



**Prof. Dr. T. J. Sawant**  
BE (Elec.), PGDBM, Ph.D  
**PRESIDENT**

**The Shetkari Shikshan Mandal**

# **Bhivarabai Sawant College Of Engineering & Research**

**Accredited by NAAC With 'A' Grade**

(Approved by A.I.C.T.E. & Govt. of Maharashtra Affiliated To Savitribai Phule Pune University  
West/1-3669721/2010. New dated 13 Jul 2010.)

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**Dr. G. A. Hinge**  
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**PRINCIPAL**

Date - 04/07/2024

To  
The Coordinator,  
NAAC, Bengaluru

**Subject: Document for Perspective/Strategic plan and available in the deployment documents**

**Reference: 6.2.1 Perspective/Strategic plan and available in the deployment documents**

Dear Sir/Madam,

**Perspective/Strategic plan and available in the deployment documents reflecting the same are enclosed herewith.**



  
**Principal,**  
**BSCOER, Pune.**  
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### **Perspective Plan of BSCOER (2022-2027)**

TSSM's Bhivarabai Sawant College of Engineering and Research, established in 2010, is run by a charitable trust „The Shetkari Shikshan Mandal“ (TSSM), a sister concern of Jayawant Shikshan Prasarak Mandal, (JSPM), Pune. TSSM trust is registered under Bombay Public Trust Act 1950 and Societies Registration Act 1860. The College is approved by All India Council for Technical Education (AICTE), New Delhi, recognized by Directorate of Technical Education (DTE), Maharashtra State and affiliated to Savitribai Phule Pune University. Prof. Dr. T. J. Sawant, President TSSM, is a renowned educationist and entrepreneur. He strongly believes that “Education is a journey from Information to Knowledge and from Knowledge to Wisdom”. He is also Founder Secretary of JSPM which is established in the year 1998 and is known as a leading education group in India. In a short span of seven years, the trust has expanded to the extent that it includes faculties like Engineering, Management, Pharmacy, Diploma, Computer Application and Pre-Primary, Primary, Secondary School in and around Pune in five campuses. Bhivarabai Sawant College of Engineering and Research is located in a lush green campus. We endeavor to “Empower Creativity through Technical Excellence” among our students. This helps a lot for all-round development of students. Presently the Institute is offering five undergraduate courses; five post graduate courses and a Ph. D. program in Civil Engineering. The students are encouraged to focus on their strengths and to develop self-confidence. Under the dynamic leadership of Prof. Dr. T. J. Sawant, the institute is progressing by keeping pace with the ever changing technology.

#### **Vision:**

To develop globally competent engineers for techno-economic development of society.

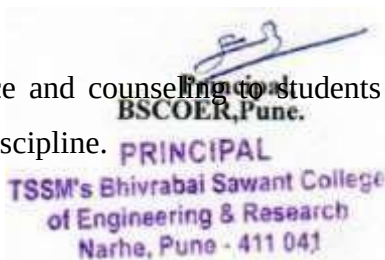
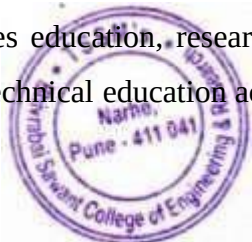
#### **Mission:**

To provide, nurture and maintain an environment of academic excellence, research and entrepreneurship for aspiring engineers to meet global challenges ethically.

#### **Core Values:**

##### **Global competence**

Our institute gives education, research guidance and counselling to students to promote sustainable development in technical education across the discipline.



## **Techno-economic development of society**

We encourage our students to participate in multidisciplinary domains to effectively address the issues and challenges of techno-economic development in today's fast developing world.

## **Academic excellence**

Providing educational programs that lead to the acquisition of knowledge and skills necessary to achieve career advancement, personal development, leadership and service to the mankind.

## **Foster Entrepreneurship**

Entrepreneurship is essential for growth of a person and the organization. Fostering entrepreneurship is an important component of education for all the segments of the institute; faculty, students, and staff.

## **Professional Ethics**

Creating an environment that promotes responsibilities and principled behaviour which respects the dignity of all members of the community.

## **Quality Policy**

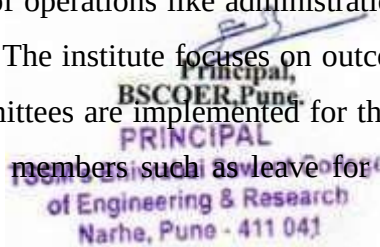
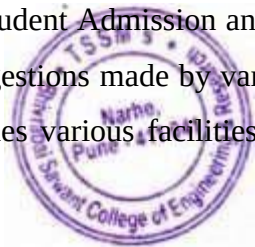
We, at Bhivarabai Sawant College of Engineering and Research, are committed to maximize student's satisfaction through improved performance by imparting value based quality education.

## **Governance, Leadership and Management**

TSSM's BSCOER has effective organizational structure comprising of technocrats headed by the president of the Trust who is an Electrical Engineer is having vision of imparting quality education. Various cells, bodies and committees comprising of Principal, Department Heads and faculty members assigned with various responsibilities and duties contribute towards the execution of governance in tune with the vision admission. The members of various committees are actively involved in the decision making process related to academic and administrative matters giving opportunities for participative management.

The strategic plan of the institution includes periodic up-gradation of infrastructural resources as per stakeholder's feedback, faculty development for inculcating research culture and skill based education, enhancing the teaching learning process through improved interaction with industries and collaborative learning. Through EDC, the institute is also focusing on providing support to budding entrepreneurs as well as motivating students to take up entrepreneurship.

E-governance is implemented in various areas of operations like administration, examination, Finance and Accounts, Student Admission and Support. The institute focuses on outcome based education and reforms and suggestions made by various committees are implemented for the same after review. The institution provides various facilities to faculty members such as leave for pursuing higher studies,



financial assistance to attend conferences, STTP and workshops, group insurance, and laboratory facilities for faculty research activities. Teaching staff contributes towards fetching funds from various agencies through research projects. All the funds are monitored through periodic financial audits.

IQAC has prepared a strategic plan to enhance the academic, research, consultancy, extension, co-curricular and extra-curricular activities as against the set progress indicators and recommend the necessary infrastructural facilities for achieving the long term goals and objectives of the department. These targets have been set with extensive consultation with all stakeholders – **Faculty, student, alumni, parent and employer.**

To prepare strategic plan, vision **mission, the values and culture within institute** are taken into consideration.

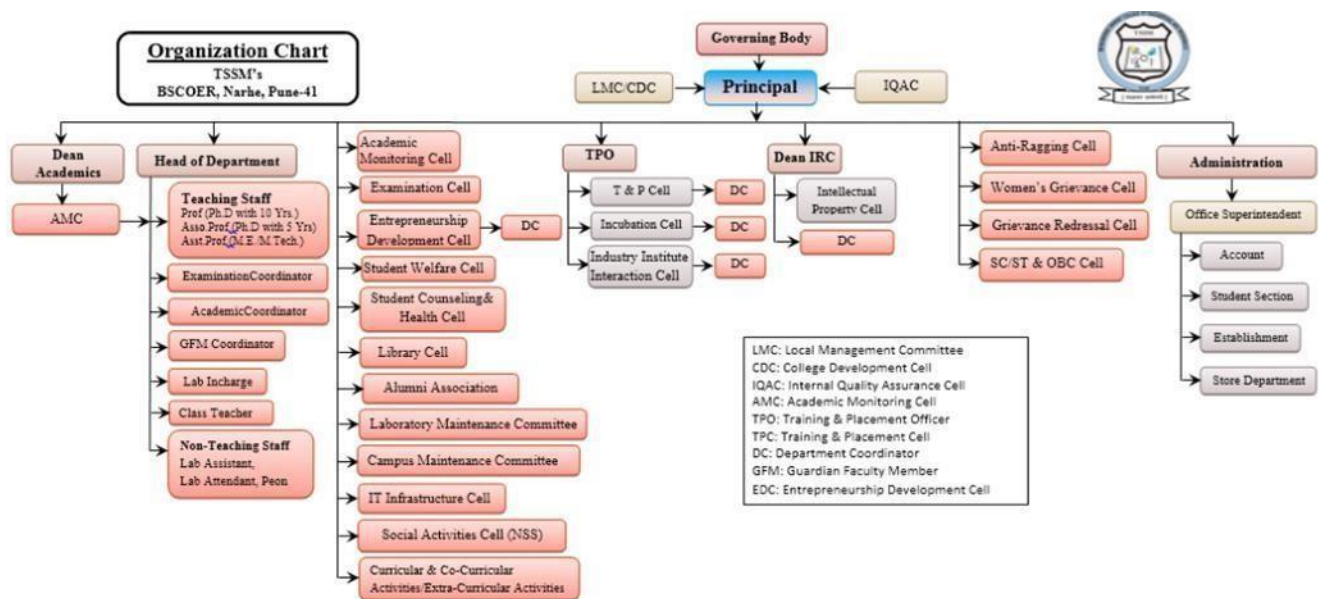
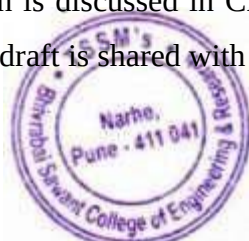


Figure Organizational Structure

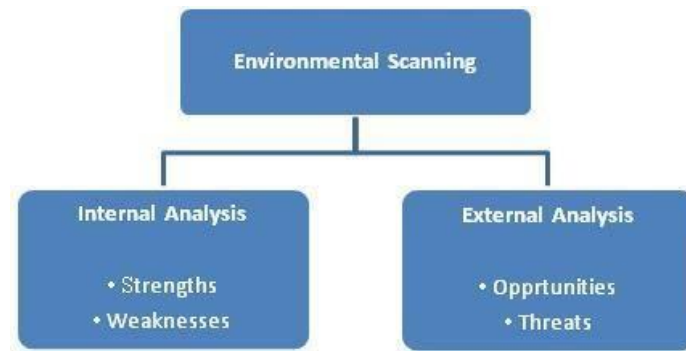
### Process:

1. The IQAC coordinator with the help of institute head forms a group of people to decide prepare strategic plan. The group includes HODs, senior professor within the organization, representatives of stakeholder.
2. The group performs SWOT analysis. The SWOT document helps to meet future challenges. The group storming sessions are scheduled to discuss vision mission, goals and objective of the institute once in a year. The necessary changes are made in the statements based on requirements.
3. For this IQAC collects lot of data from various units. The result, placement, admission, research and finance data is collected to observe the previous trends in various domains.
4. The IQAC coordinator collects ideas from brainstorming session and prepares a rough document of planning. These goals objectives are refined with the help of IQAC team and based on its implementation plan is prepared.
5. The strategic plan is discussed in CDC and GB meetings. The suggestions from GB and CDC are integrated and final draft is shared with all the stakeholders.



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### Internal analysis:

- IQAC has collected qualitative and quantitative data from all institute units.
- Data on infrastructure, academic performance, teaching learning activities, training, research activities. Etc. is collected from each department.
- The achievement of faculty and student at national, international level is collected
- Additional inputs are taken from training placement cell, entrepreneurship, III cell, admission cell, office etc.
- Feedback from stakeholder is recorded.

### External analysis:

- Reports from AICTE, DTE and other national portals on changing educational Policies (NEP-2020)
- Data on changing technology and industry demands
- Performance of other peer institute.
- New emerging opportunities in education field.

### Procedure adopted for conducting the SWOC analysis:

1. SWOC analysis is carried out by all departments involving all stakeholders.
2. Each department submits data on infrastructure, academic performance, teaching learning activities, training, research activities.etc.to IQAC
3. Departments submitted their departmental development plans to the Principal's office.
4. The institute SWOC analysis is done by IQAC coordinator along with committee members. Brainstorming sessions are conducted with the HODs and senior faculty.
5. The following parameters are considered while doing SWOC analysis

### Summary of SWOC analysis

#### Institutional Strength

- Sound establishment by a visionary educationist
- Highly motivated and dedicated faculty and staff members
- Institute location encompasses industries from various sectors



- State of the art infrastructure and pollution free green campus
- Ample opportunities and support for all-round development of students
- The vision and mission of the institution is committed to innovative teaching and learning culture

### **Institutional Weakness**

- Skill development opportunities are not fully explored
- Limited Internships and placements in core industries
- Less number of students opt for higher studies

### **Institutional Opportunity**

- Clustering Industry, Institute and Innovation
- Promoting Interdisciplinary and appropriate technology projects
- Encouraging faculty and students for excelling the domain knowledge.
- Expanding partnerships with national and international institutions.

### **Institutional Challenge**

- Development of sustainable technologies
- Igniting minds to empower curiosity
- Controlling the negative impact of social media on students
- To attract students of high merit

## **1). Academic Enhancement:**

To apply for autonomy and successfully achieve it in line with the New Education Policy (NEP), a well-structured and strategic plan is crucial. Here's a comprehensive roadmap:

### **1. Self-Assessment and Preparation (2023-2024)**

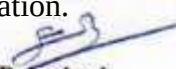
**Review of Current Status:** Conduct a thorough internal audit of institution's current standing in terms of curriculum, faculty qualifications, infrastructure, and student outcomes. Align institution's offerings with the NEP guidelines, identifying areas for improvement.

**Accreditation and Compliance:** Ensure that institution meets all the prerequisites set by the relevant accreditation bodies (like NAAC, NBA). Strengthen compliance with existing regulations and standards, and prepare for the additional requirements for autonomy.

**Stakeholder Involvement:** Engage faculty, students, and administrative staff in the autonomy process. Conduct workshops and seminars to familiarise them with the autonomy objectives and benefits.

**Capacity Building:** Enhance the capabilities of faculty through professional development programs focused on outcome-based education, interdisciplinary teaching, and research. Upgrade infrastructure to meet the NEP's focus on digital education, research, and innovation.



  
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**Curriculum and Syllabus Revision:** Initiate a curriculum overhaul in line with NEP, focusing on flexibility, multidisciplinary learning, and research orientation. Incorporate innovative teaching methods like blended learning, MOOCs, and experiential learning.

**Documentation and Evidence Gathering:** Collect and organize all necessary documentation, including proof of academic and administrative processes, financial stability, and governance structure.

## 2. Application Process (2024-2025)

**Formulating the Proposal:** Develop a comprehensive autonomy proposal, outlining the institution's vision, mission, academic freedom, proposed governance structure, financial plan, and strategies for continuous improvement.

**Liaison with Authorities:** Initiate dialogue with the relevant educational bodies, such as UGC or State Education Departments, to understand the procedural requirements and guidelines.

**Submission of Proposal:** Submit the autonomy application with all supporting documents to the concerned authorities. Include a well-drafted perspective plan that aligns with NEP, detailing how autonomy will enable the institution to achieve its academic and strategic goals.

## 3. Achieving Autonomy (2025-2026)

**Inspection and Evaluation:** Prepare for site visits and inspections by the autonomy-granting bodies. Ensure that all processes are streamlined and that the institution is ready to demonstrate its capability to manage autonomous status.

**Approval and Implementation:** Once approval is granted, implement the autonomy framework, starting with curriculum flexibility, examination reforms, and faculty autonomy.

**Governance and Leadership:** Establish a robust governance framework, including academic and administrative councils, to manage the autonomous operations efficiently. Focus on leadership development to guide the institution through the transition.

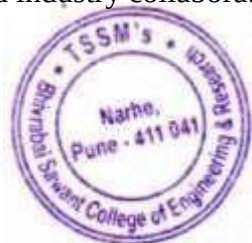
**Continuous Improvement and Feedback:** Implement a system for continuous monitoring and feedback to ensure that the autonomy objectives are being met. Regularly review and revise academic programs, based on industry trends, research developments, and student feedback.

**Public Relations and Communication:** Communicate the autonomous status to all stakeholders, including students, parents, faculty, and industry partners. Highlight the benefits of autonomy in terms of academic freedom, improved quality of education, and better employability of graduates.

## 4. Post-Autonomy Phase (2026-2027 and Beyond)

**Quality Assurance:** Establish an internal quality assurance system to maintain high academic standards and accountability. Prepare for periodic reviews by accreditation bodies to retain the autonomous status.

**Innovation and Research:** Foster a culture of innovation and research by setting up research centers, incubation hubs, and industry collaboration programs.



  
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**Student-Centric Initiatives:** Enhance student support systems, including academic advising, career counseling, and mental health services. Encourage student participation in governance and decision-making processes.

By following this roadmap, we can align our institution with the New Education Policy and successfully achieve autonomy, enhancing our institution's reputation, academic freedom, and ability to innovate.

## **2). Infrastructure:**

To create a perspective plan for infrastructure enhancement at Bhivrabai Sawant College of Engineering and Research (BSCOER), we'll consider several key areas that are typically part of such a plan. Here's a general outline that can be adapted and expanded as needed:

### **1. Current Infrastructure Assessment**

**Campus Overview:** Evaluate the existing facilities, including academic buildings, laboratories, libraries, administrative offices, hostels, and recreational areas.

**Capacity Analysis:** Assess the capacity of current infrastructure in terms of student intake, faculty accommodation, and administrative needs.

**Technology Infrastructure:** Evaluate the current state of IT infrastructure, including internet connectivity, computer labs, and software resources.

### **2. Future Growth Projections**

**Student Population Growth:** Estimate the growth in student population over the next 5-10 years, including potential new programs and courses.

**Faculty and Staff Expansion:** Project the increase in faculty and staff needed to support the growing student body.

**Research and Development:** Plan for the expansion of research facilities and resources to support advanced research activities.

### **3. Infrastructure Enhancement Goals**

**Academic Buildings:** Plan for the new specialized laboratories, and research centers.

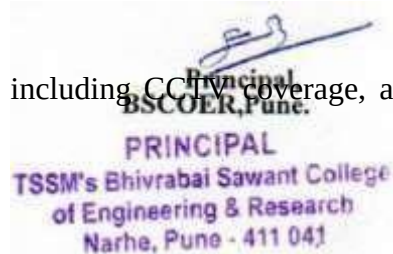
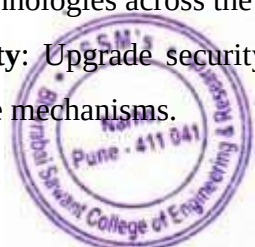
**Library Expansion:** Enhance the library with more digital resources, study spaces, and research journals.

**Recreational Facilities:** Develop sports complexes, gymnasiums, and other recreational areas for students and staff.

**Hostel Facilities:** Expand or upgrade hostel accommodations to cater to the increasing number of students.

**Sustainability Initiatives:** Implement green building practices, waste management systems, and energy-efficient technologies across the campus.

**Safety and Security:** Upgrade security systems, including CCTV coverage, access control, and emergency response mechanisms.



#### 4. Technology Infrastructure Development

**Smart Classrooms:** Develop smart classrooms equipped with the latest teaching technologies.

**Digital Library:** Expand digital library resources and integrate advanced search and access systems.

**IT Infrastructure:** Upgrade network infrastructure to support high-speed internet, cloud services, and advanced computing needs.

**Automation of Administrative Processes:** Implement campus management software for seamless operations.

#### 5. Industry Collaboration and Research Facilities

**Innovation Centers:** Establish innovation and incubation centers in collaboration with industry partners.

**Advanced Research Labs:** Develop state-of-the-art research labs in areas such as Artificial Intelligence, EV, and Renewable Energy.

#### 6. Financial Planning and Resource Allocation

**Budgeting:** Develop a detailed budget for each phase of the infrastructure enhancement plan.

**Funding Sources:** Identify potential funding sources, including government grants, private donations, and industry partnerships.

**Phased Implementation:** Plan the implementation in phases to align with financial availability and institutional priorities.

#### 7. Timeline and Milestones

**Short-Term Goals (1-2 years):** Focus on immediate needs like basic IT upgrades, and safety enhancements.

**Medium-Term Goals (3-5 years):** Implement major projects like hostel expansion, and research lab development.

**Long-Term Goals (6-10 years):** Complete all planned infrastructure projects, ensuring the college is fully equipped to handle future growth.

#### 8. Monitoring and Evaluation

**Regular Reviews:** Set up a committee to regularly review progress and make adjustments to the plan as needed.

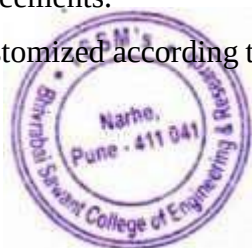
**Feedback Mechanisms:** Implement feedback systems from students, faculty, and other stakeholders to continuously improve the infrastructure.

#### 9. Sustainability and Future-Proofing

**Eco-Friendly Infrastructure:** Ensure all new constructions and renovations adhere to sustainable practices.

**Adaptability to Future Technologies:** Design infrastructure that can easily adapt to future technological advancements.

This plan can be customized according to BSCOER's specific needs, existing resources, and long-term vision.



### 3). Administration:

A perspective plan for administrative enhancement at Bhivrabai Sawant College of Engineering and Research (BSCOER) would focus on optimizing operations, improving governance, and enhancing the overall efficiency of the institution. Here's a structured plan tailored to these goals:

#### 1. Current Administrative Assessment

**Organizational Structure:** Review the existing administrative structure, roles, and responsibilities.

**Process Efficiency:** Evaluate the efficiency of current processes in areas such as admissions, finance, HR, and student services.

**Technology Utilization:** Assess the use of technology in administrative tasks, including automation, communication, and data management.

#### 2. Future Administrative Needs

**Growth Projections:** Anticipate the growth in student population, faculty, and staff, and its impact on administrative functions.

**Compliance and Accreditation:** Prepare for future compliance requirements, including accreditation standards and government regulations.

**Stakeholder Expectations:** Align administrative enhancements with the expectations of students, faculty, industry partners, and regulatory bodies.

#### 3. Administrative Enhancement Goals

**Process Automation:** Implement digital solutions to automate routine tasks, such as admissions, attendance, payroll, and record-keeping.

**Governance and Decision-Making:** Strengthen governance structures with clear roles, responsibilities, and decision-making protocols.

**Communication and Collaboration:** Enhance internal communication channels and collaboration tools to streamline workflows and improve transparency.

**Data-Driven Management:** Develop systems for data collection, analysis, and reporting to support informed decision-making.

**Training and Development:** Invest in training programs for administrative staff to improve their skills in areas such as technology use, customer service, and management.

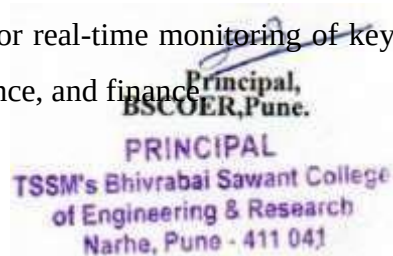
#### 4. Technology Integration

**Document Management:** Transition to a digital document management system to reduce paperwork, improve access to information, and enhance security.

**Student and Faculty Portals:** Develop online portals for students and faculty to access services, submit forms, view schedules, and track progress.

**Real-Time Monitoring:** Implement dashboards for real-time monitoring of key performance indicators (KPIs) in areas like admissions, attendance, and finance.

#### 5. Human Resource Development



**HR Policies and Procedures:** Update HR policies to align with best practices and ensure compliance with labour laws.

**Talent Acquisition and Retention:** Develop strategies to attract, hire, and retain talented administrative staff.

**Workplace Culture:** Foster a positive workplace culture that encourages teamwork, innovation, and continuous improvement.

## **6. Financial Management and Resource Allocation**

**Budgeting and Financial Planning:** Strengthen financial planning processes to ensure efficient use of resources and alignment with strategic goals.

**Cost Control Measures:** Identify and implement cost-saving measures without compromising service quality.

**Resource Allocation:** Ensure that resources are allocated based on priority needs, with a focus on achieving strategic objectives.

## **7. Regulatory Compliance and Accreditation**

**Compliance Monitoring:** Establish a compliance office or designate a compliance officer to oversee adherence to regulations and accreditation standards.

**Accreditation Preparation:** Regularly review and update policies, procedures, and documentation to meet accreditation requirements.

**Audit and Evaluation:** Conduct internal audits and evaluations to identify areas for improvement and ensure continuous compliance.

## **8. Stakeholder Engagement and Feedback**

**Student and Faculty Engagement:** Create forums for students and faculty to provide feedback on administrative services and suggest improvements.

**Industry and Alumni Relations:** Strengthen ties with industry partners and alumni to enhance collaborative opportunities and gather insights for administrative improvements.

**Community Outreach:** Develop initiatives to engage with the local community, enhancing the college's reputation and fostering partnerships.

## **9. Continuous Improvement and Innovation**

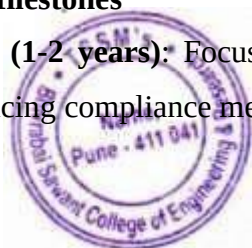
**Benchmarking:** Regularly benchmark administrative practices against leading institutions to identify areas for improvement.

**Innovation in Administration:** Encourage the adoption of innovative practices and technologies to enhance administrative efficiency and effectiveness.

**Feedback Loop:** Implement a continuous feedback loop to monitor the impact of administrative enhancements and make necessary adjustments.

## **10. Timeline and Milestones**

**Short-Term Goals (1-2 years):** Focus on automating key processes, improving communication channels, and enhancing compliance measures.



**Medium-Term Goals (3-5 years):** Develop comprehensive data-driven management systems, strengthen governance structures, and optimize HR practices.

**Long-Term Goals (6-10 years):** Achieve a fully integrated and efficient administrative system that supports the college's growth and strategic vision.

#### **11. Monitoring and Evaluation**

**Performance Metrics:** Establish KPIs for administrative functions and regularly monitor performance against these metrics.

**Annual Reviews:** Conduct annual reviews of the administrative plan to assess progress and make necessary revisions.

**Stakeholder Surveys:** Periodically survey stakeholders for satisfaction with administrative services and identify areas for further enhancement.

This perspective plan can be further tailored to address the specific needs and goals of BSCOER, ensuring that the administration evolves to support the college's long-term vision effectively.

#### **4). Research and Development:**

To establish a Research Centre for Doctoral programs and undertake focused research in the specified engineering fields, here's a strategic outline for our long-term goals:

##### **1. Establishing the Research Centre**

**Vision and Mission Development:** Define a clear vision and mission for the Research Centre, aligned with institutional goals and national/international research priorities.

**Infrastructure and Facilities:** Invest in state-of-the-art laboratories, advanced computing facilities, and specialized equipment tailored to Electronics and Telecommunication, Computer Engineering, and Mechanical Engineering. Design places conducive to interdisciplinary collaboration, including shared labs, conference rooms, and workshop

**Recruitment of Faculty and Researchers:** Attract and retain leading experts, researchers, and faculty members with strong backgrounds in the targeted research areas. Provide opportunities for visiting scholars and researchers to contribute to the research agenda.

**Research Administration:** Set up an administrative team to manage research grants, intellectual property, industry partnerships, and international collaborations. Develop policies for research ethics, publication, and commercialization of research outcomes.

##### **2. Focused Research Areas**

**Electronics and Telecommunication Engineering:** Prioritize research in areas like wireless communication, signal processing, embedded systems, and IoT (Internet of Things). Explore cutting-edge technologies like 5G/6G networks, and satellite communication.



  
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**Computer Engineering:** Focus on artificial intelligence, machine learning, cyber-security, cloud computing, and big data analytics. Develop interdisciplinary projects that integrate AI with other engineering disciplines, such as smart infrastructure.

**Mechanical Engineering:** Emphasize advanced manufacturing technologies, renewable energy systems, and material science. Foster research in thermal engineering, fluid dynamics, and automotive engineering.

### 3. Doctoral Programs

**Curriculum Design:** Develop a flexible Ph.D. curriculum that encourages innovation, industry collaboration, and global research exposure. Include coursework on research methodology, ethics, and data analysis, with opportunities for students to engage in teaching or industry internships.

**Funding and Scholarships:** Secure funding from government grants, industry partnerships, and alumni contributions to offer scholarships and research fellowships for doctoral students. Establish endowments and chairs in key research areas to support long-term research initiatives.

**Collaborations and Partnerships:** Forge partnerships with leading universities, research institutions, and industries both nationally and internationally. Participate in joint research projects, exchange programs.

### 4. Research Output and Impact

**Publications and Conferences:** Encourage high-quality publications in top-tier journals and presentations at international conferences. Organize workshops, seminars, and conferences hosted by the Research Centre to disseminate research findings.

**Innovation and Patents:** Promote innovation through patent filings, technology transfers, and commercialization of research outcomes. Establish a technology transfer office to manage intellectual property and industry collaborations.

**Community and Industry Engagement:** Engage with industry through consultancy services, collaborative projects, and sponsored research. Offer training programs and short-term courses for industry professionals.

### 5. Sustainability and Growth

**Continuous Improvement:** Implement a robust system for monitoring and evaluating the research performance, including regular reviews of research output, doctoral program success, and industry impact. Adjust research focus areas based on emerging trends, societal needs, and technological advancements.

**Outreach and Communication:** Develop a strong online presence for the Research Centre, including a dedicated website, social media engagement, and regular newsletters. Promote the research achievements and contributions to society, industry, and academia through media coverage and public lectures.



  
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**Long-Term Planning:** Plan for the expansion of the Research Centre, including the addition of new research areas, faculty, and international collaborations. Explore opportunities for setting up satellite research centers in collaboration with other institutions or industries.

This comprehensive plan will help establish a leading Research Centre that contributes significantly to advancing knowledge, innovation, and technological progress in the targeted engineering fields.

## **5). Industry Institute Interaction:**

Developing strong Industry-Institute Interaction is crucial for creating meaningful collaborations that benefit both academia and industry. Here's how we can achieve this goal:

### **1. Establishing Industry Partnerships**

**Identify Key Industry Partners:** Collaborate with leading companies in Electronics and Telecommunication, Computer Engineering, IT, and Mechanical Engineering. Focus on both local industries and global players to diversify collaboration opportunities.

**Formalize Relationships:** Sign Memoranda of Understanding (MoUs) with industry partners outlining the scope of collaboration, including joint research, internships, consultancy, and training programs. Create advisory boards with industry representatives to guide the Research Centre's activities and curriculum development.

### **2. Offering Expertise for Projects**

**Industry-Academia Research Projects:** Collaborate on research projects that address real-world industry challenges, allowing faculty and students to work closely with industry experts. Encourage joint applications for government and private research grants, leveraging both academic and industry strengths.

**Projects and Internships:** Integrate industry-sponsored projects into the curriculum, where students can apply their knowledge to solve industry problems. Establish structured internship programs that allow students to gain hands-on experience while contributing to industry projects.

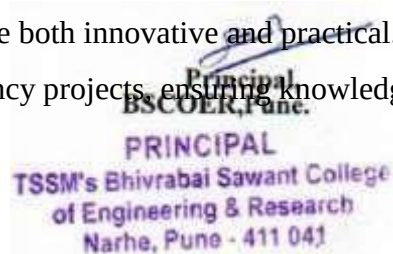
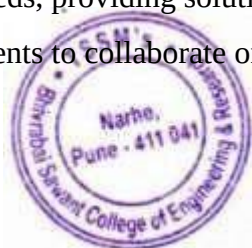
### **3. Training Programs**

**Industry-Focused Training:** Develop specialized training programs tailored to the needs of industry partners, focusing on the latest technologies and industry trends. Offer short-term certification courses for industry professionals, designed in collaboration with industry experts.

### **4. Consultancy Services**

**Expert Consultation:** Offer consultancy services in Electronics, Telecommunications, and Mechanical Engineering to industries, leveraging the expertise of our faculty and research center. Create a dedicated consultancy cell within the Research Centre to manage and promote these services.

**Problem-Solving Initiatives:** Encourage faculty to engage in consultancy projects that address specific industry needs, providing solutions that are both innovative and practical. Develop a system for faculty and students to collaborate on consultancy projects, ensuring knowledge transfer and skill development.



## 5. Enhancing Communication and Collaboration

**Regular Interaction Platforms:** Organize regular industry-academia interaction forums, such as conferences, roundtables, and networking events. Create a portal for industry partners to post project opportunities, consultancy needs, and training requirements.

**Feedback Mechanism:** Establish a feedback loop where industry partners can provide input on the relevance and effectiveness of the collaboration. Use this feedback to continuously refine and improve the programs and services offered by the Research Centre.

## 6. Long-Term Sustainability

**Monitor and Evaluate Collaborations:** Regularly assess the impact of industry collaborations on student outcomes, research output, and industry satisfaction. Adjust strategies based on evaluation results to ensure long-term success and relevance of the Industry-Institute Interaction.

**Expansion and Scalability:** Scale up successful collaborations and expand them to include more industries and sectors.

By following this plan, our institution can build strong, mutually beneficial relationships with industry, enhancing the academic experience and providing valuable expertise to industry partners.



**TSSM'S  
Bhivarabai Sawant  
College of Engineering &  
Research,  
Narhe, Pune**

**Approved by AICTE & Affiliated to  
Savitribai Phule Pune University, Pune**



**STAFF HANDBOOK**

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# IQAC MEMBERS

| Committee                             | Staff Members                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IQAC(Internal Quality Assurance Cell) | <b>Dr. G.A. Hinge (Chairman and Principal)</b><br><b>Prof. G.T. Sawant (CDC Member)</b><br><b>Dr. A. D. Diwate (IQAC Coordinator)</b><br>Ms. N.S. Sable (Office Superintendent)<br>Dr. S.G. Kanade (Senior Faculty)<br>Dr. P.M. Bagade (Senior Faculty)<br>Prof. A. D. Gujar (Senior Faculty)<br>Prof. Sudhir Joshi (Senior Faculty)<br>Dr. Rahul Karale (Senior Faculty)<br>Prof. S. B. Patil (Senior Faculty)<br>Ms. Akanksha Mohite (Student Member)<br>Mr. Sahil Bhalerao (Student Member)<br>Mr. Avinash Mahase (Alumni Member)<br>Mr. Sachin Kulkarni (Alumni Member)<br>Mr. Sandeep Nikam<br>Mr. Sandesh Salunkhe<br>Ms. Balasaheb Karad (Industry Member)<br>Mr. Yogesh More, (Industry Member) |



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## CHAPTER 1

### INTRODUCTION

#### **1. HISTORY**

Bhivarabai Sawant College of Engineering and Research (BSCOER), Narhe, Pune is governed by The Shetkari Shikshan Mandal (TSSM), a charitable Trust registered under Bombay Public Trust Act 1950 and Societies Registration Act 1860. The TSSM started the Bhivarabai Sawant College of Engineering and Research (BSCOER) in the academic year 2010-11. The College is approved by All India Council for Technical Education (AICTE), New Delhi, recognized by Government of Maharashtra, Directorate of Technical Education (DTE), Mumbai and affiliated to Savitribai Phule Pune University, Pune (Formerly known as Pune University).

#### **Vision of Institute**

“To develop globally competent engineers for techno-economic development of society.”

#### **Mission of Institute**

“To provide, nurture and maintain an environment of academic excellence, research and entrepreneurship for aspiring engineers to meet global challenges ethically.”

#### **BSCOER Quality Policy Statement**

BSCOER shall make every possible effort to observe global standards of excellence in all activities of teaching, research, consultancy, training, placements and ongoing education through processes of self-evaluation and continuous improvement, to achieve total satisfaction of the society, employers, parents, and students.

#### **BSCOER Quality Policy**

BSCOER accepts the well-known notion of quality as conformance to prescribed standards. These standards shall be intimately related to the Graduate Attributes definition accepted by the BSCOER.

## STAFF HANDBOOK

The BSCOER recognizes the need to prescribe standards for every aspect of its operations, taking care to ensure that equity, access and excellence are taken into due consideration in this process. Every activity of the BSCOER needs to undergo continuous improvement. This requires data collection, analysis and bench marking of each activity. The BSCOER shall carefully evolve such a system involving every stake-holder of the BSCOER, in a participative manner. Towards this BSCOER shall follow SAFE (Standards, Assess, Feedback & Excel):

- Setting **S**Standards by establishing a detailed on-line data collection system. The endeavor shall be to provide comprehensive support to all stakeholders and ensure that individual wise support is extended and augment the existing and future resources in this direction.
- **A**ssess by conducting annual audits of its activities and evolve benchmarks for each. The annual audits shall provide the essentials that need to be taken care of and also considered important which in turn can be benchmarked with institutes of repute and rise to the international standards.
- **I**mprovisation adopted by BSCOER is communicated to all stake holders on basis of their feedback. The BSCOER shall empower the IQAC to be a pillar of quality consciousness through the various quality activities
- **F**eedback to be given to all stake holders about the results of quality efforts in each area of activity, each year. The BSCOER shall empower the IQAC to be a pillar of quality consciousness through the various quality activities. All the stake holders will be involved in the quality policy dissemination, absorption and control mechanisms that will be evolved at regular intervals.
- **E**xcel by providing awareness and training in quality concepts & system to all stake holders of the BSCOER. There shall be continuous training and development among the stake holders through the measures which can provide the much needed impetus to the quality concepts and systems in vogue and also elicit responses on the benchmarking improvements from time to time.

### **BSCOER Community**

BSCOER, NARHE that started in 2010 has today become a well recognized technical institution for imparting quality technical education owing to the constant, sincere and dedicated efforts of its Team. Hon. Prof. (Dr.) T. J. Sawant, President TSSM is renowned entrepreneur and academician. He strongly believes that establishment of an excellent technical institution is the key solution to the problem of development of techno-economic society. BSCOER is located at NARHE, near Sanas Crane, Pune-Bangalore Highway, Narhe, Pune and surrounded with greenery. It offers Under-Graduate and Post-Graduate Engineering programs in Civil, Computer, Electronics & Telecommunication, and Mechanical. Institute makes every possible effort to inculcate the moral and ethical values among students, along with technical and professional competence. Well planned co-curricular and extracurricular activities are promoted to empower students with sense of social commitment, humanitarian values, ethical practices and professionalism. All round efforts are taken to groom the students to become a responsible Global citizen.

## CHAPTER 2

### ATTRIBUTES OF GRADUATES

1. **The Engineer and Society:** Apply knowledge of mathematics, science, engineering fundamentals and an engineering specialization to the solution of complex engineering problems.
2. **Problem Analysis:** Identify, formulate, research literature and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences and engineering sciences.
3. **Design/ Development of Solutions:** Design solutions for complex engineering problems and design system components or processes that meet specified needs with appropriate consideration for public health and safety, cultural, societal and environmental considerations.
4. **Conduct Investigations** of complex problems using research-based knowledge and research methods including design of experiments, analysis and interpretation of data and synthesis of information to provide valid conclusions.
5. **Modern Tool Usage:** Create, select and apply appropriate techniques, resources and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
6. **The Engineer and Society:** Apply reasoning informed by contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to professional engineering practice.
7. **Environment and Sustainability:** Understand the impact of professional engineering solutions in societal and environmental contexts and demonstrate knowledge of and need for sustainable development.
8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of engineering practice.
9. **Individual and Team Work:** Function effectively as an individual, and as a member or leader in diverse teams and in multi-disciplinary settings.
10. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as being able to comprehend and write

effective reports and design documentation, make effective presentations and give and receive clear instructions.

11. **Project Management and Finance:** Demonstrate knowledge and understanding of engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. **Life-long Learning:** Recognize the need for and have the preparation and ability to engage in independent and life- long learning in the broadest context of technological change.



**CHAPTER 3**  
**JOB DESCRIPTION**

**3.0 TEACHING/ NON-TEACHING JOB DESCRIPTION**

**Objective:** To ensure mutual respect and freedom for all staff and be role models to student community.

**3.1 Reporting for Job on Time (to change)**

1. College working hours are normally from 8.30 a.m. to 4:30 p.m. However, those who have academic, administrative, examination or any other allotted time bound work shall follow the timing as directed by HOD/Principal/Director.
2. The Faculty Member should report to the college at least 15 minutes before the commencement of classes and should leave the college 15 minutes after the end of the last class.
3. Late marks are allowed up to 15 minutes and three late marks are subjected to deduction of one CL or LWP as authorized by HOD/Principal/Director.
4. A six day working schedule from Monday to Saturday is followed except first and third Saturdays. Classes are scheduled from 8.30 am to 3.30 p.m.
5. All members of the staff shall be at their workplace (offices, classrooms, Laboratory, staff room etc.) at least 5 minutes before their reporting time.
6. Anyone needing to go out of the College premises during working hours shall seek necessary permission in the form of Gate Pass from HOD/Principal/Director and register his/her absence in movement register kept in the office.
7. Staff members shall compulsorily wear college uniform on Monday, Wednesday and Friday and ID on all days while in the college premises.
8. Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
9. Faculty shall ensure that discipline is maintained in the classroom, Laboratory and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/Principal/Director.

### **3.2 The duties and responsibilities of a teaching faculty**

#### **3.2.1 General**

1. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
2. The work load of all the staff shall be fixed by the Head of Department. The work load of the teacher should not be less than average **14 hours a week**, of which teaching-contact hours shall be at least as per AICTE norms.
3. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, with due permission from the HOD/Principal/Director.
4. Faculty Members should attempt to publish text books, research papers in reputed International / National Journals / Conferences.
5. The Faculty Member must prepare him/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

#### **3.2.3 Faculty in Department**

1. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests, area of specialization and departmental requirement.
2. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal/ Director in academic, co-curricular or extracurricular activities.
3. Faculty Member should maintain student's attendance record everyday and maintain E-record.
4. Whenever a Faculty Member intends to take leave, he/she should get the leave sanctioned in advance and with proper alternate arrangements made for theory/practical/tutorial classes

or other duties if any. In case of emergency, the HOD and class incharge must be informed with appropriate alternate arrangements suggested.

5. To carry out the work allotted related to portfolio assigned by the HOD.

### **3.2.5 Faculty in Class Room Teaching**

- a. Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan.
- b. The Faculty Member should get the lesson plan and course file - approved by HOD /AMC/Principal.
- c. The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject. It should be maintained according to the format specified by ARQAC and get it verified by AMC/HOD at least once in a month.
- d. The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- e. The Faculty Member should engage the full period and should not leave the class early.
- f. Attendance must be taken for each lecture/practical/tutorial preferably at the beginning and absence shall be indicated by “A”. For every hour the student is present, attendance is marked cumulatively in the APR and updated at the attendance software.
- g. The Faculty Member should make use of PPT, Models etc., as teaching aids and encourage students for asking doubts / questions.
- h. The Faculty Member should act / adjust / improve his teaching method appropriately based on feedback received from students.
- i. The Faculty Member should take care of academically weak students and pay special attention to their needs.
- j. In problem oriented subject, regular assignments have to be given. The assignment problems are to be handed over to the students at least a week in advance of actual class.
- k. The Faculty Member shall prepare and give a question bank of each unit to the students consisting of all possible pattern questions.

- l. The Faculty Member should interact with the class incharge and inform him / her about the habitual absentees, academically weak students, objectionable behavior etc.
- m. The Faculty Member should always aim for 100% results in his / her subjects and work accordingly.
- n. The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- o. The Faculty Member should make himself / herself available for doubt clearance.
- p. The Faculty Member should motivate the students and bring out the creativity / originality in the students.

### **3.2.6 Faculty in Laboratory**

- a) The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- b) Students should be given clear instructions about handling of the equipment and safety precautions while taking the readings.
- c) Whenever possible, additional experiments beyond the syllabus to clarify or enlighten the students must be given.
- d) The lab observations/calculations/results must be checked and the manual /rough record must be signed before the end of each practical class or at least by next class. The percentage of error committed for the experiment must be brought to the notice of the students.
- e) Students should be asked to write the experiment from approved laboratory manual within one week of completion of the experiment. The checking of experiment conducted in previous week must be completed in present week.
- f) Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge. However, faculty can suggest changes in these matters with the consent of the HOD.
- h) Faculty conducting practical's / projects shall be responsible for the respective labs during their practical hours.

In order to prevent theft, faculty members are advised to take the following precaution.

- a) Before starting the practical's/projects, students shall be asked to check the PCs/equipments etc. and report in case of any missing items/irregularity to the lab In-Charge.

## STAFF HANDBOOK

- b) As far as possible, allot the same PC to the same individual/same group of students (in case of projects).
- c) Students shall not be permitted to carry bags into the labs.
- d) In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

### **3.2.7 Faculty – Student Relationship**

- a) The Faculty Member should have a good control of students.
- b) Faculty Member should take attendance by calling the names of students at the beginning of the class. If anybody enters late, he/she may be permitted to attend the class but marked late. In case of habitual late-comers the teacher should try to counsel the student and if it does not bring any change, the student must be directed to meet the GFM/Class Incharge / HOD.
- c) The Faculty Member should deal with students maturely in case of misbehavior by the student.
- d) The Faculty Member should be strict but should not use harsh words, which would hurt the feeling of students.

### **3.3 Duties and Responsibilities of GFM**

#### **Objective:**

- 1. To ensure availability of support and guidance to the students for resolving their problems**
- 2. To ensure holistic development of the student**

#### **Duties and Responsibilities**

1. Maintaining updated roll list, student profile, class timetable, monthly attendance, student leave record, monthly defaulter list.
2. Classification of student as academically weak, average, strong students.
3. Follow up of absent/defaulters students to improve their attendance
4. Academic review and counseling of students for understanding their problems and progress.
5. Encouraging student for NPTEL online courses and MOOC.

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6. Facilitating student interaction with stake holders (Faculty members, HODs, Other departments, various institutional cells, library, office, industries, R &D organizations)
7. Guiding the students for effective utilization of institutional resources for achieving excellence in all domains. (Academic and Extra Curricular)
8. Interaction with parents to understand their expectations, student problems and seeking their help as a stake holder for benefit of their ward.
9. Motivating the students to participate in technical, co curricular and extracurricular activities for overall development and maintaining record.
10. Providing relevant information to students about competitions, scholarships, institutional facilities and provisions.
11. Orienting students for professional career through visits, informal training, discussion with professionals, short educational films, pre recorded videos of professionals.

### **3.4 Duties and Responsibilities of the Laboratory /Workshop In-Charge and Lab**

#### **Assistant**

**3.4.1 Laboratory and workshop Objective:** To analyze and evaluate theoretical concepts learned in the classroom through experiments.

#### **3.4.2 Laboratory /Workshop In-Charge and Lab Assistant at duty**

- a) To maintain the Dead Stock Register and Consumable Registers.
- b) To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- c) To plan for the procurement of equipment for the next term well in advance by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, by considering syllabus revision etc.
- d) Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Director for necessary action.
- e) To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
- f) To organize the laboratory for oral and practical examinations.
- g) To take corrective action for any breakage / loss etc.

- h) To ensure the safety and cleanliness of the lab and switch off all equipment after use.
- i) The Lab Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- j) All the Lab Assistants are required to report matters like maintenance/repairing requirement, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.
- k) Lab Assistants in coordination with Lab In-charge should display (i) List of Equipments/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.

### **3.4.3 Laboratory theft/damage prevention**

**In order to prevent theft/damage, the Lab In-charge shall take the following action:**

- a) Lab In-charge and Lab Assistants are to submit written report to the HOD 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 an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Replacement of lost/missing item by the students shall not be allowed.

### **3.5 Duties and Responsibilities of the office staff a)**

#### **Admin section**

- i) To maintain daily muster, late muster and movement register for all employee categories.
- ii) To maintain the Faculty Member leave records like casual leave, vacation, on duty & permissions.
- iii) To maintain service book of each employee.
- iv) To maintain personal file of each employee.
- v) To circulate the notices received from corporate office to all the employees
- iv) To provide data for various committees like DTE, SPPU, SSS, AICTE, NAAC, NBA.



**b) Student Section**

- i) To maintain record of all students- Admission, Fees paid, Scholarship, Exam forms, Results.
- ii) To take care of all admission approval procedure and communicating with DTE in person.
- iii) To take care of all examination related procedure and communicating with SPPU in person.
- iii) To get the scholarship forms filled by the students and follow up with the concerned government authorities.
- iii) To provide data for various committees like DTE, SPPU, SSS, AICTE, NAAC, NBA.

**c) Account section**

- i) To keep account of financial transactions such as admission fees, semester fees, hostel fees etc.
- ii) To keep account of all the financial transactions related to repair, maintenance, purchase etc.
- iii) To prepare salary statement for the employees of the college.
- iv) To prepare the annual account, get audited if required.
- v) To deal with banks and other financial institutions regarding loans etc.
- vi) To fill annual returns.
- vii) To provide data for various committees like DTE, SPPU, SSS, AICTE, NAAC, NBA.

**3.6 Duties and Responsibilities of the attendants**

- i) To open all the classrooms, labs, and staff rooms before starting time of classes.
- ii) To close and lock all the classrooms, labs, and staff rooms after working hours with due checking of lights, fans, equipments.
- iii) To clean classrooms, labs, and staff rooms on every alternate day.
- iv) To clean benches in classroom and laboratory, equipments in laboratory and staff tables.
- iv) To clean a particular classroom, lab, or staff room if required on urgent basis.
- v) To assist the lab assistant while performing practical if required.
- v) To shift the equipment in/out of the laboratory if required.
- vi) To circulate required documents to staff for signatures.
- vii) To get the documents photocopies as required by HOD office/staff.
- viii) To make arrangements of tables, chairs during the functions in the department.
- ix) To perform examination duties during internal and SPPU examinations.
- x) To attend HOD office and perform duties assigned by HOD and staff from time to time.

### **3.7 Duties and Responsibilities of the Security staff**

- To provide a check for Gate Entry/Exit of students, teaching & non-teaching members and any other contract workers inside the campus.
- To prevent unauthorized entry of persons into the campus.
- To monitor visitor entry/exit in the campus.
- To monitor material movement in and out of the premises.
- To monitor vehicle movement in and out of the premises.
- To maintain general discipline inside the campus.
- To ensure closure of all rooms, laboratories, lights after working hours.
- To assure safe working environment to all employees and students.

## CHAPTER 4

### GENERAL GUIDELINES/POLICIES

#### A) SC/ST, OBC Cell

##### **Objectives of the Cell:**

SC/ST/OBC Cell has been constituted in the Institute to resolve all the affairs and problems related to the SC/ST/OBC Officers, Employees, and Students of the Institute.

##### **Policy & functions**

- To circulate State Government and University Grants Commission's decision regarding course wise admission to the students belonging to Schedule caste and schedule Tribes.
- To provide the guidance about the improvisation of communication skills, and personality development of the students by identifying the industrial needs.
- To deal with representations received from SC/ST/OBC candidate regarding their admissions, recruitment, promotions and other matter in college.
- To monitor the working of remedial coaching scheme if approved in the institute.
- To implement, monitor and evaluate continuously the reservation policy in the Colleges and plan measures for effective implementation of the policy and programme of the Government and UGC.

#### B) UG/PG Admission

Institute strictly follows the guidelines provided by the AICTE & DTE for admission in UG and P as well.

#### C) Sports Committee

In terms of the BSCOER, NARHE Sports Policy, the Sports Committee, in conjunction with the authority and the Management of the BSCOER, NARHE will concertedly pursue the twin objectives of "Broad-basing" of Sports and "Achieving Excellence in Sports at the University, Zonal, Intercity, Inter-district, State and National levels". Sports activities, in which the college has potential strength and competitive advantage, need to be vigorously promoted. Towards this end, Sports would be integrated more effectively with the Education Curriculum.

Activities relating to Sports are essential components of human resource development, helping to promote good health, comradeship and a spirit of friendly competition, which, in turn, has positive impact on the overall development of personality of the youth. Excellence in sports enhances the sense of achievement, national pride and patriotism. Sports also provide beneficial recreation, improve productivity and foster social harmony and discipline.

### **Policies**

#### **Aims & Objectives of the Sports Committee:**

- To promote and broad-base sports in the college.
- To implement schemes/programmes for achieving excellence in sports in different disciplines at college level in order to establish college as a major sporting institute.
- To maintain and utilize the facilities, equipment provided on behalf of the college.
- To act as an interface between Board of Sports & Physical Education Savitribai Phule Pune University, the Pune district zone Sports Committee, Pune City Zone Sports Committee.
- To establish, run, manage and administer the sports facilities to produce high caliber sports players.
- To plan, construct, acquire, develop, manage, maintain and utilize sports infrastructure and facilities in the college.
- Other incidental issues concerning promotion, development and excellence in sports.

#### **Sports Promotional Schemes:**

Apart from the above, the following sports promotional schemes are to be implemented by the Sports Committee for spotting and nurturing talented students by providing them requisite facilities in terms of sports infrastructure, sports equipment, competition exposure and scientific coaching etc.

- Talent Scouting at micro level & Nurturing talent towards excellence
- Training & Exposure
- Support Training with Scientific & Sports Equipment and scientific personnel
- Monitor and enhance Performance with a scientific evaluation system
- Training and preparation of teams
- Sports Infrastructure Development & Maintenance

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- Be responsible for all round development of sports, including selection of athletes for their participation from college in sport events as well as their conduct and performance in such events; with prior approval of the college and comply with the conditions, if any, mentioned therein in rules and regulations of the event.
- Provide for a free, fair, expeditious and transparent in house mechanism for redressal of grievances for the students related to sports.
- Be responsible for the conduct of Annual Sports Event.
- Endeavor to secure availability of playing fields, sports equipment and other amenities to students
- Perform its duties and discharge its functions in accordance with this policy.
- Submission of annual report to college administration.
- Make efforts to promote and develop the sport throughout the college
- Support personnel and other entities associated with that sport.
- Select and nominate a team which shall represent college in various athletic competitions/events/tournaments for the sport

### **D) Gender Equality Policy**

The Institute is committed to promote gender equity and avoiding all forms of discrimination between individuals based on race, gender, age, class or religion in all of its activities within and outside the institute.

1. To promote the equal participation of girls, boys, women and men in all the activities of the institute as decision-makers in shaping the sustainable development of institute and society.
2. The promotion of gender equality as an integral part shall incorporate to all institutional policies.
3. Gender equality promotion programme shall be conducted for all staff irrespective of gender and category.
4. Any complaint of discrimination based on gender, age, race, ethnicity, class or religious affiliation would be reviewed and addressed by set procedure under women Grievance Cell and all legal associated cells as per UGC & Government of Maharashtra norms.

**E) Examination Cell Policies**

**a) General Guidelines**

1. Centralized Examination committee is formed at College level. The Examination Committee shall ensure proper organization of examinations of the university and college.
2. The Committee will after strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.
3. The Committee will meet at least three times in each academic term.
4. The Committee shall prepare the financial estimates for the budgets of the university Exam and shall submit the same to the corporate office for approval.

**b) Conduct of Internal Examination**

1. Under Internal Examination Unit tests of college and Insem Examination of University should be conducted.
2. Team of Sr. supervisor along with supporting staff members are appointed for smooth conduct of these Exams.

**c) Conduct of External Examination**

1. End semester Exam of University, Departmental Practical/ oral examination should be conducted as External Examination.
2. For conduction of End semester Examination University appointed External Sr. Supervisor and team college sr. supervisor with supporting staff members shall work under guidance of CEO.
3. Pract./Oral Examination pair of Internal/ External Examiner shall make the evaluation of students.
4. It is be obligatory on every teacher and on the non-teaching employee of the college to render necessary assistance and service in respect of examinations of the university. If any teacher or non-teaching employee fails to comply with the order of the university or college, in this respect, it is treated as misconduct and the employee shall be liable for disciplinary action.

**d) Appointment of Internal Examiner**

While appointing examiners for assessment of answer papers and pract/oral exam, examiner should have at least three years of experience and should have taught the subject at least once.

**e) Invigilators Guidelines/Instructions**

1. Supervisors shall be in attendance at the place of the examination at least thirty minutes before the setting of the first paper and fifteen minutes before the setting of each subsequent paper.
2. In distributing question papers, junior supervisors shall begin to hand over the papers from the last candidate in the respective blocks.
3. When a paper is divided into two sections, two answer-books, one for each section shall be supplied to the candidates and only one when it is not so divided.
4. Additional answer-books shall be given only when the book previously given for the whole paper or section is written in. Any required number of additional answer - books may be given according to the needs of the candidate.
5. Supervisors shall take particular care to collect all answer-books whether used or Unused, and shall see that no candidate is allowed to retain with him any blank answer-book after the warning bell is rung.
6. While the examination is going on, junior supervisors shall carefully look after the block of candidates of which they are assigned.
7. Supervisors shall use the utmost vigilance to prevent copying or communication by candidates with one another or with any other person.

**F) AMC: Academic Audit Committee Policy**

**Policy Statement:**

1. Academic audit is for to reviews the processes and procedures used by Departments to enhance the quality of their programs.
2. Academic audit is for to ensure the quality in teaching and learning they provide to students.
3. Academic dean will form the academic monitoring committee on the basis of selection criteria.



3.1 Selection criteria:

- Self-motivation, determination and confidence
- Academic & audit experience
- Communication skills
- Meticulous attention to detail.
- Ability to work to deadlines, under pressure.

**Objectives of Academic Audit**

The main objective of an academic audit is to ascertain the presence and adequacy of quality assurance procedures, their applicability and effectiveness in guaranteeing quality of inputs, processes and outputs.

Specific objectives are:

1. To ensure academic accountability.
2. To define quality of each component of the functionalities and to ensure quality of technical education throughout the system.
3. To safeguard functionalities of technical education.
4. To define effectiveness of teaching–learning process and to devise methodology to confirm maximum output from faculty members as well as students.
5. Identify the processes and procedures used by departments for quality assurance and enhancement in each of the focus areas
6. Appraise the adequacy and effectiveness of the quality assurance processes and procedures.
7. Make appropriate recommendations for continuous improvement of the processes and procedures used for quality assurance and enhancement.

**Structure & Functioning of the Academic Auditing**

The Academic Auditing committee at the Institution level should perform the academic audit and will function as a body assisting the Academic Dean.

### **Structure**

Academic Auditing Committee (AAC) is a group of faculty members having representation from each department. The members of the AAC shall be nominated by the Head of the Institution, one from each department. The term of AAC shall be for one academic year. AAC shall conduct internal academic audit and produce the required documents and records and submit to Academic Dean on demand. AAC is also responsible for uploading monthly report.

### **Audit procedures**

The Principal of the college and Academic Dean shall ensure that the records/documents listed in audit checklist are maintained and accessible for both HOD's and faculty members.

The Academic Dean shall ensure that data are uploaded / mailed, as the case may be, within the stipulated time. AAC members should conduct academic audit of the institution, in academic matters. Academic Dean shall verify the details of a department; but, a member from the concerned department shall not be a member in the internal audit group.

### **Policy for Teacher Evaluation**

#### **Policy Statement:**

1. BSCOER believes that a teacher evaluation process that promotes high and sustained levels of quality instruction is essential for student academic success, growth, and achievement. Accordingly, evaluation of teachers should be conducted regularly and should reflect a fair, meaningful, and accurate depiction of a teacher's development, growth, and performance in the teaching profession.
2. BSCOER is also committed to supporting teachers in their professional practices and believes that meaningful teacher evaluations allow the district to identify teachers' instructional areas that need strengthening and prescribe appropriate available support and professional development. Therefore, teachers may seek available district support to improve their professional practices. Additionally, teacher evaluation provides the district with a useful tool to inform personnel decisions.

3. Indicators of Teacher Practice demonstrating a teacher's subject matter knowledge, skill in planning and delivering instruction that engages each and every student, and ability to monitor and assess student learning and adjust instruction accordingly. Such indicators may include the following indicators or others chosen by a local or state affiliate: classroom observations, proof of practice (e.g., lesson plans, curriculum plans, student assessments, minutes from team planning meetings, curriculum maps, and teacher instructional notes), teacher interviews and self-assessments.
4. Indicators of Teacher contribution and Growth demonstrating a teacher's professional growth and contribution to a school's and/or district's success. Such indicators may include the following indicators or others chosen by a local or state affiliate: completion of meaningful professional development that is applied to practice; structured collaboration with colleagues focused on improving practice and student outcomes (e.g., by way of professional learning communities and grade or subject teams); evidence of reflective practice; teacher leadership in the school, district or educational community; and positive engagement with students, parents and colleagues.
5. Indicators of Contribution to Student Learning and Growth demonstrating a teacher's impact on student learning and growth. Such indicators must be authentic, reflect that there are multiple factors that impact a student's learning beyond a teacher's control, and may include the following indicators or others chosen by a local or state affiliate: student learning objectives developed jointly by the teacher and principal/evaluator; teacher-created assessments, district or school assessments, student work (papers, portfolios, projects, presentations); teacher defined objectives for individual student growth; and valid, reliable, high quality standardized tests that provide meaningful information regarding student learning and growth.
6. All teachers are responsible for providing a high quality education to students and supporting the efforts of colleagues and their school as a whole to do the same. To fulfill that responsibility, teachers have the right to a safe and supportive working environment including ongoing non-evaluative feedback on their practice that supports teachers efforts to innovate and the right to regular, confidential evaluations.

7. All teachers have the responsibility to continually enhance their practice and to stay current in subject matter and pedagogical approaches by reflecting and acting on feedback received, accessing professional development opportunities provided and collaborating with colleagues to enhance instruction. To fulfill that responsibility, teachers have the right to time for collaboration with colleagues and to professional development tailored to enhancing skills identified as needing improvement in both non-evaluative feedback and in evaluations.
8. If, through a high quality evaluation system, a teacher's practice fails to meet performance standards, a teacher should be provided with clear notice of the deficiencies and an improvement plan should be developed by the teacher, local association and employer. The improvement plan should provide the teacher with a reasonable opportunity – including time, professional development and support – to meet expectations. What constitutes a reasonable opportunity will depend on the nature of the deficiencies identified, but in no event should an improvement plan exceed one school year. During the period in which a teacher is implementing an improvement plan, an accomplished teacher should be assigned to assist the struggling teacher both to improve that teacher's practice and ensure a quality education for that teacher's students.
9. If a teacher fails to improve despite being given a reasonable opportunity to do so, or otherwise fails to meet expectations through misconduct or otherwise, the teacher may be counseled to leave the profession or be subject to fair, transparent and efficient dismissal process that provides due process. Such a process should include: notice to a teacher of the basis for the dismissal; early disclosure of all evidence on which the dismissal is based; an early mandatory meeting between the teacher, employer and the teacher's representative to discuss possible resolution; and, failing such resolution, a prompt hearing before an impartial decision maker on the charges.
10. Institute encourages Academic Performance Indicators (API). API is quantitative approach to measure the quality of teaching staff, i.e. their proficiency level. The API was introduced as an attempt to link teacher's selection and their promotions according to their academic performance and also as measures for maintenance of standards in the higher education.

### **Academic Monitoring Committee (AMC)**

**1.1 Role:** AMC is centralized (Institute level) committee responsible for drafting, regulating and implementing different academic policies. It is meant for smooth & uniform conduction of academics throughout the institute.

**1.2 Committee Hierarchy:** AMC is headed by Academic Coordinator along with Co-coordinator. The representative from each department acting as Departmental Academic Coordinator is the member of AMC. All coordinators are involved in policy making process. Class teachers & Teacher Guardians are pillars of AMC. All Teachers are responsible for implementing the same.

### **1.3 Academic Subcommittees**

There are various subcommittees involved to carry out smooth conduction of academics

**a. Time Table coordinator**

Role: Prepare class timetable, remedial coaching time table.

**b. Practical Exam coordinator**

Role: Smooth conduction all University Practical/Oral Exam and mock exams.

**c. Parent Teacher Meet coordinator**

Role: To inform parent about meeting. Organize parent-teacher meet on given schedule and maintain information.

**d. Feedback coordinator**

Role: Take online faculty feedback twice per semester on Moodle from students. As well as peer feedback from all faculties.

**e. Guest lecture coordinator**

Role: Keep the record of all the guest/visiting/Expert lectures conducted in department and arrange required lectures for students.

**f. Daily Attendance coordinator**

Role: Make sure daily attendance reports of all classes get submitted on time.

**g. Unit test coordinator**

Role: Conduct two unit tests per semester and maintain information.

**h. R&D coordinator**

Role: Motivate students for research. Create opportunities to get sponsored research projects from industry.

**Policy for Monitoring Academics**

**Responsibilities of Academic Coordinator:**

1. Maintain departmental Academic file.
2. Prepare departmental Academic Calendar.
3. Report 10 minutes before commencement of classes and wait in corridor to maintain discipline along with class teacher.
4. Make sure that daily attendance report of each class is filled properly before submitting.
5. Monitor work of class teacher & teacher guardian for smooth conduction of academics.
6. Conduct audit of course file, GFM file & Moodle records twice in a semester (at the beginning & at the end) and submit the report.
7. Conduct interdepartmental Audit per semester.
8. Observe lecture conduction of faculty member along with senior faculties.
9. Maintain discipline among staff & students.

**Responsibilities of Class Teacher:**

1. Maintain class teacher file.
2. Report 10 minutes before commencement of classes and wait in corridor to maintain discipline.
3. Adjustment of lectures and practical sessions in case of absenteeism of faculty members.
4. Preparation of monthly defaulter list with the help of assigned lab assistant.
5. Submission of daily attendance report.
6. Display monthly defaulter list at the end of each month & final detention list at the end of semester.
7. Monitor the attendance of each student and keep track of students who remain absent continuously and call their parent (involve Teacher Guardian of respective batch).
8. Check Student I-card daily and uniform on every Tuesday and Friday.
9. Take action on students who are using mobile phones in college campus.
10. Maintain overall discipline among students.

**Responsibilities of Guardian Faculty Member (GFM):**

1. Maintain GFM file in prescribed format.
2. Maintain batch wise student roll call list.
3. Keep contact details of students & parents.
4. Record of student Previous Semester Result.
5. Record of TG-Student meeting (Once in a month).
6. Provide information about students to the class teacher whenever required.
7. Student counseling whenever required.
8. Maintain record of monthly defaulter list.
9. Send letters to parent for parents meet.
10. Telephonic call record of defaulter students should be maintained.

**Policy for Theory Course**

**Lecture Preparation**

1. Keep lesson plan & lecture notes ready before start of term. Post the study material on Moodle.
2. Handwritten Lectures Notes one per Lecture hour should be prepared. It should be reviewed by peer/HOD.
3. While preparing lecture notes- make use of **ONLY** Standard text.
4. Use of the standard books on JEE, CAT, GATE, GRE etc. which do have such high quality questions & most of these are valid for all 4 years.
5. Prepare the subject wise list of standard books, circulate to all colleagues & students. It should be verified by HOD/Academic Committee every semester.
6. While preparing lesson plan highlight chapters from these standard books so that students will be forced to refer to these books.
7. Prepare and follow **Session Plan** for every Lecture.
8. Supplement your L/P/T with brain teasers, quizzes so that student's interest will be maintained in the classroom especially late afternoon sessions.
9. To form a resource pool which will include resource persons, lecture notes, assignments, practical's etc. across departments. It is applicable for both internal and external departmental resources.

10. To View/Listen/Use NPTEL; MIT OCW (MIT Open Course Ware); Khan Academy; Recent papers published, White papers from industry website for providing Extra Material/Notes to students.
11. Expert Lectures by Industry persons on upcoming technology of respective subject should be arranged every Saturdays. (Maximum two guest Lectures per subject).
12. Schedule for the guest lecturers should be highlighted in the Time Table. Three slots should be allocated in the Seminar hall (for combined batches) for conducting guest lecture.
13. Remedial Coaching for backlog subjects should be scheduled.

### **Conduction of Lectures**

1. Carry and follow the Lesson/Session Plan prepared.
2. Engage class for entire duration of 60 min.
3. Reach the classroom 5 min before the schedule. This sends a strong message to students regarding your commitment & makes them to come on time.
4. Allow latecomers to enter class, say only up to 10 min after scheduled time.
5. Keep the door closed while conducting L/T so that you can conduct class without interruptions.
6. Ensure writing on blackboard legible, large & neat.
7. Make restricted use of the PPTs (no more than 15 min in one Hour) this ensures student participation.

### **Conduction of Tutorials, Homework, Assignments**

1. All the Assignments/Tutorials (i.e. numeric problems, software programs) to be solved by respective subject teachers in advance.
2. Make exhaustive list of problems for every assignment.
3. Minimize/Avoid - Describe, Compare and Explain type of questions.
4. Tutorial/Assignments are to be designed such that there is no repetition.
5. Each Tutorial/Assignment must have at least 5 questions.
6. Give Batch wise assignments per Unit.



## **Student Performance Improvement**

### **1. Extra Lectures**

1. Identify weak students and arrange extra lectures after college hours.
2. Arrange extra lectures for difficult subjects.

### **2. Remedial Coaching**

1. Plan Remedial coaching for every subject and display time table on notice board
2. For every unit prepare question bank using University question papers with model answers.
3. Discuss Questions and answers with students in one lecture
4. Conduct unit test per unit based on that question bank. Let's assume, if you have a question bank of 20 questions per unit then prepare a test paper with 8 questions and allow students to solve any five.
5. In this manner, conduct 2 lectures per unit. Likewise 12 lectures for one subject.
6. Identify weak students on the basis of their overall performance and start remedial coaching during 1st month of each semester (before declaration of results).

## **Policy for Conduction of Lab Practical's**

### **Experimental Preparation/Setup**

1. Perform the experiment/ Program on your own to ensure setup is ready & functioning well.
2. Additions of set of practical assignments every semester with variations is mandatory.
3. All equipment's should be tested, readings taken and calibrated.
4. Ensure lab manuals are updated before the start of every term.
5. The Experimental write up should be neatly typed. It should be error free, no typo mistake, grammatically correct and reviewed by HOD/Academic Committee/Peer review
6. Enrich your journals with FAQs on each experiment so that students become ready to face orals exams. Make students write the answers of these FAQs.
7. Add some innovation in practical assignments. Take help of seniors to ensure this.
8. Follow the **standard template** for Lab Manual Preparation. Keep the uniformity across the department.

### **Lab Conduction**

1. Complete practical & other assignment by students in the stipulated time of 2 Hrs. so that students (and you as well) need not carry the burden till the end of term.
2. Ensure the students perform experiments & complete the write up in these 120 min.
3. Avoid poor quality of submission by strict on time assessment.
4. Keep Journals in the custody of Lab assistants and ask the students to sit in the Labs for completing the journal, if not completed.
5. Printed journal write ups for subjects having University examination are prohibited.
6. Allow students to take program printouts only on dot matrix printer.

### **Policy for Continuous Evaluation**

#### **Unit Test**

1. Conduct unit-wise class tests.
2. Prepare & make available a comprehensive question bank for each unit and/or experiment.
3. Refer previous years University question papers for making question bank.
4. Give the model answers for the questions.
5. The questions for the Unit Test should be from the question bank itself.
6. Keep records of performance of the students in class and in Unit Test.
7. Maintain a record of action taken on the results of the Unit Test for improvement (reappear/assignments).

#### **Assignments**

1. Upload Unit wise assignments on G-apps.
2. Timely check the assignments & keep record for evaluation.

#### **Mock Exam**

1. Conduct mock exam for lab practical.
2. Keep records of performance of the students.
3. Follow university pattern for the conduction of mock exam so student will easily face University examination.

4. Conduct oral in every lab session to ensure proper understanding by students.

### **Group Discussion/Presentation**

1. Arrange Quizzes, Group discussions, Questionnaire Sessions etc for individual student.
2. Schedule student presentations on beyond syllabus topics.

### **Training/Learning Needs Analysis (TNA)**

A training/learning needs analysis (TNA) is a review of learning and development needs for staff, volunteers and trustees within in your organization. It considers the skills, knowledge and behaviors' that your people need, and how to develop them effectively. Organizational TNA should ideally be undertaken at 3 levels:

- Organizational level
- Team/departmental level
- Individual level

These three levels are inter-linked, and using this structure will help ensure a balanced analysis that takes into account the big picture as well as the specific needs of individuals.

Methods that can be used to identify learning needs include:

- Analysis of existing strategies and plan to identify what skills are needed for delivery
- Questionnaires – paper based or online
- One-to-one interviews
- Focus groups - facilitated small group discussions with a representative sample of people

The outcome of your TNA should be a robust learning and development plan, based on research and linked to organizational, team and individual objectives.

### **Policy for Training/Learning Needs Analysis (TNA)**

#### **1. Ensure that the identification of training needs is integrated across the organization**

Training needs discovered in one department are likely to exist in others. It is pointless for individual managers to throw their own limited resources at each problem as it arises, duplicating efforts and dissipating energy. You may not be the person responsible for coordinating the system, but you have an important role to play in collecting the

best information you can on the training needs of the people who work for you and passing it up the line. At the very least, liaise with other managers to aggregate training needs information, so that a range of appropriate training and development activities can be planned.

### **2. Anticipate future needs**

Training needs often appear at the organizational or activity level. For example, the arrival of a new office or workshop equipment may well have training implications for everyone using it.

Alternatively, an organization that decides to enhance its level of customer service as part of a corporate strategy knows that a programme of training and development is essential for its success.

### **3. Develop monitoring techniques**

Some training needs can go unnoticed because they creep up on the organization gradually. Active monitoring systems are essential to spot these and can make a valuable contribution to the process of collecting information on performance gaps and training needs. Variance analysis is one approach to monitoring. This sounds technical but is a simple tool used by managers to monitor budgets. It translates neatly to the identification of training needs. When a budget is agreed, expected monthly expenditure is detailed. Any major variance from the forecast - upwards or downwards - triggers an investigation into why it happened and what the implications will be. In TNA, the budget numbers are replaced by performance standards and indicators which are as specific as possible. It could be, for instance, that even in a 'soft' issue like customer satisfaction, a standard can be set that says 95% of customers feel they received excellent service (the 5% allows for the small number who will always find fault and those who always rate an experience as less than 100%, on principle). Carrying out customer satisfaction surveys allows you to measure any deviation. Asking questions at appraisal interviews can act as a form of survey, as the same issues are being addressed throughout the organization. Identifying training needs is one purpose of appraisal. In addition to training needs that emerge as a result of an appraisal interview, a worthwhile approach to investigating one-off problems is to interview staff and customers. Regularly ask a random sample of people for their views on the same

set of questions relating to general performance - for instance customer satisfaction levels.

#### **4. Investigate unexpected problems with care**

Monitoring will indicate where gaps and problems exist. However, it is possible to make the wrong assumption when faced with a particular set of circumstances. For instance, unusually rapid staff turnover in a small section may lead to a conclusion that unsocial hours worked there are the issue. However, staff exit interviews may indicate that turnover is a result of cramped working conditions and poor ventilation – issues that training cannot resolve, even though the monitoring process has helped identify the problem.

On the other hand, it could be that:

- The behavior of the section head is the root cause
- Errors at the recruitment stage mean that unsuitable people are being taken on.

In either of these cases there is a training need - in the first case with the section head and in the second with those doing the recruiting. This could include you.

#### **5. Identify the level of need**

It could be that a training need is limited to a single individual or activity but it is more likely to be relevant for a number of people, a whole department or across the organization. For example, if the organization traditionally treats customers as a nuisance, it needs to change its overall approach. In this case, giving one two people training would address the training need at the wrong level; organization development is needed rather than individual training sessions.

#### **6. Consider what type of training will be most appropriate**

Consider whether the training needs can be met by using internal expertise or whether external assistance will be necessary. Will informal training be suitable or are formal training courses required? Take into account the number of people to be trained and the resources available.

#### **7. Take appropriate action**

If the training needs are within your own span of control, probably at individual or maybe at activity level, you can plan action to meet the needs. If the needs are broader, you will need to make recommendations and proposals to those responsible for

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planning and implementing training interventions in your organization. This may involve drawing up a report specifying the training needs you have identified, your recommendations for meeting them and the expected benefits of the training.

### **G) Grievance Redressal Committee**

The following policies are followed to solve the grievances by considering the welfare of the students.

1. **FORMAL REGISTRATION:** Any aggrieved student or parent or staff member with a genuine grievance will submit his/her grievance in writing along with necessary documents, if any, through any of the following modes:
  - a. Grievances may be sent on line through web portal of institute.
  - b. Submitting a signed hard copy of the grievance in person to the The Chairman, Grievance Redressal Committee, BSCOER NARHE, Pune –41.
  - c. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letter box/ suggestion box of the grievance cell at administrative block.
2. **ACKNOWLEDGEMENT:** A written reply is sent to the petitioner after obtaining the remarks from the respective authorities.
3. **FORWARDING:** The official remarks by the principal on the particular issue are meticulously analyzed by the officials from Grievance Redressal Committee and the same is communicated to the students/ parents/petitioner based on the genuinity. If the remarks are found to be unacceptable, further enquires are proposed as per the direction of Director of our Institute.
4. **FOLLOW UP & MONITORING:** Grievance Redressal Committee shall coordinate, monitor and ensure redressal within the stipulated time. Depending up on the seriousness of grievance the Grievance Redressal Committee will follow them up regularly till their final disposal by way of reminders
5. **SCRUITINY:** Grievance Redressal Committee will make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the respective individual, then it will intimate the same to the grievant via e-mail. Once the

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grievant indicates acceptance of the resolution at this level, then the matter is deemed closed.

6. **CALL FOR HEARING:** The committee make a detail and fair enquiry with the Principal, faculty members and staff (whose names are mentioned in the representation) of the college as well the petitioners regarding the issues and submit the recommendation to the Director, BSCOER, Pune, for approval.
7. **FINAL DECISION:** After the hearing or investigation the Grievance Redressal Committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application – pass an order indicating the reasons for such order, as may be deemed fit.
8. **COMMUNICATING THE DECISION:** Upon completion of proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties via email, which shall be binding on both the parties.
9. **CLOSURE OF COMPLAINT:** The complaint shall be considered as disposed off and closed when:
  - a. The grievant has indicated acceptance of the resolution;
  - b. The grievant has not responded within four weeks from the date of receipt of information on resolution.

The proceeding concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.

### **H) Alumni Association activities committee**

The following policies and guidelines have been developed in order to protect the Association's reputation. The guidelines and policies apply to all communications made via website, emails, and social media channels.

1. Communicate regarding issues that reasonably relate to BSCOER Pune Alumni Association (PPAA) and Institute.
2. PPAA welcomes and encourages alumnus with extra heights in any field like Technology, Management, Education, Arts & Culture, Social, Sports& Public Services. Nomination by Alumnus should reach to Chairman before deadline mentioned on website. This can be communicated via mail

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[BSCOER.alumni@gmail.com](mailto:BSCOER.alumni@gmail.com)

3. PPAA will publish annual newsletter to appreciate the achievement and efforts of alumnus.
4. PPAA will work together with Entrepreneurship Cell for promoting and encouraging our students to choose Entrepreneurship as a career path.
5. Alumni Association is launching Mentorship Programme for F.E students as per their requirement to establish rapport with them and have future carrier guidance.
6. PPAA in association with Training and placement cell and Industry interaction Cell try to solve industrial problems, get the projects to students and training facilities during vacation through such an interaction.
7. As an alumni member of BSCOER, it is ethical responsibility of all member to assist and cooperate Institute by any of way possible.
8. Whenever and whomever possible please Try to use expert knowledge, designation and position to aware current students for their enhancement as well as placements.
9. Provide activities, services, and programs to its alumni, including organizing on- and off-campus events such as reunions and homecoming activities, travel opportunities, networking, and printed and electronic communications
10. PPAA organize at least one meeting on Institute level and on department level to interact with current students and faculties.
11. PPAA will provide necessary guidance and support to alumnus if required.

### **I) Library policy**

#### **1. Book Purchase Policies:**

- Purchase the books as per AICTE rules as per needs of faculty & staff.
- Purchase the books before the beginning of Academic Year.
- Purchase the books according to updated syllabus.

#### **2. Books Weeding Policies:**

- Subject teachers and library committee will decide unused, out of syllabus books, after every academic year.

#### **3. Book Issue returns policies for topper and category student:**

- Five books for one semester-Eligible Topper student.



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- Three books for category student.(as per requirement)
  - Three books for seven days-all students
  - Six books per subject for teaching staff
  - Two books per month for non- teaching
4. Various activities to be arranged for inspiring utilization
- Library day on 12<sup>th</sup> August every year.
  - Library week from 12<sup>th</sup> to 18<sup>th</sup> August every year.
  - Reader Club activity.
  - Reader of the Week.
  - Best Reader award.
  - Book Exhibition
5. Library Timing is made flexible based on the exam schedule:
- Regular Timing-8.30.am to 8.00pm.
  - During Exam (on all working days) -8.30am to 12.00pm.
  - During Exam on 1<sup>st</sup>& 3<sup>rd</sup> Saturday, every Sunday- 8.30am to 5.00pm.
6. Policies for library advisory committee:
- The Constitution of Library advisory committee will include chairman, librarian, one faculty representative from each department and student representative.
7. Library orientation given by library committee members at the start of each academic year to all the classes of respective department.
8. Available facilities and latest arrivals display at prominent locations in all departments, library and college website.
9. Celebrate library day on 12<sup>th</sup> August & library week from 12<sup>th</sup> August to 18<sup>th</sup> August every year
10. Organize open book test for improving utilization of library.
11. Organize book exhibition on 12<sup>th</sup> Nov to 18<sup>th</sup> Nov to celebrate library week.
12. Design appropriate assignments by faculties which motivate the students to use library resources.
13. Faculties recommend best resources to students.
14. Best user of the week display on every Friday in central library.
15. Best user award given on library day.
16. Each department include library slot in their Time table.

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17. Usage report of faculties forwarded to concerned HODs on last week of month
18. All project guides must give literature survey assignments to students based on library resources.
19. Organize book exhibition of new arrivals at each department.

### **J) Counseling and Emergency Medical Care Committee**

1. Health insurance : The student is the primary plan holder and receives all the paperwork:
2. No one else has access without his or her permission.
3. Health center: The vision of health center is not just treating medical problems but also managing serious chronic conditions and promoting healthy habits for needy students.
4. Most colleges require their students to pay a health fee that helps to support some health center services.
5. Health checks up of each and every student at the start of the academic year.
6. Tie -up with hospitals for treating severe medical problems.

### **K) NSS Policies**

The unit at college/+2 level is the grass-root unit in NSS. The organization keeps contact with the community, administration, student youth and teaching faculty through this unit only. Therefore, the organization and management of NSS unit are of vital significance.

#### **1. NSS Unit**

An institution will be allotted NSS units according to the strength of students. The number of units will be allotted by the Programme Coordinator in consultation with NSS Regional Directorate and State NSS Officer considering the demands of the institution. It is expected that the institution will provide necessary facilities for the successful running of the NSS unit because it is a part of the institution i.e. college or school.

- 1.1 The strength of a unit will be 100 NSS volunteers normally. The strength of the NSS unit can be extended upto 120 volunteers in exceptional cases where second unit cannot be raised due to constraints. It is always preferable that a separate unit is started instead of enrolling more NSS volunteers.

- 1.1 In exceptional cases where the total strength of students enrolled is very small, a smaller NSS unit can be started with the strength of 75 NSS volunteers.

## **2. Enrolment of NSS Volunteers**

At college level the NSS volunteers will be enrolled from the first and second year degree-class students. Preference should be given to the students who have worked as NSS volunteers at +2 level also.

- 2.1 Students belonging to minority communities, scheduled castes and scheduled tribes should be encouraged to participate in NSS. They should be given due representation where more students desire to join NSS.
- 2.2 In co-educational colleges the girls should be motivated to join NSS.
- 2.3 The students from foreign countries studying in Indian universities should also be encouraged to join NSS so that they may share the experiences of national reconstruction and community work.
- 2.4 NCC cadets will not be allowed to join NSS. Similarly NSS volunteers will not participate in NCC or any other youth organization as long as they are in NSS. Same restriction will apply to the NSS Programme Officers also.

## **3. Programme Officers**

One Programme Officer will be incharge of one unit only.

- 3.1 Only those belonging to the teaching faculty will be considered for appointment as Programme Officer.
- 3.2 Programme Officer will be responsible for the organization of NSS unit, implementation of NSS programme under the supervision and direction of Principal of the college or head of the institution.
- 3.3 The Programme Officer will be responsible to carry out the instructions issued by the Programme Coordinator of the University, NSS Regional Directorate and State NSS Officer for the implementation of NSS activities as per the NSS Manual, programme guidelines and administrative and policy directives.
- 3.4 There shall not be any clash between the instructions issued by the NSS Regional Directorate or State NSS Officer or Programme Coordinator as these instructions are to be based on NSS Manual/Programme guidelines or administrative or policy directives issued by the Government of India.

**Programme officer – appointment, duties and functions**

The Programme Officer is expected to motivate student youth to understand the values and philosophy of NSS. The overall functions of Programme Officer is to help the students to plan, implement, and evaluate the activities of NSS under his/her charge and give proper guidance and directions to the student volunteers.

1. To discharge his/her obligations under NSS Programme the Programme Officer plays the role of an organiser, an educator, a coordinator, a supervisor, an administrator, and public relation officer to improve the quality and magnitude of NSS programme in his/her institution. His/her functions can be stated as under :

**(a) As an Organizer**

- (i) To interpret the scheme to the students and other members of the college community and create awareness about the scheme;
- (ii) To Motivate, recruit and select student for NSS work;
- (iii) To enlist cooperation and coordination of community agencies, government departments and non-governmental agencies; and
- (iv) To select service projects on the basis of utility and feasibility.

**(b) As an Educator**

- (i) To prepare orientation programme for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme;
- (ii) To promote community education through meetings, talks, news bulletins discussions etc.; and
- (iii) To help in formulating NSS programmes which will have direct relationship with the academic curricula.

**(c) As a Coordinator**

- (i) To coordinate NSS activities in accordance with the students ability and community demands.
- (ii) To coordinate internal resources available in the form of teaching expertise of teachers for enhancing the knowledge and skills of the students in implementation of the scheme; and
- (iii) To coordinate various external resources available in the forms of government services; welfare agencies and voluntary bodies for the success of the NSS programme.

**(d) As a Supervisor**

- (i) To assist students to learn how to do their jobs. His/her supervisory and consultative skills should enable students to set realistic goals and see problems as challenge and take appropriate steps to solve them.
- (ii) To assist in evaluation and follow-up work.

**(e) As an Administrator**

- (i) To keep the Principal, College Advisory Committee and the Programme Coordinator of the University informed of the activities of the unit;
- (ii) To run day-to-day administration of the programme
- (iii) To attend correspondence regularly;
- (iv) To maintain record of students participation and activities undertaken;
- (v) To prepare progress report periodically for submission to college/school and university;
- (vi) To keep accounts and stock in the prescribed forms; and
- (vii) To prepare annual calendar of activities to be undertaken.

**(f) As a Public Relation Person**

- (i) To inform the community about the scheme through press reports, radio and television programmes, pamphlets, seminars and speaker's forums.

- (ii) To initiate IEC campaigns for image building of NSS in order to inspire and motivate the students and community.

## **2. Selection of the Programme Office**

The selection of the Programme Officer will be made by the Principal of the institution in consultation with the Programme Coordinator of the respective university/+2 level.

### **2.1 Qualification**

- (i) Programme Officer will be selected from the members of teaching faculty only.
- (ii) NCC Officers and Physical Education Directors should not be appointed as NSS Programme Officer.
- (iii) In women college/girls schools a lady teacher should be appointed as Programme Officer. However, male members may help the lady Programme Officer.
- (iv) A teacher who has high level of, motivation, inclination and aptitude for community work and above all very good report with students should be preferred as Programme Officer.

### **2.2. Tenure**

The maximum period for which a teacher is appointed as Programme Officer will be 3 years in the first instance. However, this period is extendible upto 4<sup>th</sup> year, on the basis of the review of his/her performance by the Principal and Programme Coordinator.

## **3. Training/Orientation**

The Programme Officer will be sent for orientation course within 3 months of his/her selection. The Programme Officer must undergo the orientation training within one year of the date of his/her selection in case the orientation is not conducted in the stipulated period of 3 months.

- 3.1 The Principal of the institution will intimate to the Programme Coordinator, NSS Regional Directorate and ETIs concerned regarding the selection of the

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Programme Officer and necessary arrangement of the orientation of the selected Programme Officer. The Principal will also ensure that the Programme Officer is relieved for participation in orientation training organised by ETIs. Similarly, the Programme Officer is expected to attend refresher course after every two years and it is the obligation of the head of the institution to relieve the Programme Officer for this purpose.

- 3.2 If the selected Programme Officer does not undergo the orientation training for any reason within one year from the date of his/her selection, he/she will cease to function as Programme Officers and another person will be selected and given training in time. No Programme Officer without orientation will continue to work as Programme Officer if he/she is not trained within the stipulated period.

### **4. Approach**

The main objective of NSS programme is to prepare the NSS volunteers for the democratic, self-disciplined and self-reliant way of life. It is, therefore, of vital importance that the NSS units are organised and run on democratic lines. The student leaders, NSS leaders, NSS volunteers and other members of the staff, and eminent personalities from the community are also to be associated with it. They should be encouraged to participate in planning, execution and evaluation of NSS programme.

#### **L) Anti-Ragging Policy**

Ragging is totally prohibited in TSSM's Bhivarabai Sawant College of Engineering and Research Narhe, Pune inside or outside the campus and anyone found guilty of ragging and abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force.

#### **Definition of Ragging**

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

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- Exploiting the students for completing academic task and financial extortion.
- Any act of physical abuse including all its variants – sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health of a person.
- Any act that prevents disrupts or disturbs the regular academic activity of other students.
  - Ragging is a cognizable offence TSSM's Bhivarabai Sawant College of Engineering and Research Narhe Pune will not hesitate to take stern action against offenders.
- Measures Taken by TSSM's BSCOER, NARHE, Pune are:
  - Educating /updating the students in the beginning of each academic session about the zero tolerance for ragging.
  - Strictly enforcing the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
  - Anti-ragging hoardings, banners are displayed at prominent places Surprise checks of premises carried out regularly.
  - Each student as well as his/her parents/guardian are mandatorily required to submit separate undertakings (online) in the form of an affidavit to the effect that they are aware of the prohibition of ragging and the punishment prescribed both under penal laws as well as under these regulations.
  - Institute constitutes Anti-Ragging Committees and Anti-Ragging Squads for overseeing the strict implementation of all directives.

### **Anti-Ragging Squad:**

- The anti ragging squad will consist of following members who are expected to keep a close watch around the entire campus particularly sensitive places from ragging point of view. All the members of squad will keep moving around the campus in order to avoid any ragging activity. They all are expected to make a general round of the campus with alert eyes to discourage raggers and to avoid any such happening.
- In case any student encounter ragging by any of the senior students, he/she is immediately required to contact the members of the anti-ragging committee, who will take an immediate corrective action and necessary proceedings will be initiated against the culprits engaged in ragging activities.



**Punishment for Ragging**

- Lodging FIR against offender.
- Rigorous Imprisonment (under court of law).
- Cancellation of Admission.
- Suspension from attending classes.
- Withholding /withdrawing of scholarship/ fellowship and other benefits.
- Debarring from appearing for any test/examination / placement activities organized by the TSSM's Bhivarabai Sawant College of Engineering and Research Narhe, Pune.

**M) Infrastructural & Maintenance Policy**

**Infrastructural Policy**

Infrastructure must be as per the norms and guidelines given by AICTE for Technical Institutions. A copy of "Norms and Requirements" is attached herewith.

**Maintenance Policy**

- Maintenance of all the equipment must be carried out as per the guidelines given by ARQAC.
- Every equipment must undergo preventive maintenance as per requirement and the records of the same must be maintained.
- All the equipment must be tested for performance on daily/weekly/monthly as per requirement for accurate working of the equipment. Plans for performance testing must be maintained.
- A history card must be maintained for each equipment so as to know the frequency of faults in the equipment.
- In case of failure of any equipment, a report of the failure must be submitted to the HoD stating cause and problem of the fault with signatures of witnesses. The same copy must be submitted to Maintenance in-charge of the respective department.
- Maintenance requirement must be sent to Principal with the quotations for maintenance through the department. (This may include maintenance from external technician or parts required for maintenance)

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- The maintenance requirement must be approved from the corporate office on emergent basis.
- Monthly status of maintenance must be kept and uploaded on Moodle in first week of every month.
- After maintenance of the faulty equipment its history card must be filled.

### **N) Student Welfare Committee**

The Students' Welfare committee looks after the rights of the students and supervises the welfare activities in the Campus which play a significant role in their career building. It also provides a platform to the students to voice their opinions and suggestions to take the institution to a great height.

#### **Policies**

The Students' Welfare committee will

- Strive for excellence in education for the realization of a vibrant and inclusive society through knowledge creation and dissemination.
- Blend theoretical knowledge with practical skills
- improve the communication skills, GK, IQ, EQ of the students
- pursue academic excellence through quality teaching, research and publications
- provide access to all sections of the society to pursue higher education
- Inculcate right values among students
- Promote leadership qualities among students
- Produce socially sensitive citizens
- Hasten the process of creating a knowledge society
- Enrich the welfare of students for their overall development and to ensure welfare Schemes carried out as per plan.

#### **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 college, including health, hygiene and safety.

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- To make students aware of various scholarships, financial support schemes of State Govt. University of Pune 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, misbehaviour, ragging. Handle matters of such incidences if any and suggest suitable disciplinary measures/ actions.
- To handle student grievances 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 college and hostel discipline rules and regulations including college uniform.

### **O) Anti Plagiarism policy**

TSSM's BSCOER is committed to have healthy academic atmosphere in the institute which will increase the reputation of the institute as well as staff. Research in BSCOER shall be carried out by keeping the values of ethics and honesty at the top priority in mind.

#### **Plagiarism**

It involves intentional or non intentional presentation of another person's work as one's own work without acknowledgement. It also involves copying phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from internet).

1. It is the prime responsibility of the student, guide and head of the department to keep the work free of Plagiarism.
2. The detection of the Plagiarism shall be made by an expert committee which is aware of definition of Plagiarism.
3. The institute shall provide the necessary and sufficient software to ensure originality of the research work before submitting it for the award of a degree.

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4. All PG students are required to submit a signed certificate on plagiarism check of her/his work, in the prescribed format with the recommendation of the R &D committee , at the time of the submission of thesis.
5. Initially it is decided to implement Plagiarism check to all PG thesis submitted for the award of the degree, all the papers to be published by UG/PG students and faculty members with affiliation of BSCOER.
6. If plagiarism is detected in thesis or paper by R&D committee, two experts from other department will perform manual and software check and submit the report. The R & D committee shall take necessary action based on the report.
7. The disciplinary action will depend on the severity of Plagiarism and it may include written warning, postponement of thesis submission or resubmission of paper for publication after removal of Plagiarism.
8. Own published work with proper citation is excluded from Plagiarism.
9. The maximum acceptance level for Plagiarism is decided as 25 % except for results and conclusion. It should not exceed 10 % for results and conclusions.
10. TSSM's BSCOER will take necessary steps to create awareness about dangers of Plagiarism among students and academic community.

### **Mechanism to Detect Plagiarism**

1. TSSM's BSCOER shall provide plagiarism checker software(s) to detect the similar textual content already published in various information sources.
2. This facility shall be made available at the central library of the institute and the institute library staff will provide plagiarism check service to all students and faculty members. The library staff will be assisted by one staff from each department depending on the requirement.
3. The CD (or similar device) containing the soft copy of the thesis/paper has to be in PDF or Word file (or as directed from time to time).
4. Thesis covering all the chapters, from introduction to bibliography/references shall be in a single file, excluding preliminary pages like declaration, acknowledgement etc., and succeeding pages like glossary, index, etc.
5. Duration of three days is allowed for scanning the text of the thesis or paper and the issue of the report showing the percentage of similar content.

6. The report received from the library will be certified in prescribed format by R&D committee.
6. If the percentage of similar content is beyond the permitted limit or any plagiarized content is detected, the students or faculty members have to take appropriate measures under the supervision of their guides so as to ensure originality of research output.

**P) Anti- Sexual Harassment/Woman Grievance Committee**

**I. Commitment:**

Our institute is committed to providing environment that ensures every staff/faculties and student is treated with dignity and respect and afforded equitable treatment. The Institute is also committed to promoting an environment that is conducive to the professional and personal growth of its members and encourages equality of opportunity. The Institute will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its staff/faculties/students are not subjected to any form of harassment.

**II. Scope:**

This policy is applicable to women in teaching and non teaching staff as well girl students. The policy is also applicable to all office staff woman and all women serving in the institute. The Institute will not tolerate sexual harassment, if engaged in by any associates within or outside the institute. The workplace includes:

1. All office teaching and non teaching ladies staff within campus.
2. All institute related activities performed at any other site away from the Institutes premises.
3. Any occasion where the conduct or comments may have an adverse impact on the workplace or workplace relations.

**III. Definition of sexual harassment:**

**What is Sexual Harassment?**

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature. An act of sexual harassment includes any one or more of the unwelcome acts or behaviour, whether directly or by implication:

- i. Physical contact and advances; or
- ii. A demand or request for sexual favours; or

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- iii. Making sexual colored remarks; or
- iv. Showing pornography; or
- v. Any unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following circumstances, among other circumstances, if it occur or are present in relation to or connected with any act or behaviour of sexual harassment, may also amount to sexual harassment;

- i. Implied or explicit promise of preferential treatment in her employment; or
- ii. Implied or explicit threat of detrimental treatment in her employment; or
- iii. Implied or explicit threat about her present or future employment status; or
- iv. Interference with her work or creating and intimidating or offensive or hostile work environment for her; or
- v. Humiliating treatment likely to affect her health or safety.

### **IV. Responsibilities regarding sexual harassment:**

All staff/faculties of the Institute have a personal responsibility to ensure that their behavior is not contrary to this policy. All staff/faculties are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

### **V. Complaint mechanism:**

An appropriate complaint mechanism in the form of “Anti Sexual Harassment Committee” has been created in the Institute for time-bound redressal of the complaint made by the victim.

### **VI. Anti sexual harassment committee:**

The Institute has formed an Anti Sexual Harassment Committee for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints.

The Anti Sexual Harassment Committee / Internal Complaint Committee (ICC) is responsible for:

- Investigating every formal written complaint of sexual harassment
- Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment
- Discouraging and preventing employment- related sexual harassment

**Conclusion:**

In conclusion, the Institute reiterates its commitment to providing its staff/faculties/ students, a place free from harassment/ discrimination and where every staff/faculties are treated with dignity and respect.

**Q) ED Cell**

Vision: - Creating, fostering and promoting the spirit of entrepreneurship among students.

Mission: To extend required support to aspiring entrepreneurs.

**Objectives:**

- i) Provide required training for entrepreneurship development.
- ii) Provide required information for establishing venture.
- iii) Assist in identifying mentors and establishing network.

**Activities:**

- a. Organize training sessions frequently.
- b. Organize seminars and workshop.
- c. Organize business model competitions.
- d. Organize stake holders meet.
- e. Organize visits to KVIC (Khadi and Village Industries Commission), DIC (District Industries Center), STPI (Software Technology Parks in India), MCCIA (Maratha Chambers of Commerce Industries and Agriculture), Venture centers, TBI (Technology Business Incubators), etc.
- f. Develop facilities like library for E-D cell.
- g. Provide access to all institutional resources.
- h. Establish office /work space for E-D cell.
- i. Prepare semester wise activity plan.
- j. Ensure data up dating on institute website.
- k. Maintain MOM.

**Q) R & D Cell Policy**

Improving high-quality scientific research is a necessary requirement for creating successful applications. The objective of Research & development (R&D) initiatives undertaken by BSCOER is

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to build research careers, internationalization of human potential, support to strengthen the knowledge foundation and promote the creation of new applications, as well as societal impact of education, research and innovation. All education, research and innovation of this Institute should aim to be of a high standard. The goal of creating technological and social innovations has emerged alongside R&D-based activities. A research development cell has been established that will prepare and implement the documents for development of research and development activities within the Institute.

### **Objectives:**

- Emphasize R & D for the societal goods
- Promote & encourage students & faculty member
- Facilitate collaboration with diverse universities and industry partners.
- Support Entrepreneurship Efforts.

### **Outcomes:**

- Publications (Conf, Journal, Book)
- Internships / Sponsored Projects
- Patents , Encourage Start-ups
- Host reputed workshops & Conferences.

### **Policy for use of Journal in Seminar & Project Selection**

1. Use UGC approved journal for seminar & Project Selection, the url is given below  
URL: <http://www.ugc.ac.in/journallistjournal list.aspx>
2. Publish journal paper in Journal listed in UGC approved journal list.

### **Policy for financial assistance provided to faculty for Research Work**

1. Institute will provide 50% of registration fee to the faculty for attending reputed international/ national level conference/ Symposium/ Workshop.
2. Institute will provide OD for reputed National Level seminar/Workshop/ Symposium.  
Maximum two days are claimed. OD will be granted on pre sanctioned basis.



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3. If any faculty individually working on any funded research project then the entire fund will be given to that faculty. 100 % amount will be given to PI, Co -PI and members.
4. If any faculty who is undergone working on any research project with using any Institute facility/ Lab/ Infrastructure of college then in this case funding amount will be share as follows: 80 % to PI & Co- PI, 20% to Institute for development of research infrastructure.
5. In the case of Patent, full financial and technical support will be provided to the proposal leading to National Patents.

Note: Financial assistance for said purpose will be considered in case to case basis according to experience of faculty and his/ her contribution in institute research work.

## CHAPTER 4

### SERVICE RULES AND REGULATIONS

#### 4.1 Recruitment

- 1) Recruitment is normally done twice in a year during May and November.
- 2) Number of vacancies for both teaching and non teaching based on student strength / resignations or separations of staff members is notified by Principal/ HOD/ Designated Authority to the management for approval / information.
- 3) Screening of received applications is done by the HOD/ corporate office.
- 4) A written test/ interview is conducted for faculty post and short listed candidates shall be called from the office through call letters /over telephones for personal interview and selection shall be made on merit. Direct interview is conducted for senior posts.
- 5) Sometimes, Demos/Walk- in interviews are conducted for immediate postings.
- 6) The minimum qualification required is as per AICTE norms.
- 7) All the teaching staff shall be paid according to AICTE scale of pay.
- 8) In addition to the Basic Salary, a monthly dearness allowance and other allowance shall be paid as per management policy.
- 9) Management can also decide other allowances for Professor, Principal and Special Posts.
- 10) Selection committee will consist of Chairman, Administrator, Principal/Designated Authority, and respective Heads of the department.
- 11) On completion of the interview, the selection committee will record its final recommendations with signature of every member present. It may recommend suitable advance increments for exceptionally outstanding candidates who are to be appointed as Assistant Professor, Associate Professor and Professor. Recommendations of the selection committees will be placed before the of TSSM group, along with details of sanctioned posts, for final approval and issue of appointment orders.

**a) Approval of qualification by SPPU**

1. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).
2. Every appointee shall be subject to the conditions that his/her desired qualification is approved by the SPPU for UG/PG faculty.
3. At the time of joining all appointee should submit original certificate, equivalence certificate.
4. If any malpractice in qualification is noticed by any authorities in later stage, the employee is terminated with immediate effect and a penalty imposed as decided by the management.

**c) Service Conditions for the Staff:**

1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
2. There shall be only three designations in the respect of teachers in BSCOER namely Assistant Professor, Associate Professor and Professor.
3. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.
4. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be involved in any trade, business, private tuition or similar work of remunerative or an honorary nature without the specific written permission of the competent authority.
5. Any staff member, on appointment, except on contract, shall be on probation for a period of two years.
6. A member of the staff shall have his / her service separated by giving one month notice or one month basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent employee, three months notice or three months basic salary in lieu thereof, will be necessary, which may be reduced to one month notice or one

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month basic salary in lieu thereof during closure of academic year. The resignation shall come into force from the date on which the appointing authority accepts the resignation or the date of relieving whichever is earlier. Normally employee will not be relieved in the middle of a semester; however, the management reserves the right to waive the notice period or the compensation thereof.

7. A security deposit equivalent to one month salary is deducted from staff's pay during the service in convenient installments.

8. Service record of the staff in the form of service book shall be maintained by office in respect of each employee of the college. All changes of an employee in his/her official position, pay scales, or any other shall be recorded in this service book.

### 4.2 Leave

#### General

1. Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.

2. **Leave Application:** The leave application shall be submitted well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements by the faculty members of his/her department to engage the respective classes.

3. The lab staff shall make alternate arrangements for practicals in their laboratory and inform to concerned tutors and HOD. casual leave, duty leave application should be submitted in office. All types leaves of 10 or more days duration will be forwarded corporate office for sanctioning through proper channel.

4. Employee should not proceed on leave unless it has been sanctioned: Mere submission of leave application does not permit an employee to avail the leave applied for. Proceeding on leave without getting it sanctioned makes the employees liable to disciplinary action besides penal deduction.

5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

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6. No leave will be sanctioned on telephone except in case of extraordinary circumstances. This shall however, be regularized immediately on joining the duty in writing. An alternative arrangement for class work has to be informed to the HOD.

7. Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

### **Kinds of Leave:**

The staff members are entitled to enjoy the following leave benefits:

- a) Casual Leave CL
- b) Leave without Pay LWP
- e) Extra Ordinary Leave EOL
- f) Duty Leave DL
- g) Compensation Duty leave CDL
- h) Study Leave ST
- i) Vacation Leave VL
- j) Maternity Leave MTL
- k) Medical Leave ML

### **a) Casual Leave (CL)**

1. Every employee held on the roster of the college is entitled to One (1) day casual leave for each twenty four (24) days block of duty performed by him/her subject to a maximum of Fifteen (15) days of casual leave in one calendar year.

2. A minimum of half (1/2) day CL can be availed of at one time. Half day CL will not be granted on half working days.

3. CL can be pre-fixed/suffixed with all types of holidays/leaves.

4. Total no. of days of C.L. to be availed at a spell should not exceed 6 days for regular employees.

5. CL up to total accumulated period may be granted under special circumstances.

6. For contract /probationary staffs CL can be available proportionate to accumulated CL up to the date of application.

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7. CL will not be carried forward to next calendar year and will lapse at the end of the calendar year.

### **b) Leave without pay (LWP)**

1. No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if an employee has to avail leave in excess of entitled leaves, he may be granted, “Leave without Pay” at the discretion of the HOD/Principal/Director subject to exigencies of service.

2. Such leave shall not exceed 30 (Thirty) days in a calendar year subject to a maximum of 15 (Fifteen) days at a time and shall also be got sanctioned in advance as any other leave.

3. Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under the category “Leave without pay”.

4. If any staff member is absent from duty without prior or later permission continuously for more than 15 days in an year, such period of absence will be considered as LOP[LOSS OF PAY]. Such absence will be considered as a Break-in-Service unless acceptable supporting documents in evidence of justifying such absence is provided. The decision of the HOD/Principal/Director shall be final in such cases.

5. Absence without making alternative arrangement for class or other important duty with or without permission will also be treated as LOP. Such absence will also be considered as a Break-in-Service.

### **c) Extra ordinary leave**

As the name suggests, this leave is granted under extra-ordinary circumstances only. This may include the following:

- a) Prolonged sickness of self or a family member of an employee.
- b) Higher education
- c) Forced exile/renunciation

Although there cannot be fixed guide line for the duration of such a leave, yet it shall not exceed 6 months at a time.

**d) Duty leave (DL)**

1. An activity of an employee which can bring recognition to the Institute may be considered for grant of this leave.
2. Duty leave may be granted for one or more of the following purposes:
  - a. To deliver academic lecture
  - b. To work on behalf of the College or to attend technical workshops/ symposium of National/International level.
  - c. To read/present a research paper in a Conference/ Symposium of National/International level.
  - d. To attend selection committee or other such committee meetings provided they are convened by a statutory body/university recognized by the Government.
  - e. To inspect academic institutions attached to a statutory body or a University recognized by the Government.
  - f. To conduct oral/practical/seminar/project examination of SPPU.

The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions:

1. There exists a written request from the competent authority.
2. The paper has been accepted for presentation and a communication to this effect received in writing/mail.

**d) Out-station duty (OD):**

1. OD will be granted when staff members are required to go out on official duties as approved by the HOD/Principal/Director.
2. Number of days on OD is limited to 14 days for a year at the rate of 7days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff unless approved by the HOD/Principal/Director. This limit is applicable for conduct of all types of SPPU examinations. However, this limit is not applicable to centralized assessment programme.
3. Head of the Department has the authority to distribute the outstation duty among the faculty members so as not to exceed the allowable limit per semester.

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4. Staff members are allowed to go on “On Duty” for academic works of the colleges such as Board of Studies, Academic Council, Staff selection Committee, Accreditation committee, Resource person for other colleges and other committee/ council formed related to the works of AICTE/ other prescribed bodies etc., after obtaining prior written permission from the HOD/Principal/Director. Staff members availing O.D. are entitled to draw the salary in full for the entire period of O.D. The teacher availing O.D. is permitted to enjoy the remuneration given by the SPPU or any other academic bodies.
5. The HOD/Principal/Director shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

### **e) Compensation duty leave**

It is the policy of BSCOER that staff is expected to work on holidays in case of events of institutional importance without any special compensation. However under special circumstance compensation duty leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities i.e. HOD/Principal/Director. Such approval of CDL rests solely at the discretion of the authority. Approved CDL

- a) Can also be combined with CL
- b) Must be availed within three months in the same academic year from the day of the duty carried out.
- c) Can be availed as full day only

### **f) Study leave**

- I. BSCOER appreciates and encourages faculty development for acquiring higher qualifications such as PhD. Study leave of up to 4 years will be granted to faculty who wish to pursue full time Ph.D.
- II. Faculty should have completed a minimum of 3 years of service at BSCOER to avail the above facility.
- III. Faculty those who wish to avail study leave for fulltime Ph.D. shall give an undertaking to the effect that after the completion of the PhD, they shall rejoin BSCOER and shall serve for



## STAFF HANDBOOK

minimum period of one year or shall pay liquidated damages accordingly. Faculty while rejoining BSCOER after the successful completion of Ph.D. will be eligible for 3 increments.

To pursue Ph.D. under part-time/part-time external schemes, faculty will be permitted under the following conditions.

1. Faculty shall give an undertaking to the effect that they will be continuing with BSCOER after completion of their Ph.D. for a minimum period one year.
2. Faculty should have completed a minimum period of 3 years of service at BSCOER before applying for PhD under part-time.
3. The number of faculty availing the above facility shall not exceed 25% of the total faculty strength of any department at given point of time.
4. Permission to avail this facility will be given by the management based on the recommendation of the HOD/Principal/Director and considering the overall performance and seniority of the faculty.
5. Faculty will be permitted to make use of the library and lab facilities for the purpose without affecting the normal functioning of the college.
6. It is imperative that the faculty doing PhD under part-time scheme to pursue their research work without affecting their duties and responsibilities at BSCOER.
7. An employee will not be entitled to draw the salary during study leave.

### **g) Maternity leave**

1. Maternity leave of 90 days may be granted to a permanent female employee with full pay up to a maximum of two children.
2. The leave pay is granted only if she works for a period of not less than 6 months after rejoining. The leave salary shall be paid as
  - a) 50% of maternity leave pay shall be paid during the period of leave on monthly basis.
  - b) Remaining 50% shall be paid in 10 equal monthly installments after rejoining the duty.
3. All the holidays occurring during the leave shall be counted for the purpose of computation of 90 days.

**h) Vacation leave**

1. The total number of VL days for members of permanent staff (vacation staff) is limited to 30 (thirty) days, for a continuous service of 24 months in the institution. These 30 days includes the declared vacation during festivals.
2. If any staff member is prevented from availing VL in the interest of the college by the orders of the HOD/Principal/Director, compensation duty leave shall be considered. Such consideration rests solely at the discretion of the HOD/Principal/Director. Such compensation can be availed within the same academic year.
4. A staff member becomes eligible for full VL only after rendering a continuous service of two full academic years as on 31st May. ie. From 1st June of a calendar year to 31st May of the following academic year.
6. However, in special / deserving cases, VL can be sanctioned for permanent staffs proportional to number of completed months of continuous service, solely at the discretion of the HOD/Principal/Director. In such cases, staff members are required to serve the institution for a further period of six months or one semester.
7. Any unused part of VL cannot be carried over to the next academic year.
8. While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.
9. The vacation period amongst the faculty members shall generally be staggered to ensure that the institute functioning are not hampered.

**j) Medical leave**

1. The entitlement of Medical leave is @15 days for every calendar year. Medical leave can be availed only on Medical ground. The application for medical leave is to be submitted within seven days of commencement of leave.
2. The authority has the right to refer the application to a Doctor/Hospital of the choice in case of doubt on the genuineness of the application.
3. Medical leave application shall always be accompanied by a medical certificate.
4. Sundays & Holidays can be prefixed/suffixed to medical leave, however intervening holidays are counted as medical leave.

7. Medical leave will be granted by the Director as per the recommendation of the HOD and Principal.

### **5.3 Promotion policies**

1. All promotions shall be considered on the basis of merit- cum –seniority basis or as decided by the management from time to time
2. The Chairman shall appoint a committee for promotion, in which he shall be the Chairman, with administrator, principal and experts in the respective area.
3. The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
4. The staff shall be considered for promotion to the next higher level position, subject however, he/she had completed the three years of service after probation in the present position and should have obtained AICTE prescribed qualification.
5. Special preference to the faculty who is undergoing PhD and completing the course work and comprehensive viva voce for PhD and on publication of 5 International Journal papers, being in the authors’ area of specialization for the promotion to the post of Associate professor with Minimum of 5 yrs experience in teaching/research/ industry or ( Equivalence for PhD is based on publication of 5 International Journal papers, being in the authors’ area of specialization) and subjected to condition that, they fulfill the AICTE requirement within four years from the date of promotion.
6. Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor and possessing a Ph.D. degree in the relevant discipline or Minimum of 13 years experience in teaching and/or Research and/or Industry with PhD shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE.
7. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor
8. A teacher who wishes to be considered for promotion under Career Advancement Scheme (CAS) may submit his application with necessary documents to the Principal office.

## STAFF HANDBOOK

9. The following Educational background information is required in the CV for reappointment and promotion of candidates:

- Academic and other relevant employment history
- Awards and appreciation if any
- Research and/or creative works, publications journal , conference proceeding , text book publications etc
- Teaching accomplishments: List classes taught with results , List any textbooks, study guides, manuals, workbooks, or electronic media, produced for student or class use, mentor list.

10. Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

11. All decisions on promotions shall be taken up from the month of April / October every year

12. All cases of promotions satisfying the above norms and those prescribed by the AICTE will be considered, subject to the requirement of the department and discretion of the Management.

### **4.4 Separations of services of an employee**

1. Principal/Director shall have the right to place any staff under suspension on charges of misconduct.

2. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Director and shall remain under suspension until further orders.

3. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Director has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Chairman.

4. The Chairman shall have the power to separate the services of a member of the staff of the college, for any of the following reasons:

- i. Serious misconduct and willful negligence of duty;
- ii. Gross insubordination;

## STAFF HANDBOOK

- iii. Physical or mental unfitness; and
  - iv. Participation in any criminal offence involving moral turpitude. The services of a temporary employee are liable to be terminated at any time without assigning any reasons whatsoever.
5. The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1 month notice.
6. The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event or the employee has failed to do his duty or negligence of duties.

### **4.5 Code of conduct**

1. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
2. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
3. Staff members should get prior permission from Management / Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.
4. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 15 days from the date of drawl of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.
5. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
6. All members of the staff shall be governed by general rules / norms also practiced by college from time to time.
7. No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or local bodies take part in any other election as independent or on any party ticket.

## STAFF HANDBOOK

8. No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.
9. An employee shall not, without the knowledge and approval of the Principal & Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
10. The following acts of commission/omission shall be treated as misconduct.
  - vi. Failure to exercise efficient supervision on the subordinate staff.
  - vii. Insubordination or disobedience to any lawful Order of his/her Superior Officer.
  - viii. Gross negligence in teaching or any other duty assigned.
  - ix. Any act involving moral turpitude punishable under the provisions of the IPC.
  - x. Intemperate habits affecting the efficiency of the teaching work.
  - xi. Failure on the part of an employee to give full and correct information regards his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer

### **4.6 Performance appraisal of employees & increments:**

1. Staff Members are eligible to the increments prescribed at the end of 12 month in service in the Institution. The Increments will effect at the beginning of every academic year, i.e. in the month of August.
2. Additional Increments shall be given to staff members based on their contributions and results achieved at the discretion of the Management.
3. Annual Staff Performance Appraisal Systems consists of
  - a) Appraisal by Students
  - b) Appraisal by Head of Department
  - c) Appraisal by Peer group
  - d) Appraisal by Management

All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format. The HOD/Principal/Director will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for internal

promotion and increments, Selection to higher posts etc. Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with. The attainment of any two of the following as mandatory for every faculty for each academic year for increments

1. Paper publication -Journal/conference,
2. Patent –Apply/sanction,
3. Project –Apply/sanction
4. Testing/consultancy
5. Conduct/coordinate –Conference/Seminar/FDP/Workshop/any similar event.

### **4.7 Disciplinary procedure**

1. Any teacher who is violating the code of conduct defined in this chapter of this manual will be subjected to appropriate disciplinary action by the Principal/Director.
2. If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
3. The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible.
4. If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation such as detailed enquiry etc
5. He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
6. On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
7. The course of action for disciplining a teacher shall be under the following categories:
  - Memo and Censure.
  - Warning in writing, with recovery of money, where financial loss is involved in the act.
  - Suspension from work without remuneration.
  - Dismissal or discharge from service.

## STAFF HANDBOOK

8. Any staff member receiving more than two memo or warning will be given punishments .Where the punishment proposed is in this categories Principal/ Director shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

### **4.8 Grievance procedure:**

1. The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
2. The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal, Director/Dean, administrator and Chairman.
3. The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
4. The grievance committee shall: have a member secretary, to monitor the proceedings meet once every month on a stipulated day and time.
5. Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
6. The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
7. The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.
8. The Member-Secretary shall record and maintain the minutes of the meetings.

### **4.8 Rewards and Incentives:**

1. The rewards and incentives with respect to R&D are mentioned in R&D policy.
2. The faculty members who have completed Ph.D. at BSCOER are rewarded with the pay increment as applicable for Ph.D. holders.
3. Monetary rewards are given to faculty members to felicitate their extraordinary performance at National/International level events.







**Prof.Dr.T.J.Sawant**  
BE(Elec.), PGDBM, Ph.D  
**PRESIDENT**

**The Shetkari Shikshan Mandal**

# **Bhivarabai Sawant College Of Engineering & Research**

**Accredited by NAAC With 'A' Grade**

(Approved by A.I.C.T.E. & Govt. of Maharashtra Affiliated To Savitribai Phule Pune University

West/1-3669721/2010.New dated 13 Jul 2010.)

S.No. 12/1/2 & 12/2/2, Narhe, Taluka-Haveli, Pune-411041.

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**Email** : [principal@tssm.edu.in](mailto:principal@tssm.edu.in)

**Dr.G.A.Hinge**  
Ph.D.LMISH  
**PRINCIPAL**

## **Governing Body**

| <b>Sr. No.</b> | <b>Name</b>            | <b>Association</b>                          | <b>Designation</b> |
|----------------|------------------------|---------------------------------------------|--------------------|
| 1              | Prof. Dr. T. J. Sawant | President – TSSM                            | Chairman           |
| 2              | Mr. G. T. Sawant       | Secretary – TSSM                            | Member             |
| 3              | Prof. Dr. R. S. Joshi  | Director JSPM – Pune                        | Member             |
| 4              | Prof. S. R. Thite      | Director TSSM – Pune                        | Member             |
| 5              | Dr. Ajeet Singh        | Director WRO – AICTE Western Region         | Member             |
| 6              | Dr. D. V. Jadhao       | Director, DTE, RO Maharashtra State         | Member             |
| 7              | Dr. Y. P. Nerkar       | Nominee of Savitribai Phule Pune University | Member             |
| 8              | Mr.Shahid Usmani       | Deputy Secretary, MSBTE, RO, Pune           | Member             |
| 9              | Dr.K.N.Barbole         | Director, KPPF                              | Member             |
| 10             | Prof. Dr. G.A.Hinge    | Dean, BSCOER                                | Member Secretary   |
| 11             | Dr.P.N.Shinde          | Professor BSCOER                            | Member             |
| 12             | Prof. Dr.S.S.Kande     | Principal, Polytechnic BSCOER               | Member             |
| 13             | Prof. A.D.Gujar        | Assocoate Professor, BSCOER                 | Member             |



**Principal,**  
**BSCOER,Pune.**  
**PRINCIPAL**  
TSSM's Bhivarabai Sawant College  
of Engineering & Research  
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**Email** : [principal@tssm.edu.in](mailto:principal@tssm.edu.in)

**Dr.G.A.Hinge**  
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## **College Development Committee**

| <b>Sr. No.</b> | <b>Name</b>                                                    | <b>Designation</b> |
|----------------|----------------------------------------------------------------|--------------------|
| 1              | Prof. Dr. T. J. Sawant<br>President – TSSM                     | Chairman           |
| 2              | Mr. G. T. Sawant<br>Secretary – TSSM                           | Member             |
| 3              | Prof.N.B.Pokale<br>Head Engineering Science Department, BSCOER | Elected<br>Member  |
| 4              | Prof. S. R. Thite<br>Associate Professor TSSM – Pune           | Elected<br>Member  |
| 5              | Prof.Dr. S.G.Kanade<br>Associate Professor BSCOER – Pune       | Elected<br>Member  |
| 6              | Prof.N.A.Gore<br>Assistant Professor BSCOER – Pune             | Elected<br>Member  |
| 7              | Mrs.N.S.Sable<br>Administrative Officer,BSCOER                 | Elected<br>Member  |
| 8              | Mr.Roshan Maheshwari<br>RGM Construction and Consultancy       | Member             |
| 9              | Prof.Dr.R.D.Kanphade Principal,JSCOE Hadapsar                  | Member             |
| 10             | Mr.Kiran More<br>Research Officer ,CW&PRS                      | Member             |
| 11             | Mr.Sagar Bhumkar<br>Social Worker Narhe                        | Member             |
| 12             | Dr.P.N.Shinde<br>Coordinator IQAC,BSCOER                       | Member             |
| 13             | President Student Council,BSCOER                               | Member             |
| 14             | Secretary Student Council,BSCOER                               | Member             |
| 15             | Prof.Dr.G.A.Hinge<br>Principal,BSCOER                          | Member Secretary   |



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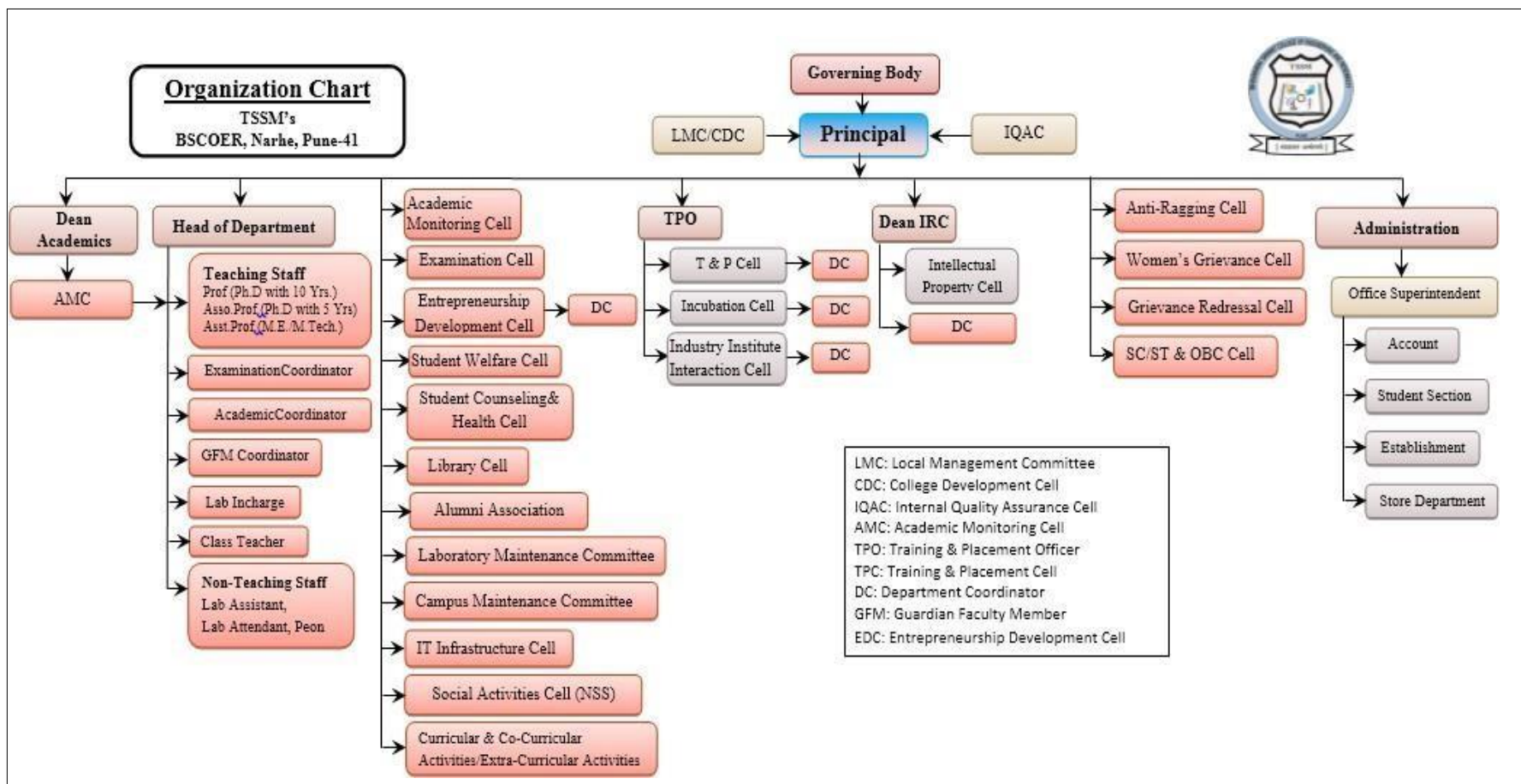
### IQAC (Internal Quality Assurance Cell) Committee

| Committee                             | Staff Members                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IQAC(Internal Quality Assurance Cell) | <p><b>Dr. G.A. Hinge (Chairman and Principal)</b></p> <p><b>Prof. G.T. Sawant (CDC Member)</b></p> <p><b>Dr. A. D. Diwate (IQAC Coordinator)</b></p> <p>Ms. N.S.Sable (Office Superidentant)</p> <p>Dr. S.G. Kanade (Senior Faculty)</p> <p>Dr. P.M. Bagade (Senior Faculty)</p> <p>Prof. A.D.Gujar (Senior Faculty)</p> <p>Prof. Sudhir Joshi (Senior Faculty)</p> <p>Prof. Rahul Karale (Senior Faculty)</p> <p>Prof. S.B.Patil (Senior Faculty)</p> <p>Ms. Akanksha Mohite (Student Member)</p> <p>Mr. Sahil Bhalerao (Student Member)</p> <p>Mr. Avinash Mahase (Alumni Member)</p> <p>Mr. Sachin Kulkarni (Alumni Member)</p> <p>Mr. Sandeep Nikam</p> <p>Mr. Sandesh Salunkhe</p> <p>Mr Sagar Bhumkar (Social Worker)</p> <p>Ms. Balasaheb Karad (Industry Member)</p> <p>Mr.Yogesh More, (Industry Member)</p> |



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*[Signature]*  
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| Sr.No | Body                     | Role                                                                                                                                                                                                                      |
|-------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Principal                | The principal leads and manages a College by setting educational goals, ensuring effective teaching and learning, and fostering a positive college culture.                                                               |
| 2     | Dean Academics           | The Dean of Academics oversees academic programs and faculty, ensuring the quality of education, curriculum development, and alignment with institutional goals.                                                          |
| 3     | AMC                      | The Internal Quality Assurance Cell (IQAC) ensures the continuous improvement of academic and administrative processes within an institution, promoting quality standards and compliance with accreditation requirements. |
| 4     | Head Of Department       | The Head of Department manages the department's operations, oversees faculty and staff, and ensures the delivery of high-quality education and research aligned with institutional goals.                                 |
| 5     | TPO                      | The Training and Placement Officer (TPO) coordinates and facilitates training programs and job placement opportunities for students, bridging the gap between academic learning and industry requirements.                |
| 6     | Dean IRC                 | The Dean of Institutional Research and Compliance (IRC) oversees the collection and analysis of institutional data, ensuring adherence to research standards and regulatory compliance.                                   |
| 7     | Anti ragging Cell        | The Anti-Ragging Cell is responsible for preventing, addressing, and managing incidents of ragging within an institution, ensuring a safe and supportive environment for all students.                                    |
| 8     | Women grievance cell     | The Women Grievance Cell addresses and resolves complaints related to gender-based discrimination and harassment, ensuring a safe and equitable environment for women within the institution.                             |
| 9     | Grievance redressal cell | The Grievance Redressal Cell addresses and resolves complaints and concerns raised by students, staff, or faculty, ensuring fair treatment and improving institutional processes.                                         |
| 10    | SC/ST & OBC Cell         | The SC/ST & OBC Cell ensures the welfare and equitable treatment of students and staff from Scheduled Castes, Scheduled Tribes, and Other Backward Classes by addressing their specific needs and grievances.             |
| 11    | Office Superintendent    | The Office Superintendent oversees the daily operations of the office, manages administrative tasks, coordinates staff activities, and ensures efficient functioning of office procedures.                                |
| 12    | Teaching Staff           | Teaching staff deliver educational content, facilitate student learning, and assess academic progress while contributing to a supportive and engaging classroom environment.                                              |
| 13    | Examination co-ordinator | The Examination Coordinator manages the scheduling, administration, and integrity of examinations, ensuring smooth and fair assessment processes within the institution.                                                  |
| 14    | Academic coordinator     | The Academic Coordinator manages curriculum implementation, supports faculty development, and ensures alignment between educational goals and academic programs.                                                          |
| 15    | GFM Coordinator          | The Guardian Faculty Member (GFM) provides academic guidance, support, and mentorship to students, helping them navigate their educational journey and addressing their personal and academic needs.                      |
| 16    | Lab In charge            | The Lab In-Charge manages laboratory operations, ensures the proper use of equipment, and maintains a safe and functional lab environment.                                                                                |

|    |                                       |                                                                                                                                                                                                                   |
|----|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                       | functioning and maintenance of equipment, and oversees safety protocols and inventory for effective lab use.                                                                                                      |
| 17 | Class Teacher                         | The Class Teacher instructs and supports students in their academic and personal development, manages classroom activities, and communicates with parents to foster a positive learning environment.              |
| 18 | Lab Assistant                         | The Lab Assistant supports laboratory operations by preparing materials, assisting with experiments, maintaining equipment, and ensuring a safe and organized workspace.                                          |
| 19 | Examination cell                      | The Examination Cell organizes and manages all aspects of the examination process, including scheduling, administration, and evaluation, to ensure a fair and efficient assessment system.                        |
| 20 | Entrepreneurships development cell    | The Entrepreneurship Development Cell fosters innovation and supports aspiring entrepreneurs by providing resources, mentorship, and training to develop and launch successful business ventures.                 |
| 21 | Student welfare cell                  | The Student Welfare Cell addresses and supports students' personal, academic, and social needs, ensuring their overall well-being and enhancing their campus experience.                                          |
| 22 | Student counseling and health cell    | The Student Counseling and Health Cell provides psychological support and health services to students, addressing their mental well-being and physical health needs to ensure a balanced and healthy campus life. |
| 23 | Library cell                          | The Library Cell manages library resources, services, and facilities, ensuring access to a comprehensive collection of materials and supporting students and faculty in their research and learning needs.        |
| 24 | Alumni Cell                           | The Alumni Cell fosters ongoing relationships with former students, coordinating events, networking opportunities, and support services to engage and benefit the alumni community.                               |
| 25 | Laboratory maintenance committee      | The Laboratory Maintenance Committee oversees the upkeep and repair of laboratory equipment, ensures compliance with safety standards, and manages the maintenance schedule to ensure optimal lab functionality.  |
| 26 | Social activity cell NSS              | The Social Activity Cell of the National Service Scheme (NSS) organizes and coordinates community service and outreach programs, promoting social responsibility and engagement among students.                   |
| 27 | curricular and co-curricular activity | Curricular and co-curricular activities enhance student learning and development by integrating academic instruction with extracurricular opportunities that foster skills, interests, and personal growth.       |







# " THE SHETKARI SHIKSHAN MANDAL, SANGLI "

(Public Trust Registration No. E - 954, Sangli.)

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**Prof. Tanaji Sawant**  
D.E.E., B.E. (Elec.) MISTE  
PRESIDENT

**Prof. Sudhir Bhilare**  
M.E.(Civil)  
SECRETARY

Ref. No: TSSM/EST/NRH/T/923/2012 - 13.

Date: 18/12/2012

To,

**Mr. Kanade Sanjay G.**

Ch.No. B-0001, Residence du Parc,

61 Bd. De l'Yerres, 91000 Evry, France.

Mob : -33669341171

E-mail : -sanjaykanade@gmail.com

Subject: **Appointment for the post of Associate Professor in Electrical Engineering**

With reference to your application dated **30/11/2012** and subsequent interview on **10/12/2012** before the Adhoc Staff Selection Committee for the post of **Associate Professor in Electrical Engineering**, the undersigned is pleased to inform you that you are hereby appointed as **Associate Professor in Electrical Engineering in Bhivarabai Sawant College of Engineering & Research, Narhe, Pune** with effect from **19/12/2012**. Your appointment is subject to the following terms and conditions.

- 1) You will be paid total Gross Salary **Rs.90,000/-** per month. The Breakup of Salary is as given below -  
**Rs. 90,000/- = (Part A + Part B). Part A =** You will be paid basic salary Rs.37400 + AGP 9000 per month in the Pay band of Rs. 37400-67000 + AGP 9000. You will be also entitled with Dearness Allowance, House Rent Allowance and C.L.A. at the rates prescribed by the State Government and **Part B = (Rs.90000 - Gross Salary of part A)** as special allowance & Conveyance per month.
- 2) Your appointment is on Probation for a period of Two Years.
- 3) Your services will be governed by the Maharashtra University Act 1994, Statues, Code of Conduct, Ordinances, rules and regulations laid down by the University of Pune and State Government and The Shetkari Shikshan Mandal, Sangli from time to time.
- 4) Your appointment is subject to Approval from University of Pune and the minimum number of students and the workload prescribed for the post.
- 5) You should acquire the qualifications (Ph.D./M. Phil./M.E./M. Pharm/M. Ed/B. Ed/Gate/ Net or Set) as the case may be laid down by the Pune University or State Government of Maharashtra within the prescribed period. (If Applicable)
- 6) You will not engage yourself in any other job paid full-time, part time or otherwise, during the continuance of your service, without the permission of the competent authority/TSSM trust.
- 7) You will not conduct or engage yourself in any private tuitions or private coaching classes. If you are involved in activities contradictory to law, your appointment may be terminated without notice.

Page | 1



  
**Principal,**  
**BSCOER, Pune.**  
**PRINCIPAL**  
**TSSM's Bhivarabai Sawant College**  
**of Engineering & Research**  
**Narhe, Pune - 411 041**

- 8) In case of you are found irregular and negligent of your duties; your appointment may be terminated without any notice or remuneration. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action decided by the TSSM trust as provide for in the statutes.
- 9) If you are found absent continuously for more than thirty days without permission your service will stand terminated automatically.
- 10) The resignation shall be considered only, if intimates in writing prior to **THREE MONTHS** and submission of no dues clearance certificate.
- 11) Your appointment may be terminated, at any time, by either side/party, by giving **THREE MONTHS** notice or three month's gross pay in lieu of notice period.
- 12) Your services are transferable to any other Colleges/Institution run by the Group of Institutes, TSSM Sangli.
- 13) In case you accept the appointment you shall have to execute deed of Contract of Service on a stamp paper worth Rs.100/- with TSSM Sangli as prescribed in the statutes at the time of joining the duties.
- 14) You are required to give the correct mailing address as soon as you join the duties and any changes in the address given earlier should be communicated to the Principal/Director for time to time.
- 15) You shall submit the Original document for verification of the certified true copies of relevant testimonials such as Birth Date Certificate, Mark-sheets, Experience Certificate, Discharge/Relieving Certificate, Last pay Certificate, Caste Certificate, Change of Name Certificate (if any) Two passport size Photographs, proof of your age etc. before joining your duties.
- 16) You shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of your duty, within three months from the date of joining duties.
- 17) The management reserve to the right to amend, alter the terms and conditions of services including pay scale if & when modified, altered or varied will be binding on you.
- 18) You have to communicate your acceptance to the Management/College/Institution within Seven days from the date of receipt of this appointment, failing which your appointment is liable to be cancelled.



Your's  
  
 President,  
 The Shetkari Shikshan Mandal, Sangli

**Copy to:**

- ❖ Campus Director / Campus In-charge
- ❖ Principal / Director
- ❖ Establishment/Accounts Section of Institute
- ❖ Establishment of Corporate, TSSM.

- *Joining report of the candidates should be sent to the Corporate Office immediately after he/she reports to duty with his/her documents immediately.*

*Received*  


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 Principal,  
 BSCOER, Pune.  
**PRINCIPAL**  
 TSSM's Bhivrabai Sawant College  
 of Engineering & Research  
 Narhe, Pune - 411 041







# " THE SHETKARI SHIKSHAN MANDAL, SANGLI "

(Public Trust Registration No. E - 954, Sangli.)

Campus: Sr.No 33/22 Bavdhan(Khurd), Paud Road, Nr. Chandani Chowk, Opp. Paranjap's Project, Pune - 38  
TEL: 020 - 64102818, 64102877, FAX :- 020 - 22952361. Website: www.pvpit.in  
Corporate office: Sawant Corner, Katraj Chowk, New Pune - Mumbai By Pass Highway, Katraj Pune - 46.  
Phone : (020) 24317383/84, Tele-fax : (020) 24317389. Website: www.jsprn.edu.in

Prof. Tanaji Sawant  
D.E.E., B.E. (Elec.) MISTE  
PRESIDENT

Prof. Sudhir Bhilare  
M.E.(Civil)  
SECRETARY

Ref. No: TSSM/EST/NRH/T/7000/2014 - 15.

Date: 14/06/2014

To,  
Mr. Shanmugham Saravanan V.  
C-12, Akshay Nagar,  
Phase-I, Vishal Nagar,  
Pune-27.  
Mob : 8087950846.  
E-mail : sarva.bubli@gmail.com

## Subject: Appointment for the post of Assistant Professor in Mechanical Engineering

With reference to your application dated 05/06/2014 and subsequent interview on 18/06/2014 before the Adhoc Staff Selection Committee for the post of Assistant Professor in Mechanical Engineering, the undersigned is pleased to inform you that you are hereby appointed as Assistant Professor in Mechanical Engineering Department in Bhivrabai Sawant College of Engineering & Research, Narhe, Pune with effect from 30/06/2014. Your appointment is subject to the following terms and conditions.

- 1) You will be paid basic salary Rs. 16248+ AGP 6000 per month in the payband of Rs. 15600-39100 + AGP 6000 (Sixth pay scale). You will also be entitled to Dearness Allowance, Home Rent Allowance and C.L.A. at the rates prescribed by the State Government from time to time.
- 2) Your appointment is on Probation for a period of Two Years.
- 3) Your services will be governed by the Maharashtra University Act 1994, Statutes, Code of Conduct, Ordinances, rules and regulations laid down by the University of Pune and State Government and The Shetkari Shikshan Mandal, Sangli from time to time.
- 4) Your appointment is subject to Approval from University of Pune and the minimum number of students and the workload prescribed for the post.
- 5) You should acquire the qualifications (Ph.D./M. Phil./M.E./M. Pharm/M. Ed/B. Ed) as the case may be laid down by the Pune University or State Government of Maharashtra within the prescribed period.
- 6) You will not engage yourself in any other job paid full-time, part time or otherwise, during the continuance of your service, without the permission of the competent authority/TSSM trust.
- 7) You will not conduct or engage yourself in any private tuitions or private coaching classes. If you are involved in activities contradictory to law, your appointment may be terminated without notice.
- 8) In case of you are found irregular and negligent of your duties; your appointment may be terminated without any notice or remuneration. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the TSSM trust as provide for in the statutes.

Received  
Sawant  
14/06/2014

Page | 1



Principal,  
BSOER, Pune.  
PRINCIPAL  
TSSM's Bhivrabai Sawant College  
of Engineering & Research  
Narhe, Pune - 411 041

- 9) If you are found absent continuously for more than thirty days without permission your service will stand terminated automatically.
- 10) The resignation shall be considered only, if intimates in writing prior to **THREE MONTHS** and submission of no dues clearance certificate.
- 11) Your appointment may be terminated, at any time, by either side/party, by giving **THREE MONTH'S** notice or three month's gross pay in lieu of notice period.
- 12) Your services are transferable to any other Colleges/Institution run by the Group of Institutes, TSSM Sangli.
- 13) In case you accept the appointment you shall have to execute deed of Contract of Service on a court fee stamp paper worth Rs.100/- with Management of TSSM Sangli as prescribed in the statutes at the time of joining the duties.
- 14) You are required to give the correct mailing address as soon as you join the duties and any changes in the address given earlier should be communicated to the Principal/Director for time to time.
- 15) You shall submit the Original as well as the certified true copies of relevant testimonials such as Birth Date Certificate, Mark-sheets, Experience Certificate, Discharge/Relieving Certificate, Last pay Certificate, Caste Certificate, Change of Name Certificate (if any) Two passport size Photographs ,proof of your age etc. before joining your duties.
- 16) You shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of your duty, within three months from the date of joining duties.
- 17) The management reserve to the right to amend, alter the terms and conditions of services including pay scale if & when modified, altered or varied will be binding on you.
- 18) You have to communicate your acceptance to the Management/College/Institution within Seven days from the date of receipt of this appointment, failing which your appointment is liable to be cancelled.

Your's



*[Signature]*  
President,  
The Shetkari Shikshan Mandal, Sangli

**Copy to:**

- ❖ Campus Director / Campus In-charge
- ❖ Principal / Director
- ❖ Establishment/Accounts Section of Institute
- ❖ Establishment of Corporate, TSSM.

- *Joining report of the candidates should be sent to the Corporate Office immediately after he/she reports to duty with his/her documents immediately.*



*[Signature]*  
Principal,  
BSCOER, Pune.  
**PRINCIPAL**  
TSSM's Bhivrabai Sawant College  
of Engineering & Research  
Narhe, Pune - 411 041





# " THE SHETKARI SHIKSHAN MANDAL, SANGLI "

(Public Trust Registration No. E - 954, Sangli.)

Campus: Sr.No.33/22 BAVDHAN (Khurd) PAUD ROAD, NEAR CHANDANI CHOWK, OPP. PARANJAP'S PROJECT PUNE - 38.

TEL: 020 - 64102818, 64102877, FAX :- 020 - 22952361. Website: www.pvpl.in

Corporate office: Sawant Corner, Katraj Chowk, New Pune - Mumbai By Pass Highway, Katraj Pune - 46.

Phone : (020) 24317383/84, Tele-fax : (020) 24317389. www.jspm.edu.in

Prof. Tanaji Sawant  
D.E.E.; B.E. (Elec.) MISTE  
PRESIDENT

Giriraj Sawant  
SECRETARY

Ref. No: TSSM/ EST/D/Narhe/ Engg/2063/2019-20

Date: 30.07.2019

To,

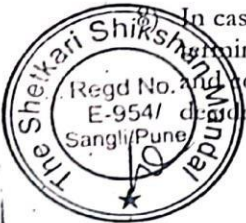
Dr. Karale Rahul Subhash  
Mohite Nagar, Block no-14,  
Opp-Sanchar Press, Hotgi Road,  
Solapur -413003

Subject: Appointment for the Post of Professor in Civil Engineering

With reference to your application dated 04.07.2019 and subsequent interview on 20.07.2019 before the Local Staff Selection Committee for the post of Professor in Civil Engineering the undersigned is pleased to inform you that you are hereby appointed as Professor in Civil Engineering Dept. in Bhivarabai Sawant College of Engineering & Research, Narhe, Pune, with effect from 01.08.2019. Your appointment is subject to the following terms and conditions.

- 1) You will be paid basic salary Rs. 43000 + AGP 10000 in the scale Rs.37400-67000 (AGP 10000) You will also be entitled to Dearness Allowance, Home Rent Allowance and C.L.A. at the rates prescribed by the State Government from time to time.
- 2) Your appointment is on two years probation period.
- 3) Your services will be governed by the Maharashtra University Act 1994, Statutes, Code of Conduct, Ordinances, rules and regulations laid down by the Savitribai Phule Pune University and State Government and Rules & Regulations of Trust The Shetkari Shikshan Mandal, Sangli, Pune from time to time.
- 4) Your appointment is subject to Approval from Savitribai Phule Pune University and the minimum number of students and the workload prescribed for the post.
- 5) You should acquire the qualifications (Ph. D./M. Phil./M.E./M. Tech ) as the case may be laid down by the Savitribai Phule Pune University or State Government of Maharashtra within the prescribed period.
- 6) You will not engage yourself in any other job paid full-time, part time or otherwise, during the continuance of your service, without the permission of the competent authority/TSSM trust.
- 7) You will not conduct or engage yourself in any private tuitions or private coaching classes. If you are involved in activities contradictory to law, your appointment may be terminated without notice.

In case of you are found irregular and negligent of your duties; your appointment may be terminated without any notice or remuneration. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the TSSM trust as provide for in the statutes.



Principal,  
BSOER, Pune.  
PRINCIPAL  
TSSM's Bhivarabai Sawant College  
of Engineering & Research  
Narhe, Pune - 411 041

- 9) If you are found absent continuously for more than thirty days without permission your service will stand terminated automatically.
- 10) The resignation shall be considered only, if intimates in writing prior to **THREE MONTH'S** & submission of no dues clearance.
- 11) Your appointment may be terminated, at any time, by either side/party, by giving **THREE MONTH'S** notice or three month's gross pay in lieu of notice period. However the management reserves the right to relieve you any time during your notice period, depending on the prevailing situation.
- 12) Your services are transferable to any other Colleges/Institution run by the Group of Institutes, TSSM Pune.
- 13) In case you accept the appointment you shall have to execute deed of **CONTRACT OF SERVICE** on a court fee stamp paper worth Rs.100/- with Management of TSSM Pune as prescribed in the statutes at the time of joining the duties.
- 14) You are required to give the correct mailing address as soon as you join the duties and any changes in the address given earlier should be communicated to the Principal/Director for time to time.
- 15) You shall submit the Original as well as the certified true copies of relevant testimonials such as Birth Date Certificate, Mark-sheets, Experience Certificate, Discharge/Relieving Certificate, Last pay Certificate, Caste Certificate, Change of Name Certificate (if any) Two passport size Photographs, proof of your age etc. before joining your duties.
- 16) You shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of your duty, within three months from the date of joining duties.
- 17) The management reserve to the right to amend, alter the terms & conditions of services including pay scale if & when modified, altered or varied will be binding on you.
- 18) You have to communicate your acceptance to the Management/College/Institution within seven days from the date of receipt of this appointment, failing which your appointment is liable to be cancelled.

Your's



- ❖ Campus In charge
- ❖ Principal / Director
- ❖ Establishment/Accounts Section of Institute
- ❖ **Establishment of Corporate, TSSM.(ipt)**

*[Signature]*  
**EXECUTIVE OFFICER**  
**TSSM, PUNE**



*[Signature]*  
**Principal,**  
**BSCOER, Pune.**  
**PRINCIPAL**  
**TSSM's Bhivrabai Sawant College**  
**of Engineering & Research**  
**Narhe, Pune - 411 041**



# SERVICE BOOK

## सेवा पुस्तक

TO BE KEPT BY GAZETTED  
&  
NON-GAZETTED OFFICER

राजपत्रित व अराजपत्रित शासकीय कर्मचार्यांकरिता

(शासकीय अधिसूचना, वित्त विभाग,  
क्र. २७०६ सी, दिनांक १२ नोव्हेंबर १९३५ (मध्ये प्रस्थापित),  
महाराष्ट्र नागरी सेवा (रजा) नियम, १९८१ च्या अधीन)

नाव : Sonal Syresh Ambhalkar

पद : Assistant Professor



  
Principal,  
BSOER, Pune.  
PRINCIPAL  
TSSM's Bhivrabai Sawant College  
of Engineering & Research  
Narhe, Pune - 411 041

(१) पूर्ण नाव :-

(1) Name :- SONAL SURESH AMBHAIKAR

(२) धर्म, जात (प्रवर्गासह) :-

(2) Race :- HINDU - Brahmin Bramhin

(३) (अ) सध्याचा पत्ता :-

(ब) घोषित केलेले स्वग्राम व पत्ता :-

(3) Residence :- Flat no. 9 Plot No. 25 Renuka Hills  
Declared Village & Address :- Verdayini Soci. S.S. Road Pashan Pune 4

(४) वडिलांचे नाव व राहण्याचे ठिकाण :-

(4) Father's Name and Residence :- Mr. Suresh Ramrao Ambhalkar  
Bailu Dist. Parbhani

(५) जन्मदिनांक नक्की करून तो ख्रिस्ती सनाप्रमाणे लिहिता येईल तेवढा अचूक लिहावा :-

(5) Date of Birth by the Christain Era as nearly as can be ascertained :- 10/06/1981

(६) तंतोतंत उंची :-

(6) Exact height by measurement :- 170.5 cm

(७) ओळखण्यासाठी अंगावरील खुणा :-

(7) Personal marks for identification :- Mole on chin

(८) (अ) नियुक्तीच्या वेळची शैक्षणिक अर्हता :-

(ब) नियुक्तीनंतर प्राप्त केलेली शैक्षणिक अर्हता :-

(8) (A) Educational qualifications at the time of an appointment :- ME (structure)  
(B) Educational qualifications post appointment :-

(९) शासकीय कर्मचाऱ्याची दिनांकित सही :-

(9) Signature of (non-gazetted) Government servant :-

(१०) क्रमांक १ ते ९ मधील नोंदी तपासल्याबद्दल कार्यालय-प्रमुखाची अथवा इतर कोणत्याही साक्षांकन अधिकाऱ्याची पदनामासहित सही व तारीख :-

(10) Signature and designation of the Head of the Office or other Attesting Officer :-

[Signature]  
PRINCIPAL  
TSSM's Bhivrabai Sawant College  
of Engineering & Research  
Narhe, Pune - 411041.

(११) वैद्यकीय तपासणीचा अहवाल :-

(एक) प्रमाणपत्र क्रमांक व दिनांक :-

(दोन) प्रमाणपत्र देणारा प्राधिकारी व त्याचे पदनाम :-

(11) Report of medical Test :-

(i) Certificate No. and date

(ii) Issuing Authority and his designation

टीप :- या पृष्ठावरील नोंदी निदान प्रत्येक पाच वर्षांनंतर पुन्हा नव्याने करण्यात याव्यात किंवा त्या पुन्हा साक्षांकित करण्यात याव्यात आणि (९) व (१०) या ओळींतील सहीखाली तारीख घालण्यात यावी. या नियमानुसार प्रत्येक ५ वर्षांनंतर बोटांचे नवीने ठसे घेण्याची गरज नाही.

N.B. :- The entries in this page should be renewed or re-attested at least every five years and the signature in lines (9) and (10) should be dated. Finger prints need not be taken afresh every 5 years under this rule.



[Signature]  
Principal,  
BSCOER, Pune.  
PRINCIPAL  
TSSM's Bhivrabai Sawant College  
of Engineering & Research  
Narhe, Pune - 411 041





# " THE SHETKARI SHIKSHAN MANDAL, SANGLI "

(Public Trust Registration No. E - 954, Sangli.)

Campus: Sr.No 33/22 BAYDHAN (Khurd) PAUD ROAD, NEAR CHANDANI CHOWK, OPP. PARANJAP'S PROJECT PUNE - 38.

TEL: 020 - 64102818, 64102877, FAX :- 020 - 22952361. Website: www.pvpt.in

Corporate office: Sawant Corner, Katraj Chowk. New Pune - Mumbai By Pass Highway, Katraj Pune - 46.

Phone : (020) 24317383/84, Tele-fax : (020) 24317389 www.jspm.edu.in

**Prof. Tanaji Sawant**  
D.E.E., B.E. (Elec.) MISTE  
PRESIDENT

**Giriraj Sawant**

SECRETARY

## Code of Conduct for Governing Body Member

- i. Governing Body Members (GBM) owe a fiduciary duty to the College. By this virtue they should show highest loyalty and act in good faith in its best interests. Each member should act honestly, diligently and independently.
- ii. The actions of GBM promote and protect the good reputation of the college and the trust and confidence of those with whom it deals.
- iii. Decisions taken by members at GBM meetings must not be for any improper purpose or personal motive. Decisions taken must always be for the benefit of the college, its students, staff and other users of the college. It must be taken with a view to safeguard public funds.
- iv. GBM must observe the provisions of the College's Instrument and Articles of Government in general.
- v. GBM should comply with the Standing Orders and terms of reference of the corporate body and its committees to ensure that the corporate body conducts itself in an orderly, fair, open and transparent manner. Also, it must keep those Standing Orders and terms of reference under periodic review.
- vi. GBM should also have regard to the different, but complementary, responsibilities given to the Principal as the College's Chief Executive. Whereas it is the Governing Body's function to decide strategic policy and overall direction and to monitor the performance of the Principal and any other senior post holders.
- vii. It is the Principal's role to implement the decisions of Corporate Body and to manage the College's affairs within the budgets and framework fixed by the Corporate Body. GBM with the Principal should work together so that the Corporate Body and the Principal as Chief Executive perform their respective roles effectively.
- viii. GBM should refer to the Corporate Secretary for advice relating to governance functions and have regards to the Corporate Secretary's independent advisory role.

  
President,

The Shetkari Shikshan Mandal, Pune



  
Principal,  
BSCOER, Pune.  
PRINCIPAL  
TSSM's Bhivrabai Sawant College  
of Engineering & Research  
Narhe, Pune - 411 041



# " THE SHETKARI SHIKSHAN MANDAL, SANGLI "

(Public Trust Registration No. E - 954, Sangli.)

Campus: Sr.No.33/22 BAVDHAN (Khurd) PAUD ROAD, NEAR CHANDANI CHOWK, OPP. PARANJAP'S PROJECT PUNE - 38.

TEL: 020 - 64102818, 64102877, FAX :- 020 - 22952361. Website: www.pvpt.in

Corporate office: Sawant Corner, Katraj Chowk. New Pune - Mumbai By Pass Highway, Katraj Pune - 46.

Phone : (020) 24317383/84, Tele-fax : (020) 24317389. www.jspm.edu.in

**Prof. Tanaji Sawant**  
D.E.E., B.E. (Elec.) MISTE  
**PRESIDENT**

**Giriraj Sawant**

**SECRETARY**

## Code of conduct for Principal

Principal as an administrative and academic Head of the College shall be responsible for:

- i. Academic growth of the college.
- ii. Participation in the teaching work, research, and training programmes of the college.
- iii. Assisting in planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organized by the college, for academic competence of the Faculty Members.
- iv. Promoting personality development programmes such as communication skill and soft skill development for the students.
- v. Providing placement assistance to the eligible students.
- vi. Establishing a common platform for the Alumni association.
- vii. Admission of students and maintenance of discipline in the college.
- viii. Management of College Libraries, Laboratory, Gymkhana and Hostels, if any.
- ix. Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the management and to the college development committee.
- x. Observance of provisions of Accounts Code.
- xi. Correspondence relating to the administration of the college.
- xii. Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the college, and maintenance of records.
- xiii. Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.
- xiv. Supervision of College and University Examinations, setting of question papers, for college and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- xv. Assessing reports of teachers and maintenance of Service Books.
- xvi. Any other work relating to the college as may be assigned to him by the Competent Authority from time to time.
- xvii. Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff.
- xviii. Observance and implementation of directives issued by Government, authorities' viz. Director of Education / Higher Education / University and other concerned authorities.
- xix. Safe-guard the interests of teachers/non-teaching staff members and the Management.
- xx. Timely submission of information/returns to different authorities' viz. Government/University/University Grants Commission/Management etc. especially regarding Accounts matters.

  
**President,**  
The Shetkari Shikshan Mandal, Pune



  
**Principal,**  
**BSCOER, Pune.**  
**PRINCIPAL**  
TSSM's Bhivrabai Sawant College  
of Engineering & Research  
Narhe, Pune - 411 041





The Shetkari Shikshan Mandal

# Bhivarabai Sawant College of Engineering & Research

( Approved by AICTE.& Govt. of Maharashtra. affiliated to Pune University. )

West/1-3669721/2010.New dated 13 Jul 2010.)

S.No. 12/1/2 & 12/2/2, Narhe, Taluka - Haveli, Pune-411041

Phone: 020-24608500/01 Website : [www.tssm.edu.in](http://www.tssm.edu.in)

Email : [principal.bscoer@gmail.com](mailto:principal.bscoer@gmail.com)

**Prof.Dr.T.J.Sawant**  
B.E.(Elec.),PGDBM,Ph.D.  
**PRESIDENT**

**Dr.G.A.Hinge**  
Ph.D.LMISH  
**PRINCIPAL**

## Code of Conduct for College Teachers

Teachers should enjoy full civic and political rights of our democratic country Teachers have a right to adequate emoluments, social position, just conditions of service professional independence and adequate social insurance.

### 1. Teachers and Their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community Service.

### 2. Teachers and the Students

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;

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**Principal,**  
**BSCOER,Pune.**  
**PRINCIPAL**  
TSSM's Bhivarabai Sawant College  
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- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards and of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals, and
- (x) Refrain from inciting students against other students, colleagues or administration.

### **3. Teachers and College**

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **4. Teachers and Authorities**

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.



  
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## **5. Teachers and Non-Teaching Staff**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution;
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the nonteaching staff.

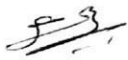
## **6. Teachers and Guardians**

Teachers should: Try to see through teacher's bodies and organisations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## **7. Teachers and Society**

Teachers should:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

  
**Dr. G. A. Hinge**  
**Principal**





The Shetkari Shikshan Mandal

# Bhivarabai Sawant College of Engineering & Research

( Approved by AICTE.& Govt. of Maharashtra. affiliated to Pune University. )

West/1-3669721/2010.New dated 13 Jul 2010.)

S.No. 12/1/2 & 12/2/2, Narhe, Taluka - Haveli, Pune-411041

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Prof.Dr.T.J.Sawant  
B.E.(Elec.),PGDBM,Ph.D.  
PRESIDENT

Dr.G.A.Hinge  
Ph.D.LMISH  
PRINCIPAL

## Code of conduct for Non-Teaching Staff

1. Non-teaching staff must avoid any conflict of interest with respect to their fiduciary responsibility. There must be no self-dealing or any conduct of private business or personal services between any non-teaching staff and institute, except as procedurally controlled to assure openness, competitive opportunity, and equal access to otherwise "inside" information. Non-teaching staff must not use their positions to obtain for their family members employment with institute.
2. Non-teaching staff do not have the authority to exercise individual authority over the organization except as explicitly set forth in institute policies or bylaws. Non-teaching staff interacting with the principal, superintendent, and other staff must recognize the lack of authority in any individual person or group of persons, except as noted above. Non-teaching staff will make no judgements of the principal's, superintendent's or other staff member's performance except as the performance is assessed against explicit institute policies or bylaws by the official process.
3. Non-teaching staff cannot use institute information for their own direct benefit or advantage. This requires that such information be kept confidential whenever required in the best interest of institute.
4. Non-teaching staff will deal with outside entities or individuals, with members, and with all staff in a manner that reflects fair play, ethics, and straightforward communication.
5. Non-teaching staff members must strive toward absolute integrity in their relationships with parents and staff. They must not knowingly or carelessly by omission or commission misinform or mislead, withhold information that should be disclosed, or do anything else to cast doubt upon the honesty, integrity, or motives of any individual within the institute community.
6. Non-teaching staff shall meet expectations as reasonably required by institute authorities, and they shall meet contractual obligations unless released by mutual consent or according to law.
7. Non-teaching staff will treat students in a professional manner. Non-teaching staff will interact with students in a manner that respects the rights and dignity of all without prejudice. Non-teaching staff, unless in the best interests of the student or as legally required, may not divulge confidential information received during their duties.
8. Non-teaching staff will dress in a professional manner.

Dr. G. A. Hinge  
Principal







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Prof.Dr.T.J.Sawant  
B.E.(Elec.), PGDBM, Ph.D.  
PRESIDENT

Dr.G.A.Hinge  
Ph.D.LMISH  
PRINCIPAL

## Code of Conduct for Students

1. If a student while studying in the Institute is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by the Government he/she will be liable to be expelled from the Institute without any notice.
2. Ragging in any form is banned. Acts of ragging will be considered as gross indiscipline and will be dealt with severely. If a student is involved in any kind of ragging, the student is liable for strict action as per Maharashtra anti ragging act 1999, which is in effect from 15th May 1999. A Student convicted of an offence under Section 4 and punished with imprisonment for a term shall be dismissed from the educational institution. Student convicted of an offence under Section 4 and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.
3. Without prejudice to the foregoing provisions, whenever any student complains of ragging to the Head or Manager of an educational institution, such Head or Manager shall inquire into or cause an inquiry to be made into the same forthwith and if the complaint is found true, shall suspend the student or students complained against for such periods as may be deemed necessary.
4. If any statements/information supplied by the student in connection with his/her admission is found to be false/incorrect at any time or knowingly withholds information in any document or materials submitted to the Institute is suspect to discipline his/her admission is canceled and he/she is expelled from the Institute and fees paid forfeited.
5. Student once admitted in the Institute has to follow dress code as well as other instructions issued from time to time.

  
Dr. G. A. Hinge  
Principal

