university.
5. To receive/upload all related notifications from University, necessary follow-up, processing, records and control of all matters related to examinations strict adherence to the rules, regulation, norms.
6. Result analysis & records
7. Monitoring of internal examination and submission of theory & project marks to University. Liaison with Institute.
8. Record of expenditure and clearance of accounts related to examination
9. Maintenance of all information, data, records, related to examination
10. Display of timely notifications to the students related to Internal & external university exam.
11. Preparation & issue of Hall tickets
12. Preparation & issue of official transcripts to students.
13. Proper maintenance of online records.

5.12.3.2 Roles and responsibilities of Administration cadre

a) Duties & Responsibilities of Director

1. To decide long-term, short-term goals, objectives, plans of the institute in consultation and guidance of the Local Managing Committee and Governing body.
2. To design mission and vision of the institute.
3. To prepare a Strategic Plan of the institute in accordance with the mission, vision, goals & objectives.
4. Identify and plan for the sources of finance, financial provisions, and preparation of long term budgets.
5. Preparation of short term (1-2 years) budget. Decide the allocation of funds for budgeted expenditure among different heads.
6. Decide funds allocation for Institutional academic activities, Research & development, Infrastructural development, various Recurring & Non-recurring expenditure.
7. Assign duties, authorities and responsibilities to Head Academics, Teaching staff Administrative office staff, and supporting staff.
8. Plan, Direct, Monitor and Control the overall activities, duties of Head Academics, section in charges, staff, staff setting.
9. Take measures to enhance the academic standards of the institute
10. Supervise, monitor & control routine administration of the Institute
11. Recruit, Train, Supervise, guide, motivate and control the teaching and supporting staff, staff welfare, feedback.

12. Guide, Monitor & control the student's academic, curricular, co-curricular, extra-curricular activities in terms of their overall personality development.
13. Achieve excellent academic results & students' performance.
14. Achieve maximum placement of students in reputed industries, organization
15. Motivate, train students for higher studies.
16. Comply with the requirements of the University, DTE, and Joint Director-Tech Education, State Government AICTE rules, regulations & norms.
17. Interact with university and participate in all related matters, requirements, procedures, correspondence & records.
18. Interact with other institutes, research organizations, industries etc., for developmental work/activities.
19. Interact with parents through Head Academics and faculty.
20. Interact with society, social organizations for developmental collaborative projects, activities
21. Prepare and submit proposals to AICTE for financial Assistance schemes, additional course, variation in intake, P.G. Courses
22. Plan, develop, and guide all activities to get the course accredited by AICTE.
23. Student welfare and discipline.
24. Holding meetings
25. Communication with Management

26. Identify training needs.

b) Head Academics

Specific duties and responsibilities of the Head of Academics include the following

Ensure the continuous professional development of all staff, including:

- In conjunction with the Director, set clear expectations and standards for excellent teaching and professionalism.
- Further the continuous professional development of every faculty coordinator so that he/she is able to successfully implement the strategies and to promote increasingly high levels of student achievement.
- Prioritize staff training needs and to organize a plan for individual and staff-wide professional development; to oversee the implementation of the plan and to revise as necessary in response to student and coordinator needs.
- Conduct classroom observations and to follow-up with targeted feedback and support for faculty coordinators that help them to become even more effective coordinators; to provide lesson-planning and unit-planning support to faculty coordinators on an as-needed basis; to be available to work with coordinators to problem - solve areas of instructional difficulty.
- Plan summer training and all professional development full-days and half-days during the Institute year. Development internal and external professional development opportunities available to faculty and coordinators in order to improve coordinator effectiveness.

- Be a regular presence in classrooms, informally observing and following for increasingly high levels of student achievement. Motivate and focus all staff on students' performance and on reaching for increasingly high levels of student's achievement.

- In all subjects, continue the development of high-quality, standards-based instructional materials.

- Maintain internal and external assessment systems and help faculty coordinators use assessment data to further improve the quality of instruction, including:

    a. Clearly articulate benchmark student's performance goals for each grade level; to work with faculty coordinators to set clear, measurable student's performance goals for students in their individual classes.

    b. Hold brief conversations with faculty coordinators, strategically analyzing areas for targeted instruction; to use these brief conversations as a tool to help coordinators work toward academic breakthroughs for all students.

    c. Analyze university results, standardized test results, and other data points in order to target interventions that will ensure the academic success of all students.

    d. Ensure the frequent communication to parents around student's academic performance particularly in situations where a student's are in crucial situation.

c) O.S./Head Clerk (Head of all non-teaching staff):-

1. To regulate the work and conduct of the staff in accordance with the Act, Statute, Ordinance, Rules and Regulations. To assess and

evaluate the performance of Non-teaching staff and sections and take such measures as he deems fit to regularize and to improve the working of the Institute

2. The O.S./Head Clerk shall be the custodian of the records, the common seal and other such property of the Institute as the Director may commit to his charge
3. To keep the Minutes of all the meetings and records
4. To deal with all statutory bodies like AICTE, DTE, University etc.
5. To watch over the work of Institute affiliation, approval work, staff recognition and follow the procedure of appointment.
6. To coordinate the work in the Institute amongst the teaching and non-teaching staff
7. To issue warnings, reprimands, memos to the non-teaching employees subject to the approval of the Director
8. To bring to the notice to the Director any of the act of the staff or the student, if prejudicial to the Institute and/or is not in the interest of the Institute.
9. To maintain the enquiry service for student, staff also for visitors to the Institute regarding course being conducted examination and admission rules and such other allied matters of important nature.
10. To deal with all other service matters of staff including leave and maintain service records of all staff such as services book personal file etc.
11. To issue all routine certificate to all staff other than experience certificate

12. To issue all routine certificate to students other than leaving certificate

13. To watch Accounts, Audit, assessment work of Maintenance and other Grants and to keep check on Accounts of the Institute.

14. To look after the examination work.

15. The O.S./Head Clerk shall exercise such other powers and performing such other duties as is prescribed by the Director and Management.

c) Head Clerk

1. To handle all kind of correspondence with Savitribai Phule Pune University such as,

a. Payment of university fees as per norms well in time.

b. Submission of information data as and when required in prescribed formats

c. Approval to the appointments of faculty

d. Clearance of university examination accounts

e. Verification and submission of examinations forms, revaluation forms, eligibility forms, enrollment forms etc.

f. Clearance of university examination accounts

g. Supervise University examination at Institute center and correspondence

2. Preparation, verification and submissions of various reports to AICTE, D.T.E., Pune University, Pravesh Niyantran, Shikshan Shulk Samitee etc.

a. Local Inquiry Committee visit reports

b. Staff selection committee reports (as per university procedure)

c. Proposals for sanction of increase/variation in intake, additional courses to AICTE New Delhi/WRC, Mumbai, D.T.E/Jt-D.T.E, Pune University etc.

d. Mandatory disclosures

e. Shikshan Shulka Samitee reports.

3. Approval of admissions of M.B.A from Pravesh Niyantran Samitee and D.T.E

4. Supervision of various sections of the administration office of the Institute i.e. student section, Inward-outward section, etc.

5. Liaison with the Institutes regarding their queries, requirements, and data/information needed for preparation of various reports.

6. Handling student inquiries, complaints, grievances etc.

7. To arrange local managing committee, governing body meetings, preparation of agendas, related documents/files, invitation to members, assistance in conduct of meetings, minutes of the meetings, action taken report preparation.

8. To supervise correspondence with trust office, submission of necessary information/data as & when required.

9. To supervise the general administrative office work.

d) Accountant

1. To inform periodically the financial position of the Institute to the O.S./Head Clerk and the Director examine and ensure that code and financial norms are followed by the Institute. He shall prepare and present budget estimates with the help of all Head Academics. Prepare the budget and income and expenditure statements, maintain all accounts and get them audited.

2. To implement all financial transactions as per rules, Accounts code, statute, Ordinance and rules and regulations made in that behalf and monitor the finances of the Institute as per directions of the Director and place before the committee the financial position of the Institute such as receipts, payments Government grants and balance from time to time.

3. To scrutinize all bills of expenditure before recommendations for payment.

4. He shall watch the progress of the expenditure of fees grants etc. To prepare bank reconciliation statement budget and final accounts of funds

5. Liaison with other offices such as Income Tax, Professional Tax, Provident Fund, Pradhikaran authorities, P.C.M.C. Authorities etc.

6. To ensure various payments made from the Institute funds are within budget provision and with the sanction of competent authorities.

7. To attend the correspondence with State, Central Government/U.G.C. and other higher authorities with the assistance of the Assistant accountant

8. To ensure accuracy in bank reconciliation statement and budget final account funds assigned also to ensure that non-revenue accounts appearing in particular account of fund are reconciled

9. To attend to audit queries and to reply audit report, to submit necessary statement of accounts

10. To recover grants due to the University from the outside bodies including State, Central Govt.

11. To attend such other work assigned to him with the approval of the Director.

e) Assistant Accountant

1. To prepare periodic accounts of funds.

2. To prepare payment statement of all employees and accordingly proceed for the further transaction after gets verified from Accountant, O.S, and Director.

3. To maintain books of accounts, payment registers, advances etc.

4. He shall attend queries and all matters regarding Income Tax, Professional Tax, P.F., Gratuity, insurance.

5. To attend routine correspondence with bank and other Institute.

6. To attend the matters pertaining to deductions of Income tax, Professional Tax, and L.I.C.

7. To supervise the work of accounts clerk and to pass the bill for payment as per relevant rules.

8. To attend to such other works as may be assigned to him with the approval of the Accountant, Office Superintendent, and Director.

f) Junior Clerk and Equivalent Carders

1. To enter the mail, letters and Inter-Institutional correspondence/files etc. Letters, documents etc. addressed to the officer by name will receive by the officers themselves or through P.A's Stenographers/Secretaries.

2. To acknowledge letters received.

3. To submit dak to the section officer/Assistant section Officer daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc.

4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.

5. To open and maintain service book/new files-note-book, do copying work rubber stamping and to attend to all types of administrative work.

6. To maintain different registers/records & forms etc.

7. To perform all duties in respect of smooth conduction of University Exam.

8. To compile with all work related to students scholarship.

9. To prepare routine letters/replies for approval.

10. To attend the other work as may be assigned by Office Superintendent/ /Director.

g) Reception and Telephone/Intercom Operator

1. To receive the visitors with greetings and extend necessary helps.

2 Enquiries are handled properly with care, concern, initiative to satisfaction of the visitors. Extend adequate hospitality to the visitors (internal or external)

3. Receive, Answer and Transfer telephone/intercom calls effectively.

4. Keep the authorities informed about the visitors, scheduled appointments.

5. Maintain good ambiance, housekeeping, and discipline at the entrance, reception.

5.12.3.3 Roles and responsibility in Institutional level

a) Duties of Assistant Professor

- Teaching
- Instructions in Computer Lab.
- Students assessment and evaluation
- Assisting in Consultancy and R&D services.
- Developing resource material
- Co-curricular and extra-curricular activates
- Assisting in Institutional administration.
- Student's guidance and counseling.
- Self-development.
- Responding to University assigned responsibilities.
- The performance of Assistant professors shall be assessed on the basis of the tasks performed to discharge the duties listed above.

A list of task related to above duties is enclosed for reference.

Class Room Instruction Related Tasks

1. Preparation of teaching plan.
2. Preparation of session plan.
3. Collecting, maintaining and enriching teaching aids.
4. Identifying reference books, text books, articles, data books etc.
5. Focus on home classroom assignments.

6. Design of home and classroom assignments.
7. Delivering lectures effectively, using most modern teaching aids.
8. Monitoring student's attendance and punctuality.

Students Assessment and Evaluation

1. Conducting class tests.
2. Evaluation of answer books and display of results.
3. Evaluation of assignments.
4. Displaying progressive assessment results.
5. Suggesting corrective measures for improvement in internal exam performance.
6. Assisting Institute in managing examinations.
7. Maintaining all the assessment records.

Assisting in Consultancy, Research & Development Services:

1. Assisting the Institute in building and maintaining industrial collaborations
2. Visits to Industries for identifying problems and exploring academic solutions.
3. Motivating students to accept challenging Industrial/Practical life problems.
4. Securing patents.
5. Arranging short term training programs for Industrial employees.

Developing Resource Material and collecting multimedia teaching material from internet:

1. Procuring model lessons from IIM.
2. Assisting library enrichment activities.
3. Developing charts and models.
4. Collecting product catalogs.

5. Developing PPTs
6. Collecting educational CDs.
7. Tapping distance learning resources.
8. Video shooting and capturing digital images for inclusion in PPT.
9. Understanding Computer Lab needs and satisfying these needs.

Co-curricular and Extra-Curricular Activities:

1. Providing leadership in organizing cultural programs, sports etc.
2. Organizing industrial visits/ study tours.
3. Organizing Blood Donation/Plantation/Medical camps.
4. Participation in Discipline committee, Anti ragging committee as a member.
5. Event management.

Assisting in Institutional Administration

1. Supervisory activities concerned with supporting staff.
2. Building maintenance/ Maintenance of water supply and electrical installations.
3. Co-operative store administration.
4. Procurement of equipment.
5. Grievance handling.
6. Admission committee work.
7. Assistance in conducting University Examination.
8. Assistance in University CAP activities.
9. Monitoring Campus cleaning, security and housekeeping.
10. Assistance in inspection visits.

Students Guidance and Counseling

1. Result analysis and study guidance.
2. Coaxing students in the matter of punctuality and Hard work.

3. Handling minor depression problems of students
4. Communication with parents.
5. Guidance for independent study techniques.
6. Guidance for facing interviews, personality development.
7. Guidance for choosing supporting professional courses & specialization.
8. Guidance about career planning and higher education.

Self-Development

1. Qualification improvement.
2. Attending short term training programs.
3. Attending conferences.
4. Paper presentation.
5. Research activities.

Responding to University Assigned Responsibilities

1. Working as controller of examination.
2. Working as custodian of examination.
3. Working as member of examination squad.
4. Attending CAP for valuation of answer books.
5. Paper setting.
6. Attending oral/ practical examination assignments.
7. Attending meetings arranged by University.
8. Working as committee member of any committee appointed by university.
9. Board of study's work
10. Curriculum development.

b) The Duties of Library In-charge

1. Every year at the end of session he should collect the requirement of books of different authors as per list of references from subject coordinators.
2. Verification of sufficient number of books available in library for each subject.
3. Collect the list of reference books as well as list of books required for research work from each staff member.
4. Also show the list of journal subscribed at center library to all staff members so that in next year we can give recommendation about the journals to be subscribed.
5. Collect the information from students about library facilities and any difficulties.
6. Submit the list through Head Academics every year about the requirement of books for Institute.

c) Computer lab In-charge

1. To maintain the Dead Stock Register.
2. To find out the requirements for consumables for the Computer lab and process to procure the same, before the start of every term.
3. In case of software labs get recent updated version of software (licensed and make them available to the students whenever necessary)
4. To ensure to display lab timetable.
5. To plan for the procurement of equipment for the coming term well in advance.
6. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to use lab satisfactorily.
7. Notifying the student with the free slot for their extra work.

8. To organize the Computer lab for oral and practical examinations.
9. To hold those responsible for any breakage / loss etc. and recover costs.
10. To ensure the cleanliness and pleasant environment of Computer lab for both students as well as faculty.
11. Give proper instruction, wherever necessary, to students to use the facilities available in the lab.
12. In case of any discrepancies with hardware or software proper maintenance should be done by the expertise during fixed slot regularly (by Outsourcing / internally).
13. Any other duty as may be assigned by the Head Academics/Director from time to time.
14. In order to prevent theft/damage, the Lab In-charge shall take the following action:
    a. Lab In-charge and Lab Assistants are to report the matter in writing immediately to the Head Academics as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
    b. Lab Assistants in turn shall note down the missing items in the respective Lab Register.
    c. If the students are responsible for the loss/missing item, then the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
15. Discuss the issues if any with Head Academics regarding the lab.

e) Peon/Office Boy

1. To open windows etc. in morning and switch on fans and lights and closing to close the same when not required.
2. Dusting of office furniture machine, files, tables, equipment, switch them of when not required, remove and replace covers of machine.
3. Do the work opening, pasting and sorting and arranging paper and circulars in accordance with instruction of the Head Academics . etc. and also do the work of stitching agenda and minutes of meeting according to instruction.
4. Do the work of affixing stamps sticking and sealing envelops or wrappers, packing of parcels.
5. Carry papers, franking machines etc. within building and other such portable items from one place to another.
6. Serve drinking water to employees and to visitors when required.
7. Dispatch letters including letters by hand delivery.
8. Any other work as may be assigned to him by concerned officer from time to time.

f) Summer Internship Project Co-ordinator

The general guidelines for final year projects are

1. Give the detail information to the Final year student regarding project.
2. Get the area of specialization of each faculty.
3. Inform Students to approach faculties depending on their area of specialization.

4. Based on the student's interest and faculty specialization, allot guide to each every student.
5. Students will submit abstract of three project of their interest to their guide.
6. Guide will suggest best out of submitted proposals to students.
7. Prepare list containing student name, Faculty allocated, Project name.
8. First presentation will be organized for student in front of all faculties. Presentation of each team will be for 10 to 15 minutes. Wherein students will give the idea of the project, suggestion for the project will be given by faculty.
9. Second presentation is organized on analysis of the project.
10. A pre-report on project will be prepared by students and will be submitted.
11. Student will submit the report by the end of September.
12. Group list will be sent to the subject chairman for allocation of external examiner along with list of internal examiner.
13. During the presentation staff has to allocate marks for each students which will be helpful to calculate term-work marks.
14. Ensuring necessary arrangements for conducting project viva examination.
15. After completing their project viva exam, copies of internal marks and oral will be prepared separately for each group. One copy will be sent to the Director, and one copy to the Chairman.

g) Training and Placement Coordinator

1. Assist TPO for conducting campus drives.
2. Arranging training for students to prepare them for placements.
3. Monitoring students' performance regarding aptitude, technical, personal skills
4. Assisting students for gathering Company related information
5. Generating eligibility students list for companies
6. Monitoring students' performance at the time of the interview
7. Motivating students for improving their skills
8. Maintaining lists of students placed, company name, branch and salary offered.
9. Other data like students' profiles, year wise placements, list of companies visited etc. shall also be maintained.
10. Coordinate the responsibilities of committees like Registration, display, welcome board, seminar hall, classrooms, interview rooms, hospitality.

h) Timetable In-charge

1. Preparing Master time table with help of work distribution of the semester.
2. Following points are considered while making the time-table like:
    a. A staff should not have more than 2 lectures in a day as far as possible.
    b. A staff teaching for two classes should not have clashes in the time-table.
    c. For lab time table, each batch should have their turns in the same lab.
3. Getting Master time table sanctioned from Head Academics.

4. Preparing Class time table, Lab time table, Class Room time table & individual staff time table.
5. Circulating Master time table to all the staff members.
6. Making the appropriate changes as per the staff suggestions.
7. Getting the signature on all time tables from Director, Head Academics and Time-table In charge
8. Taking the photocopies (A3 size) of master time table, class & class room time table.
9. Taking the photocopies (A4 size) of Lab & individual staff time tables.
10. Displaying the time table in respective lab, outside class rooms, notice boards, in Head Academics cabin and staff room.
11. Distributing the Master time table to Head Academics, individual time table to staff & class time table to Class Coordinators.

i) Class Coordinator:

1. To address the student on the first day of each semester regarding academic processes that are undertaken throughout the semester.
2. To guide the students about rules of attendance (general), Industrial Visits, sports, medical leave etc.
3. (Getting) Address students' queries and trying to resolve.
4. Meeting the parents of students, especially defaulters and toppers.
5. To inform the Head Academics about making alternate arrangement for lectures when a faculty is absent.
6. Generating attendance report for every month in every academic semester. Displaying the defaulter list and the counseling them to improve the attendance.

7. Collect information regarding weaker students (in terms of academic and personal problems) from the subject coordinators and arrange remedial classes, counseling sessions in consultation with the Head Academics.
8. Identify good students and motivate them to excel.
9. Update data regarding students' achievements in academics, sports, extracurricular activities etc.
10. Maintaining the class-coordinator record containing class details.
11. Any other duty the Director /Head Academics may assign.
12. Personal counseling with parents in sensitive cases as well as final detention list students.
13. Monitoring the discipline among students on and off campus.
14. Analysis of previous semester university results.
15. Making the SMS group of all the respective class students.
16. Sending messages to student as per requirement.

j) Internal Exams In-charge

1. To arrange 2 Internal Exam for each class in each semester.
2. To display Internal Exam time-table, preferably two week in advance.
3. Circulate the time-table for Internal Exam in to the class and to the faculty.
4. Give notification to the staff members for giving the assignments and Internal Exam syllabus to the student before 15 days of the commencement.
5. Circulate the notice to the faculty asking to submit their question papers in prescribed format before 5 days of test commencement.
6. Give the stationary requirements for Internal Exam before 15 days from the Commencement.

7. Get the total count of the regular strength of class. Get the question papers photocopied before three day of test starts, ensuring utmost confidentiality.
8. To allocate the seating arrangement for the student & display it.
9. To make the availability of answer-books.
10. Inform staff members to check the papers and submit the marks for their test subjects after three days of final test paper.
11. To get the result of Internal Exam and display it onto the notice-board immediately after last paper.
12. To arrange the remedial test for the students who could not perform well.
13. To inform faculty for preparing the remedial test question paper.
14. Circulate the remedial test time-table in to the class and to the faculty.
15. To get the result from the faculty and display onto the notice-board of remedial test.
16. To try for smooth conduction of test exam without disturbing the regular academics.

k) University Project Viva Exam In charge:

1. Collect the summary sheet of student result along with their university exam seat no.
2. Prepare the summary sheet of students appearing for the practical/oral exam
3. Finalize the dates of exams and internal examiners along with Head-Academics and then prepare a timetable, Send a copy to the exam section of Institute for onward submission to university.

4. After collection of time-table from university, prepare a final timetable for the exam and display it to the students.
5. Prepare the staff duty time-table and circulate it to the all staff members in the Institute.
6. Inform to the staff members to finalize the external examiners for the exam and finalize the dates of the exam.
7. Inform to the computer lab assistant to prepare labs with proper software installation arrangements according to each exam in the respective labs.
8. At the end of Project Viva Exam ensure that the examiners attendance is marked, certificate is issued and remuneration is paid.
9. At the end of the Project Viva Exam ensure that all the subject chairman copies and Director Copies of exam are sent to the university.

l) Alumni Association In charge

1. Convincing the importance and purpose of forming the Institutional Students Association.
2. Encouraging the students to become a part of it.
3. Contributing funds for association through registration fee etc.
4. Organizing activities under the association with the help of students.
5. Encouraging Students to participate actively in every activity.
6. Distributing prizes and certificates to organizing participants & winners.

m) Magazine In-charge

1. To encourage the student in their creative work such as poem, articles, sketches, painting.
2. Collecting the work & publish on to the magazine.
3. Maintaining the record of the student those who have contributed display material.
4. Helping the student to find their hidden talent.
5. To arrange various events for the student regarding magazine.

n) Industrial Tours In-charge

1. Searching good industry for tour and collecting the information.
2. Informing to the student and taking consents from their parents.
3. Preparing the schedule.
4. Taking the undertaking from student before leaving the Institute campus.
5. Monitoring and taking care of student in all respects during such visits and tours.

5.13 Grievance handling

5.13.1 Policy Statement

"As part of the Institute's approach to provide a fair, safe and productive work environment, consideration of grievances will be dealt with fairly, consistently, promptly and with sensitivity towards all parties."

5.13.2 Scope of policy

This policy applies to all the employees of SBPIM.

5.13.3 Roles and Responsibilities

All Employees are responsible for:

1. Ensuring that they are aware of the Grievance Policy and Procedure.
2. Seeking to resolve grievances informally with their Head Academics in the first instance.
3. Raising a grievance in writing under the formal procedure, if a grievance cannot be resolved informally.

Head Academics is responsible for:

1. Ensuring that they are aware of the Grievance Policy and Procedure
2. Ensuring their staff are aware of the Grievance Policy and Procedure
3. Taking prompt action and a considered approach to staff's concerns, and aiming to deal with natters promptly and informally where possible
4. Taking advice from the Director at each stage of the formal grievance procedure and
5. Handling all grievances sensitively and confidentially, ensuring standards of fairness, objectivity and consistency in treatment of staff in all cases.

Director is Responsible for:

1. Supporting and advising Head Academics when dealing with matters under the Grievance Procedure
2. Ensuring Grievance Officers (GOS), and panel members are unbiased and independent to the case they are investigating/considering and

3. Ensuring the Grievance Policy and Procedure is up-to-date, in line practice, and compliant with employment legislation.

5.13.4 Grievance Procedure

These procedures can be used to raise a grievance relating to any employment matter, with the following exceptions:

1. New entrants receiving more salary while they are entering in the same cadre
2. Monitory benefits given to other employees for the exceptional work.

a) Informal Action

1. It is in everyone's interest to resolve grievances quickly. The Director encourages all employees to seek to resolve issues promptly and informally with Head Academics wherever possible.
2. If the employee's grievance relates to Head Academics, they should discuss the grievance with the Director.
3. Informal grievances should be dealt with as soon as possible.
4. The employee would not normally be accompanied by a companion at informal discussions, however, with agreement from both parties they may be asked to attend.

b) Formal Procedures

Step 1— Putting the grievance in writing

1. It is in the employee's interest to put the grievance forward as soon as possible after the event that led to the grievance.
2. If the Head Academics is involved in the grievance, the written statement should be directed to the Director.

Before Investigation

1. The Head Academics will write to the aggrieved employee acknowledging receipt of the grievance statement and advice on the handling of the grievance, within 5 working days of the grievance being received. Assuming the Head Academics is not absent from work. The Head Academics must consult with the Director before responding to the grievance.
2. No formal procedure should commence without informing the Director.
3. A Grievance Officer (GO) or/and Committee will be appointed by the Head Academics in consultation with Director. The GO must not have been involved with the grievance during the informal stages. It may be appropriate for the Head Academics to investigate if they have no involvement with the matters raised.

Step 2 - Grievance Meeting and Investigation

1. The employees will be invited for meeting with the GO to explain his/her complaint and to say how he/she believes the matter may, be resolved.
2. The employee will be informed in writing of the date, time and location of the hearing.
3. The grievance meeting should normally take place within ten days of the grievance statement being received by the
4. If the employee has a valid reason for being unable to attend the meeting, meeting will be arranged within five working days of the original meeting
5. The employee must accept that non-attendance may delay the resolution of the grievance. Should the employee fail to attend the

second meeting without a valid reason, consideration will be given to making a decision in their absence, following consultation with the Director.

6. The GO will further investigate if required and interview witnesses if appropriate.

7. Once the GO has completed their investigation they will prepare a report containing their findings as soon as possible.

8. A copy of the GO's draft report should be sent to the employee for them to comment on the facts. This should be returned with their comments within five working days of receiving the report.

Following Investigation

1. The GO will consider the comments from the employee, finalize their report and decide what action, if any, can be taken to resolve the grievance. This may involve further investigation and meetings with the employee.

2. The GO may state whether the conclusions contained in the grievance report indicate misconduct or irregularities which should be dealt with under the Director's Disciplinary Procedure. If this is appropriate, action will be considered under the appropriate Director procedure.

3. The members of staff who are a party to the grievance will be informed in writing of the outcome of the grievance as determined by the GO and receive a copy of the investigation report within 5 working days if possible. If it is not possible to respond within 5 working days the employee will be told the reason why and when a response can be expected. The employee will be notified of the right to appeal if they are dissatisfied with the decision.

Appeal Process

1. If an employee does not agree that the grievance has been satisfactorily resolved they may appeal against the decision, detailing their grounds of appeal. *(Day 0).*
2. The employee must appeal to Director within five working days of receiving the GO's decision.
3. The decision, although an extension may be agreed in certain circumstances e.g., if the employee has been on leave or ill. (Day 0-5)
4. The reasons for appeal should be in writing and make it clear if the appeal is:
   - ✓ Providing new information or evidence presented to the GO which could not previously have been
   - ✓ Identifying procedural irregularities.
   - ✓ Challenging the finding.
   - ✓ Claiming the decision breaches natural justice or employment legislation.
5. On receipt of the appeal letter the employee will be invited in writing to attend a hearing to consider the appeal. At least 10 working days' notice of the meeting will be given. *(Day 10)* The appeal panel will be appointed by the Director.
6. All parties must make all papers relating to the grievance available to the appeal panel, at least 5 working days of the appeal hearing. *(Day 15)*
7. The panel will meet to hear the appeal. It will only be able to consider the original grievance and will not be able to consider any new or unrelated complaints. *(Day 20)*
8. The employee will be notified of the outcome of the appeal in writing as soon as possible after the appeal and normally within 2

working days. This period may be extended in case there are extenuating circumstances.(*Day 22)*

9. The decision of the appeal panel is final.
10. Any malicious or vexatious abuse of the grievance procedure may be treated as a disciplinary offence.

Keeping Records

1. Confidential records will be kept by the Head Academics during the formal process of the Grievance Procedure. Records will include notes of any informal actions, including support made available to the employee or other affected parties.

2. A master file must be held by the Director once any formal proceedings and investigation has commenced. He will keep records of:

   - ✓ The nature of the grievance;
   - ✓ The GO's report and working papers;
   - ✓ Investigation interviews and signed witness statements;
   - ✓ Details of any action taken and the reasons why; and
   - ✓ If there was an appeal, details of it and the outcome.

5.14 Disciplinary action and Punishment procedures

5.14.1 Policy Statement:

"At SBPIM, we take utmost care for the voluntary and willing compliance of rules and regulations and instructions and also development of right habits of conduct in work with others at the work-place."

5.14.2 Scope of Policy

This policy applies to all the employees of SBPIM.

5.14.3 Procedure

The Disciplinary action and punishment are as per the guidelines set by University of Pune.

5.15 Industrial Training

"A coordinator can never truly teach unless he is still learning himself" - Rabindranath Tagore

"It is the supreme art of the coordinator to awaken joy in creative expression and knowledge." -Albert Einstein

5.15.1 Policy Statement

"To take up training and motivation programmes for selected Management coordinators to upgrade their knowledge base in new and emerging areas of technology and to provide opportunities for interaction and exchange of ideas with the scientific community to renew and enlarge upon their knowledge and skill base."

5.15.2 Scope of Policy

This policy applies to all the teaching and non-teaching employees of SBPIM

5.15.3 Procedure

The applicant requesting for Industrial training applies the application to the Director through the Head Academics.

If found appropriate, based on the necessity application will be forwarded by the Head Academics to the Director with the recommendation of on-duty and registration fee.

Final decision will be taken by the Director and if found appropriate, application will be forwarded to the trust office for further approval.

5.16 Involvement in Decision Making

5.16.1 Policy statement

"The SBPIM actively participates in and strongly supports the involvement of its employees in the decision-making processes at the Institutional and Institute level."

5.16.2 Scope of Policy

This policy applies to all the employees of SBPIM.

5.16.3 Procedure

The employees are involved in making decisions to govern the institutional operate primarily through committees, and are allowed to make recommendations to the Director about institutional matters.

The areas in which governance decisions are made with the involvement of faculty include vision, mission, strategic direction, and selection

processes for administrators, faculty, and staff; budgeting and expending funds; academic programs including degrees, course, admission, and graduation; promotion, tenure and salary increments; student and staff development programs; student matters; research, grants, and contracts; parking, security, and other services; and public relations.

5.17 Work Load / Working Hours

5.17.1 Policy

"The Institute is committed to providing for all employees a stimulating, supportive and safe work environment. The equitable distribution of work load among employees and ensuring work allocation are fair and reasonable and are fundamental to this commitment."

"The SBPIM is committed to providing a work environment and culture that fosters personal and professional success and satisfaction. We do this by offering a competitive benefits program, leave policies that help employees deal with personal and family crises, and other policies and procedures that are designed to ensure a positive, caring work environment."

"We are committed to helping employees to be successful by doing all we can to assure that the SBPIM remains a great satisfying place to work."

5.17.2 Scope of Policy

This policy applies to all the employees of SBPIM.

5.17.3 Procedure

Workload of a coordinator should not be less than 40 hours a week, of which teaching hours should be as follows:

Director	**4 hours/week**
Professors	**12 hours /week**
Associate Professors	**12 hours /week**
Assistant Professors	**16 hours /week**

The work plan of the coordinator shall ensure, in the most productive manner, the utilization of stipulated 40 hours per week, with regard to the roles, jobs and targets assigned to them by the Institute. Coordinators shall be present in the institution during the working hours unless engaged in official work outside.

Institute hours for fulltime faculty/coordinators/staff are 9:00 AM to 5:00 PM.

Apart from regular work load the staff will be required to serve in the committees highlighted in the section 2.2 of the Administration Handbook as per the appointment made by the Director, Head Academics or the Committee In-charge.

6. RESEARCH AND DEVELOPMENT

6.1 Policy

6.1.1 Preamble:

"The S.B. Patil Institute of Management (SBPIM) 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."

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.

This policy is applicable w.e.f. January 2015 to all studies and research work carried out in connection with SBPIM, by faculties and students.

6.1.2 Background:

Government of India announced plagiarism as an academic fraud and unethical due to which the student or research scholar may attract punishment.

6.2 Scope of Policy:

This policy is applicable to the Ph.D. Research work, research projects (summer Internship Project and Dissertation), funded project, research papers/articles published by SBPIM. SBPIM is committed to prevent the plagiarism in the academic research work. At present, prevention and detection of Plagiarism has been enforced exclusively to Ph.D. Research Work.

6.2.1 Ph.D. Research Work:

For Ph.D. Research work the Savitribai Phule Pune University has laid the guidelines for Plagiarism. The Oxford Dictionary defines plagiarism as "the practice of taking someone else's work or ideas and passing them off as one's own". Plagiarism is the deliberate or unintentional copying of ideas, text, data without the due permission and acknowledgement of author. Though the degree of severity can vary, plagiarism always amounts to ethical misconduct and requires redressal. The use of someone else's work in one's own is not by itself unethical. A limited amount of textual material in someone else's paper can be copied if it is clearly marked as a quote (typically by enclosing it within quotation marks) and the source is explicitly cited where the quote starts or ends. Alternatively, text may be paraphrased with a general indication of where the concepts originated. Occasional re-ordering or substituting of words is not sufficient to count as paraphrasing: the recommended procedure is to read and understand the source material, then put it away and express the idea in one's own words. Besides textual material, the incorporation of ideas, figures, graphs etc. from other sources in a manner that conveys a false impression that they are original amounts to plagiarism. Taking one's own published results and reproducing them in another work as if they were new is "self-plagiarism". "Duplicate publication" – submitting the same research results to two or more

journals and treating them as separate publications – is also a form of self-plagiarism and must be avoided.

SBPIM is committed to prevent the plagiarism in the academic research work. At present SBPIM has mechanism for the detection and prevention of Plagiarism by establishing Research Committee. As per prescribed rule and regulations of Savitribai Phule Pune University, the Plagiarism percentage should be below 30 percent and SBPIM follows the SPPU Guideline. SBPIM has the access of www.turnitin.com to check the plagiarism of the Ph.D. research work.

In SBPIM plagiarism would be quantified into following levels of severity for the purpose of its definition:

Similarities up to 30% - excluded

Level 1: Similarities above 3o% to 40 %

Level 2: Similarities above 40% to 60 %

Level 3: Similarities above 60% to 80 %

Level 4: Similarity above 80 %

6.2.1.1 Penalties for Students

The Director will appoint a standing Committee on such issues, based on recommendations of the committee, penalty will be imposed by considering the severity of the Plagiarism.

i. Level 1: Similarities above 3o to 4o% - Such student will be asked to submit a revised script within a stipulated time period not exceeding 1 month.

ii. Level 2: Similarities above 40/o to 6o% - Such student will be asked to submit a revised script after a time period of six months but not exceeding one year.

iii. Level 3: Similarities above 6o% to 80% - Such student will be asked to submit a revised script after a time period of one year but not exceeding eighteen months.

iv. Level 4: Such student registration for that Ph.D. course will be cancelled.

6.2.2 Research Projects (Summer Internship Projects and Dissertation)

The research project is carried out by the student under the supervision of internal project guide assigned by the institute. To assess and evaluate the research project work carried out by the students, the institute has an expert team of SBPIM faculties as per the specialization. The expert team assesses and evaluates the project work done by students and then the finalization of research work is done and a project report is submitted by the students to the University and institute.

6.2.3 Funded Projects:

The collaborative research project contemplated hereunder, the parties agree to cooperate in good faith towards the protection and commercialization of any such intellectual property. The parties also agree to negotiate in good faith an appropriate agreement for the equitable sharing of any proceeds resulting from the commercialization of the intellectual property based on the respective contributions to the development of the intellectual property by each party.

6.2.4 Research Paper Published by the institute:

The institute encourages the publication and dissemination of results of high quality research. It also expects that researchers will engage in the process of publishing and dissemination of their work responsibly and

with an awareness of the consequences of any such dissemination in the wider media.

Results should be published in a form appropriate to the academic discipline. The Institute requires that all individuals listed as authors accept responsibility for the contents of the publication and can identify their contribution to it. Authors should have participated sufficiently in the research to take public responsibility for the content. The institute reserves the copy right of the research papers published by SBPIM.

6.3 Responsibilities:

6.3.1 Researchers are responsible for assessing the appropriate route for ethical review for their project, with guidance as necessary, making the application and waiting until full approval has been granted before initiating their project.

6.3.2 Supervisors of student researchers are responsible for ensuring the student is aware of University research ethics review and approval procedures and that the appropriate ethical review procedure is followed by the student. Supervisors of student research are ultimately responsible for the ethical conduct of the research and the student researcher.

6.3.3 Student researchers are responsible for familiarizing themselves with University and institute requirements for ethical review and approval of research and for carrying out their study in compliance with good research practice and professional ethical guidance relevant to their subject area.

6.4 Research Committees:

Research committees have been established to promote the research priority of the Institute. The Research Committee has primary responsibility for implementing and ensuring the ethical practices embedded in the research work, research strategy and monitoring it on an ongoing basis. It identifies any academic areas where there are research gaps and creates the enabling environment so research can flourish. The Research Committee is also responsible for evaluating and approval of research work (research project, research paper, etc.) undertaken by the faculty and students.

The Research Committee appointed by the Director consists of Head Research and other faculties to promote the research culture, integrity and responsible research conduct and prevention of plagiarism in the academic research work. The members of Research Committee are as follows:

SR.NO.	NAME OF MEMBER	DESIGNATION OF THE MEMBER
1	Dr. Hansraj Thorat	Chairman
2	Dr. Kirti Dharwadkar	Member
3	Dr. Padmalochana Bisoyi	Member
4	Dr. Bhushan Pardeshi	Member & Coordinator

6.5 Awareness Programmes and Training:

SBPIM shall conduct awareness programmes for the students and faculties to guide and sensitize them towards plagiarism and display responsible conduct in research, project work, thesis, etc.

6.6 Reporting misconduct:

Suspected ethical misconduct at SBPIM must be reported to the Director. There will be no reprisal for complaints made in all sincerity and good faith, even if they later turn out to be unfounded. However, complaints that turn out upon investigation to have been falsely made with deliberate intent to malign the accused will be treated as a serious form of ethical misconduct. Complaints can be made by anyone, not necessarily an Institute member. They must be signed and carry the full name and address of the complainant. Some relevant documentation must be supplied along with the complaint in order for the Director to be able to decide whether there is a prima facie case. The complainant should not give wide publicity to the complaint at this stage. Such publicity, if it occurs, can be treated as ethical misconduct even if the complaint is found to have merit and continues to be investigated.

6.3.1 Mechanism to address complaints:

The Director shall appoint a standing Committee in support to Research Committee to uphold 'Academic Ethics' for a pre-determined duration whose task is to investigate ethical complaints and also impart ethical training from time to time.

Researchers must be aware of and comply with all relevant research integrity guidance and policy, including University guidance and requirements, and their relevant professional guidelines.

7. TRAINING AND PLACEMENT

7.1 Policy

"The role of the Training and Placement Committee is of a facilitator and councilor for placement related activities. Training and Placement team does not guarantee a job."

7.2 Scope of Policy

This policy applies to all the students, staff and recruiters of SBPIM.

7.3 Role and responsibility

The placement policy and other related activities are handled by the placement officer. The placement team comprises of TPO, faculty coordinator and student representatives.

The Training and Placement (TP) office handles all aspects of campus Placements at SBPIM.

7.4 Infrastructure availability

The office is well-equipped with excellent infrastructure to support every stage of placement process. The TP team of Institute shall do the arrangements for pre-placement talks, written tests, interviews and discussions etc.

The following facilities are made available:

1. Seminar hall to conduct the pre-placement talks
2. Group discussion and Personal Interview hall with Well-furnished room facility

3. Fully computerized TP office
4. Class for organizing written test

7.5 Training & Placement Policy

1. Students with minimum 75% attendance are eligible for placements.
2. There should be no live subject backlogs.
3. Students taking active part in the teaching-learning process comprising Small Group Activities (SGA) and various presentations will be given high preference in Placements.
4. Students in 'A' grade as per the Grading test will be given preference for placements.
5. The only students present during all training programs conducted by Training & placement section will be eligible for placement. These training programs aim at improving the employability of students.
6. All placements related communication will be through notices displayed on the placement Notice board or will be communicated through placement coordinators.
7. Students must be punctual in reporting to the company for the recruitment process. Students appearing for interviews have to be present in institute dress code
8. Students should not discuss any points (Package, Job profile, Location etc.) at the time of interview. Such queries should be discussed with the TPO only.

9. It is expected that students prepare a file having 2 copies of resume, as per institutional format, 2 Photos, 2 sets of photocopies of all their relevant credentials while appearing for campus recruitment process.

10. Once the candidate has registered his / her name for interview, he/she has to appear for Pre-Placement Training (PPT) of the respective company failing which the respective candidate will be barred for next two companies participating in placement activity.

11. The selected students will not be given another offer and his name will be eliminated from the further recruitment process.

12. If a student gets a pre-placement offer, then he should communicate to the TPO accordingly.

13. Any student selected through his/her own effort and produces the offer letter in person to the TPO will be entitled for all the benefits of a placement process.

14. Student selected through the Institute can't appear in the open campus without the prior permission of the Placement Committee.

15. Locational preferences will not be entertained. But student not preferring to go out of Pune have to appear in the campus offering Pune/PCMC location irrespective of their Package /Profile /Industry.

16. Students who get placed have to report the same to Training & Placement officer along with the Hard Copy of the offer letter, failing which they will be deprived of the benefits offered to the placed students.

17. These rules are tentative and can be changed/modified from time to time by the Placement Committee in the best interest of the Student/Institute.

18. The decision of Director (SBPIM) is final regarding the complete recruitment process.

19. Companies will be invited and scheduled by the following parameters: the Training and Placement Committee on the basis of:

    a. The package being offered by the company.

    b. Past record of recruitment at SBPIM.

20. In case of student being offered multiple jobs (in different categories) he/she will be allowed to go only for the last job and any previous offer, will stand can cancel.
21. If a company prefers to have a common selection process for our institute students along with nearby Management institutes, the selection drive is conducted either by our institute or by the other institute after discussion with participating institutes TPO. If placement drive is conducted in other institute the eligible students are notified about their participation in the placement drive through the TP office.
22. Student withdrawing after being shortlisted by a company at any stage will be debarred from participating in recruitment process of the next 5 companies he/she has applied to and shortlisted.
23. Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement.

24. Student misbehaving in any manner with staff of Training and Placement Committee and student representatives will be debarred from Placement.
25. Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/ Interviews, and produce the same when demanded by visiting team or TP staff or their representatives.
26. Students are not allowed to use mobile phones in the vicinity of a company official and also are forbidden to carry the question paper out of the examination hall after the written exam.
27. Students are expected to maintain decorum in all interactions with company officials such as PPT, written exam and so on. Students should reach for PPT/Test/Group Discussion/Interviews on time. Also Students will not be allowed to leave the Hall before the PPT is completely finished. Any student found violating this will be liable to disciplinary action.
28. It is compulsory for every interested candidate to attend the Pre-Placement Talk of a company in formals for which he / she has applied otherwise he / she will not be allowed to sit in the placement process of that company.
29. No student will directly contact any company official for any purpose. This includes forwarding of resumes for consideration, opportunities of Internships/Dissertations etc. All communication should be channelized through Placement Representative of Training and Placement Committee.
30. Each student should be in contact with the Placement Representative. Students are also advised to keep a watch on the TP Notice Boards for updates.

31. Any issues to be discussed should be forwarded to the respective Placement Representative and it is his/her responsibility to take it up with the Training and Placement Committee.
32. Under no circumstances should a student negotiate with a company executive about CTC offered during the course of the selection process. Any student violating this norm will be liable to strict disciplinary action.
33. If market situation and job scenario necessitates a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.

Placement Procedure

Stage I

1. The invitation, containing the relevant information and the job annexure, is sent to the companies/organizations through email/post.

2. Companies/organization fills the annexure and sends it back to the Training and Placement Committee, via email/post. It is highly desirable that the job annexure is completed in all respects as it forms the primary basis of communicating the job-profile being offered to the candidates.

3. Suitable dates for Pre-Placement Talk (PPT) are decided after discussions between the company and the Training and Placement team.

4. After confirmation from the company, students are notified for the PPT date.

5. The company may visit the campus and conduct PPT or the TPO may brief about the company and job profiles as suitable.

6. The company may also, if interested, conduct selections of the final year students on the same day as it's a general procedure followed by companies.

Stage II

The Training and Placement Team allots a date to the company on the basis of following parameters:

1. Job Profile and growth Prospects.
2. The package being offered by the company.
3. Past record of recruitment at SBPIM.
4. Feedback from the students regarding the company.
5. The company can confirm or negotiate the dates with the placement committee.
6. Eligible students sign their willingness by registering for the company.
7. Resumes of the interested students (if required) are made available to the companies for the purpose of short listing.
8. The list of short listed students is mailed to the Training and Placement Team prior to the campus selection date.

Stage III

1. Companies visit the campus on the given date and conduct the written technical/aptitude test, group discussion/personal interview as a part of their selection procedure.

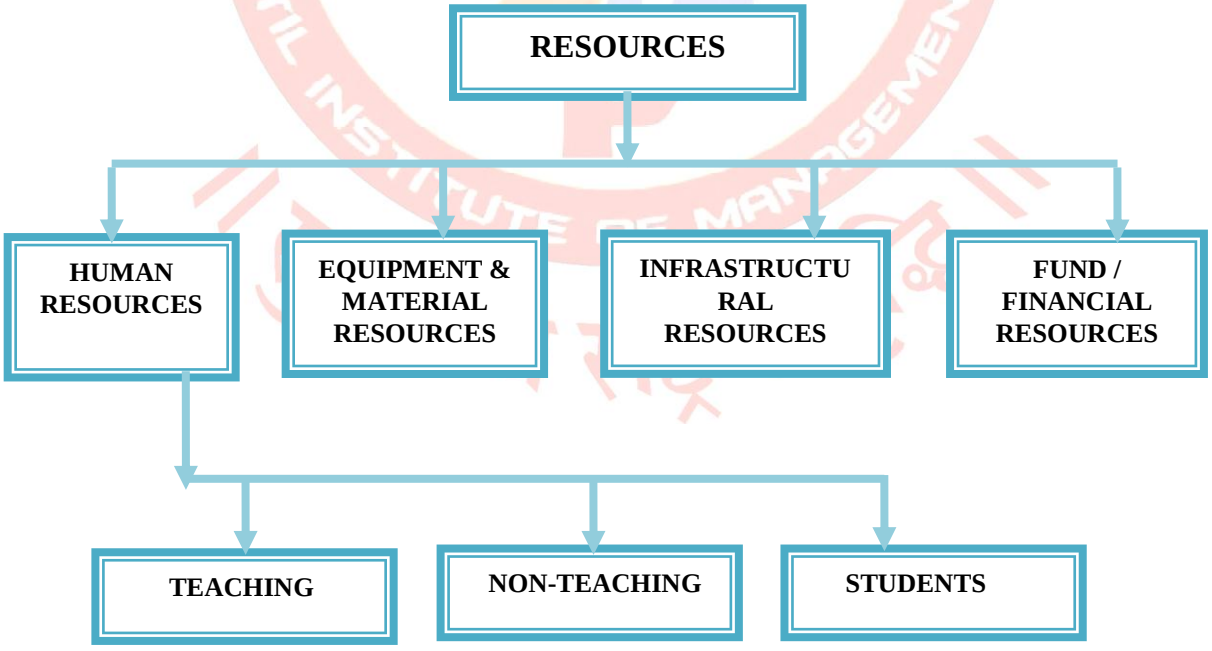
2. Please note that the facility of video conferencing at the campus can be availed for the purpose of interviewing candidates in case the company is unable to visit the campus.

3. The company/organization is required to furnish the final list of selected students as soon as possible Idler the final completion of procedure. The selected students may or may not be allowed to sit in further job interviews as per the placement policy of the institute.

8. RESOURCE MOBILIZATION

8.1 Policy Statement and Flowchart:

"The Institute operates student centric policies with focus on skill based research driven quality education which should be accessible and affordable by youth of rural and urban areas. The cardinal principle of management in the Institute is to provide best resources to the students & faculty to meet the above requirement and run the Institute for realizing the vision and mission of the Institute."



8.2 Resource Mobilization Policy

8.2.1 Introduction

This document draws the policies for resource mobilization. A five years strategic plan shall be made by the Institute to plan broad academic activities, related administrative and developmental activities. Accordingly the budget estimates and funds requirement are made. This shall be broken in to yearly activities and mobilization of resources planned.

8.2.2 Resources

The Institute needs three types of resources i.e. Human Resources, Equipment & Material Resources and Infrastructural Resources.

8.2.2.1 Human Resources

The Institute shall ensure that qualified manpower needed to run the educational courses as per the laid down norms of concerned regulatory authority is available. For employees of the Institute and other supporting staff the procedure laid down by the concerned regulatory authority shall be followed.

a) Appointment of Teachers

The posts of Assistant Professors, Associate Professor and Professors are laid down by relevant regulating authorities like AICTE, UGC etc. For any additional requirement or to fill up the vacant posts the matter shall be taken up with the Director and College Trust.

b) Appointment of Non-Teaching Staff

The number of Administrative staff/supervisors required for administrative work is laid down by the Director and College Trust.

Recruitment and selection shall be done as per the norm laid down by relevant regulating authorities by the Director and College Trust.

c) Mobilization of Students against Intake

The important part of cash inflow in budget outlay is the student admission and resulting fees received from them. In order to ensure that maximum seats are filled against approved intake following mobilization plan is implemented-

- Quality Education & Infrastructure: The Institute shall ensure that best teachers and quality infrastructure is available so the satisfied students' work as ambassadors to mobilize new admissions.
- Advertisements & Publicity: The Institute shall spend certain amount decided in the budget annually on this head to mobilize admissions effectively and create a brand value.
- Infrastructure & Facilities: This attracts quality intake and enhances mobility to attract maximum admission. Efforts therefore shall be made for ensuring excellent facilities.
- Counseling and Guidance: The Admission Counseling Cell mobilizes admission with quality intake by effective action plan. Counseling Cell shall be therefore provided with matching resources to meet the action plan.

8.2.2.2 Equipment & Material Resources

Based on the Strategic Plan the requirement of equipment & material resources shall be worked out by respective coordinators and consolidated at Institute level by Head- Academics. The requirement shall be examined and approved by Director.

8.2.2.3 Infrastructural Resources

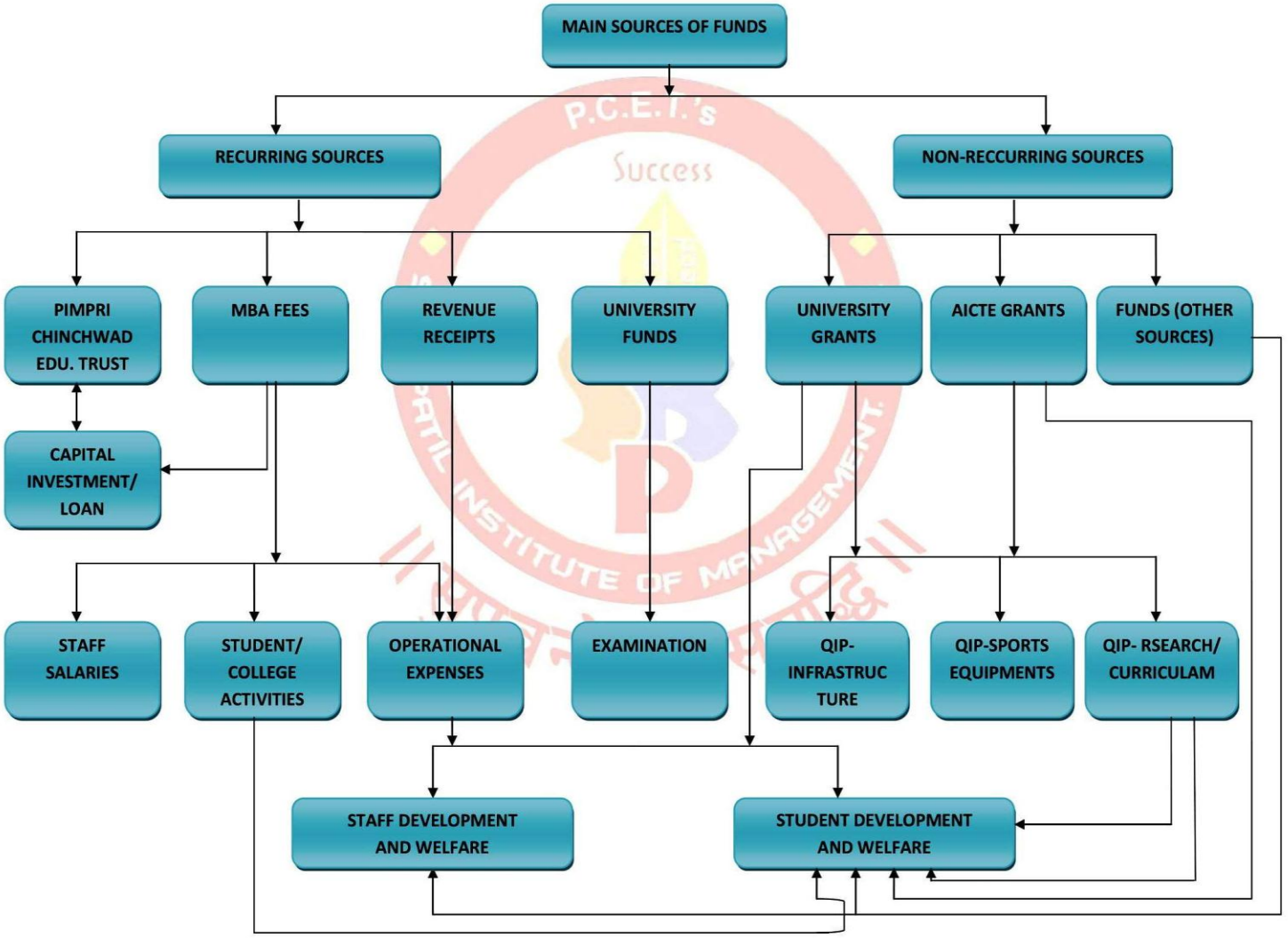
In order to operate the approved academic program effectively and provide administrative support, the building and basic infrastructural requirements shall be worked out by the respective coordinators in terms of financial load and time needed. These requirements shall be examined and approved by Director.

8.2.2.4 Funds Mobilization

On the basis of Student Intake, Faculty requirements, Lab/library/material need and infrastructural need, the details of funds requirement and cash inflow/out flow shall be worked out and prepared by Head-Accounts Department, examined by the Director. The Resource Mobilization Plan shall be put up to the Local Managing Committee with following broad outlines:

- Cash inflow from fees likely from students
- Cash inflow likely from Government and Non-Government funding, Consultancy, Alumni Funding, Sponsorship/grants, interest and others etc.
- Cash outflow is based on already existing programs, new acquire, enhancement in expenditures, maintenances, administrative expenditure and depreciation. Repayment of earlier loans interest etc. included in cash out flow.
- Deficit due to difference between cash inflow and out flow
- The LMC shall discuss various options to meet the fund deficit. The LMC shall examine possibility of increasing cash inflow or/and reducing out flow by cutting on some demands, postponing some needs. After all the deliberations the LMC shall tentatively finalize the cash inflow, outflow, and deficit and budget outlay.

SBPIM Fund Mobilization Process-Chart :



8.3 Mobilization Plans

The LMC shall deliberate and clear the Budget and Associated Action Plan with Following Options to Maximize Funds Mobilization

a. Maximize Cash Inflow

Director and Administrative Department shall take necessary steps to ensure that admissions are done as per plans, fees is received on time and efforts are made to materialize inflow from fees and other planned resources.

b. Minimize Cash out Flow

Director and Administrative Department shall ensure, through proper purchasing process that cash out flow is minimum as per approved budget.

c. Options to Meet the Deficit

The net likely deficit shall be discussed and finalized for funding by LMC. Following options shall be considered:-

(i) Funding by Loan

(ii) Funding by Sponsoring Body

(iii) Funding partly by Loan and partly by Sponsoring Body

LMC shall finalize the options and approve the final plan accordingly

8.4 Monitoring

The implementation and deviations from the plan shall be monitored by the Administrative Department and Director as discussed with LMC. Director may call periodic meeting of all concerned to monitor the progress and issue suitable instructions. Any major corrective measures shall be applied after approval of the LMC, if required.

9. OTHER INITIATIVES

9.1 Social Responsibility

9.1.1 Policy Statement

"Social Responsibility has always been an integral part of SBPIM's vision. In a view to contribute its share towards the society, the management of SBPIM has undertaken several initiatives towards the benefit of the Society at large."

9.1.2 Scope of Policy

This policy applies to all the employees and students of SBPIM.

9.1.3 Our Initiatives

1. Donation of usable cloths, books, stationary, toys and money collected from staff and students to the orphanage.
2. Beautification of allotted area.
3. Organizing blood donation camp to needy emergency cases to save precious lives.
4. Organizing a program for the Management aspirants every year to create awareness on the admission process in to the Management Institutes across Maharashtra.
5. Energy saving.

9.2 Right to Information

It is our intention, in the longer term, to maximize the availability of documents electronically on the Institute website. If anybody wish to request further information under the Right to information Act 2005 please contact:

The Director
S.B. Patil Institute of Management,
Nigdi, Pune - 411044.
Phone No: 020 2765 6900
Email: http://www.sbpatilmba.com/

Please note that while the Institute will correspond by e-mail, the person requesting the information will be required to identify themselves and provide a postal address as set out in the act.

9.2.1 The Act:

The Right to Information Act, **2005** No. 22 of 2005 [15th June, 2005.]

An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

9.2.2 Further Information

More information about the Right to Information Act is available on the website at: www.righttoimformation.gov.in

9.3 Institute Publicity and Promotional Policy

9.3.1 Policy Statement

"The Head Clerk is responsible for the publicity and promotion of the Institute and its activities. All promotional advertising, publications, and contacts with the media must be cleared through this office."

9.3.2 Scope of Policy

This policy applies to the Public and Management of SBPIM

9.3.3 Procedure

a) Media

Any Institute employee who receives a request for Institute-related information from the media shall forward the request to the O.S./Head Clerk immediately. Only O.S./Head Clerk by approval from Director is authorized to provide Institute-related information to the media. Exceptions to this policy may be made only by the Director.

b) Advertisement

All advertising and services through mass media (newspaper, magazine, radio, television, specialty/trade publications, billboards/outdoor promotion, website, etc.) must be approved by the Director.

c) Institute logo

Any use of the official Institute logo must be approved by the Director.

d) Publication

Any printed material to be distributed off-campus for the purpose of information and/or promotion must need prior approval for content and cost by the Director.

9.4 Public training / guidance in admission procedure

SBPIM serves as ARC center and organizes awareness program for the Management aspirants every year. A committee is formed in Institute level to coordinate the normal duties of ARC center as prescribed by the DTE. The list of staff for the duty is prepared by the ARC in charge appointed by the Director and duly approved by the Director. Institute provides the facility and guidance for applicants through ARC center.

9.5. Environmental protection

9.5.1 Policy Statement:

"We are dedicated to look at every aspect of what we do, and are working towards a greener approach in every aspect."

9.5.2 Scope of Policy

This policy applies to all the employees and the students of SBPIM.

9.5.3 Procedure

Being 100% green or carbon neutral is not something we can achieve overnight, hut we are committed to the following:

1. We encourage an environmentally aware culture in our office by promoting printing in eco-friendly paper, recycling waste paper (one sided paper), encouraging energy conservation, (turning off lights, computers, printers and photocopiers when not in use,)

recycling printer cartridges and minimizing all waste wherever possible.

2. Wherever possible, we select products made from environmentally sustainable materials.

3. The generated waste from our offices, campuses are managed to minimize the volume .Where practicable we recycles as much waste as possible.
4. To utilize the waste and generate energy from it we are working on the project to produce biogas from the waste food generated from the canteens and Institute hostels.
5. We ensure that waste produced, stored, transported and disposed of is done without harming the environment.
6. Water is an expensive commodity, so it's not only for sustainability reasons that the Institute takes water conservation seriously. The rain water is harvested and used for gardening .We try to reduce water consumption overall by properly managing it and implementing water conservation projects. We use the overflowing water of nearby lake for watering our gardens and lawn.

9.5.4 Quality Assurance:

In order to evaluate and manage the system we shall try to calculate carbon footprint in the near future.

9.6. Parents Meet

9.6.1 Policy Statement:

"We aim to work in partnership with parents to meet the needs of their children."

9.6.2 Scope of Policy

This policy applies to all the students and employees of SBPIM.

9.6.3 Procedure

1. Each Class Coordinator should keep up to date record about working in partnership with parents.
2. Head Academics takes the initiative to invite the parents for the meeting with the Director and faculty once in the semester after the semester results.
3. A letter is sent to each parent highlighting the current attendance status, Internal Exam performance and previous semester marks of their wards along with the schedule of parents meet.
4. Usually the parents meet is organized on the 26 January, as it is a holiday for most of the parents working in companies.
5. On the day of meeting the Director briefs the progress of the Institute during the current academic year and expresses the importance of parents in the improvement of their wards and Institute.
6. The suggestion from parents is obtained in the form of feedback.
7. After the meeting all the parents are allowed to discuss the progress of their wards with the Class Coordinators and the subject coordinators.

9.6.4 Quality Assurance:

1. The feedback is analyzed by Class Coordinator along with the Head Academics.

2. Necessary action is taken by the Head Academics in consultation with Director and is highlighted in the next parents meet.

9.7 Help in Disaster management

9.7.1 Policy Statement:

> ***"In order to protect Staff, students, visitors, contractors and other employers who work at the Institute from unacceptable exposure to risk such as Epidemic, earthquake, floods, the Institute is committed to ensure that the notification is made to emergency responders such as Police station, fire station, emergency medical services etc."***

9.7.2 Scope of Policy

This policy applies to all the employees, students and visitors of SBPIM.

9.7.3 Procedure:

1. Contact numbers for emergency service units (Fire, Police, ambulance, hospitals, gas, and electricity board) are maintained in the Institute, hostels, canteen and office.
2. The emergency contact numbers for all current staff and students are to be maintained in the Institute with the Head Academics.
3. The Fire extinguishers are made available in Institute at the hazardous locations and training is given to the staff in regular intervals.
4. Regular awareness is given to the staff and students through notices and awareness programs etc.

9.7.4 Quality Assurance:

The contact numbers are updated whenever there is a change in the number by the individual. The updated record is maintained in the Institute office.

9.8 Industry Institute Participation

9.8.1 Policy Statement:

"SBPIM has placed emphasis on the cultivation of strong links with industry and promotion of various industrial activities by the faculty members and students. This will have great bearing on the Management Curriculum, exposure of industrial atmosphere to Management students and faculty and subsequent placement of young managers in industries across the country."

9.8.2 Scope of Policy

This policy applies to all the employees and students of SBPIM.

9.8.3 Procedure:

To promote Industry-Institute Interaction following program are initiated:

1. Establishment of Industry-Institute Partnership.
2. Organizing Workshops, conferences and symposia with joint participation of the faculty and the industries.
3. Encouraging Managers from industry to visit our Institution to deliver lectures.
4. Arranging visits of staff members to various industries.

5. To develop Professional consultancy by the faculty to industries.
6. Visits of faculty to industry for study and discussions or delivering lectures on subjects of mutual interest.
7. Visits of industry executives and practicing Entrepreneur to the Institute for observing research work, discussions and delivering lectures on industrial practices, trends and experiences.
8. Memoranda of Understanding between the Institute and industries to bring the two sides emotionally and strategically closer.
9. Human resource development program by the faculty for students
10. Practicing Managers taking up Post graduation.
11. Short-term assignment to faculty members in industries.
12. Visiting faculty/professors from industries.
13. Practical training of students in industries.

ANNEXURE -1	
Name of the Process	Teaching Load allocation
Periodicity	At the end of current Semester for the next semester
PEOs	Administrative Process
Outcomes	
Objectives	To allocate teaching load of next semester to the teaching staff in one month advance so that they can prepare for the subjects and activities assigned to them in the next semester
Input	1. Class wise subject wise teaching load of the Institute 2. Class wise subject wise teaching load of other Institutes if any for the related subjects 3. Subjects preferences given by the teaching staff
Process	1. A blank tabular format containing Class wise theory heads with number of hours of teaching load and the names of all teaching staff is prepared by time table in-charge. 2. The blank format along with syllabus contents is circulated among all teaching staff members and they are asked to give two preferences of their choice in the order of priority for each class. They are also asked to enter the number of times the subject has been taught by them.

	3. Head Academics conducts a meeting along with Class Coordinator, Time Table in-charge and all senior faculty members to finalize teaching load allocation. As far as possible, due care is taken while allocating the subjects to teaching staff according to the choices already given by them. It is taken care by the committee that total load allocated to the faculty is as per AICTE norms 4. A tabular format containing faculty wise Teaching load is prepared and it is circulated among all teaching staff members for their consent 5. Changes if any requested by the faculty members are resolved by Head Academics, Time Table in charge and senior faculty members of the Institute
Output	Final Load distribution for the next semester is circulated among all faculty members, Head (Academics) and Director

ANNEXURE -2	
Name of the Process	Staff Requirements Planning
Periodicity	First Semester of current academic year till the next academic year
PEOs	Administrative Process
Outcomes	
Objectives	To plan for teaching and supporting staff requirement of the Institute for the next academic year
Input	1. Subject wise Teaching load for First Year & Second Year as per SPPU. 2. Subject wise Teaching load of related subjects for First Year & Second Year as per Savitribai Phule Pune University 3. Total number of students in each class 4. Existing staff of the Institute hierarchy wise

Process

1. Compute Subject head wise teaching load distribution for Theory & Project Load.

3. Compute using AICTE norms Cadre wise teaching staff requirement as follows:

Cadres	**Professor**	**Associate Professor**	**Assistant Professor**	**Total**
Ratio	1	2	6	9
Teaching Load	12	12	16	40

6. For the maximum teaching load out of First year & Second Year(max), Compute proportionately the requirements of Professors, Associate Professors and Assistant Professors by using above table as follows:

Number of Professors = 1 * Lmax / 40

Number of Associate Professors = 2 * Lmax / 40

Number of Assistant Professors = 6 * Lmax / 40

7. Compute Student to Staff ratio Total Number of Students in the Institute / Total Number of Teaching staff members

8. Compute Net Requirement of Teaching staff by comparing Total Teaching staff required with the existing teaching staff in the Institute

	9. Compute the requirement of Supporting to attend all the existing and planned facilities of the Institute in next academic year 10. Compute Net Requirement of Supporting staff by comparing Total Supporting staff required with the existing Supporting staff in the Institute
Output	Net Teaching & Supporting staff requirements for next academic year

ANNEXURE -3	
Name of the Process	Preparation of Academic Calendar
Periodicity	Every Semester
PEOs	Administrative Process
Outcomes	
Objectives	1. To plan the major activities at Institute Level for consistence & smooth execution of curricular, co-curricular and extra-curricular activities 2. It will be the basis for the preparation of Academic Calendar of the Institute
Input	1. Academic calendar for various activities for Management courses for the year, published by the Savitribai Phule Pune University 2. List of holidays during the calendar year, published by the Savitribai Phule Pune University 3. List of events planned at institute level during the semester Refer annexure for the sample input)
Process	Meeting with Head Academics, Head Research & O.S./Head Clerk is called by the Director to finalize the planned dates for the following major events at institute level 1. Commencement of teaching 2. Internal Exam - I

	3. Student Feedback 4. Remedial Lectures & Test - I 5. Concurrent evaluation: submissions 6. Parents Meet 7. Internal Exam — II 8. Remedial Lectures & Test II 9. Conclusion of teaching 10. Assignments Final submission & Mock Oral 11. Counseling of every student of the Institute by Head Academics 12. Compilation of Assignments & Assessment 13. Viva-voce, Project University Examinations 14. Theory University Examination 15. Commencement of Next Term 16. Events planned at Institute Level (National Conference, Yuvotsav, Zing, sports etc.)
Output	Academic calendar at Institute Level is published by Head Academics and the Director though a circular, Refer annexure for the sample output

ANNEXURE -4	
Name of the Process	Time Table of the Institute
Periodicity	At the end of current Semester for the next semester
PEOs	Administrative Process
Outcomes	
Objectives	To prepare following set of Time Tables 1. Master Time Table 2. Class wise Time Table 3. Class Room Time Table 4. Computer Lab wise Time Table 5. Individual Faculty Time Table
Input	1. Faculty wise Teaching Load Allocation 2. Extra sessions other than curriculum with constraints if any, to be incorporated in the time table 3. Class rooms with capacity 4. Computer Lab with details
Process	1.Time Table committee takes into account following guidelines / constraints while preparing Master Time Table • Theory & Activity teaching load of a faculty should not overlap and as far as possible there should be at least one hour gap between the two • As far as possible lab session should fall in the same slot

	during a week • Theory and activity sessions of the every subject should be uniformly spread over the week • Theory / activity slot in the time table should include name of the subject / activity, faculty initials, class room / Computer Lab location 2. Get approval for Master Time Table from Academic Head. 3. Prepare other time tables i.e. through 5 as listed above
Output	Following set of Time Tables are prepared & distributed 1. Master Time Table - Academic Head 2. Class wise Time Table - Class Coordinator 3. Class Room Time Table – Class Representative 4. Computer Lab wise Time Table – Lab In charge 5. Individual Faculty Time Table- Faculty members

ANNEXURE 5

Financial Support for faculty members to attend Conferences/Seminars/Workshops

Sr. No.	Activity	Payable charges	Travelling charges, allowances & leave
1	Paper presentation in international conference, Abroad	Maximum financial support to extent shall be as actual in Rupees only or as decided by the Director shall be admissible.	As actual in Rupees only or as decided by the Director, Duty leave shall be admissible
2	Paper presentation in international conference in India	Registration fee as actual or as decided by the Director shall be admissible once in a year.	Two way fare by shortest route. D.A. as applicable to the grade of pay, as per Pune University rules or at actual whichever is minimum. Duty leave shall be admissible.

3	Attending national conference for paper presentation	Registration fee as actual in Rupees only or as decided by the Director	Two way fare as actual in Rupees only or as decided by the Director No D.A. shall be admissible. Duty leave shall be admissible.
4	Attending conference, seminar Without paper presentation	Registration fee as actual in Rupees only or as decided by the Director	Nil
5	Short term training program/Workshop	Registration fee as actual in Rupees only or as decided by the Director	Duty leave shall be admissible.

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॥ सुप्रबन्धे राष्ट्र समृद्धि ॥