



**Akhil Bharatiya Maratha Shikshan Parishad's
Anantrao Pawar College of Engineering and
Research
Parvati, Pune- 411009**

RULES, POLICIES AND PROCEDURES

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Functions and Responsibilities of the College Development Committee

The **College Development Committee** functioning is as per the guidelines of Maharashtra Public University act 2016.

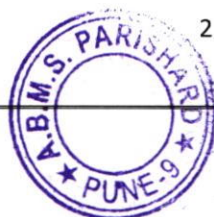
The functions and responsibilities of the College Development Committee:

1. Prepare an overall comprehensive development plan of the college regarding academic, Administrative and infrastructural growth, and Enable College to foster excellence in curricular, co-curricular and extra-curricular activities.
2. Decide about the overall teaching programmes or annual calendar of the college.
3. Recommend to the management about introducing new academic courses. Approve teaching and administrative posts and appointments.
4. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
5. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
6. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
7. Make specific recommendations regarding the improvement in teaching and suitable training
8. Programmes for the employees of the college.
9. Prepare the annual financial estimates (budget) and financial statements of the college and recommend the same to the management for approval. Formulate proposals of new expenditure not provided for in the annual financial estimates (budget).
10. Make recommendations regarding the students' and employees' welfare activities in the College.
11. Discuss the reports of the Internal Quality Assurance Committee, Departmental Advisory Board and make suitable recommendations.
12. Frame suitable admissions procedure for different programmes by following the statutory Norms.
13. Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
14. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution



APCOER, Pune

15. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
16. Recommend the distribution of different prizes, medals and awards to the students.



HR Policy

1. Introduction

This document has been in order to orient employees with Anantrao Pawar College of Engineering and Research, herein referred to as the APCOER and provide make knowledgeable about working conditions, key policies, procedures, and benefits of employment at APCOER and to inculcate with its general rules, service conditions, values, ethics and culture. The information provided in the book applies to all employees of the institution. The book is a summary of our policies, are presented here only as a matter of information and not as a promise of employment or as a contract between APCOER and any of its employees.

The employee is held accountable for reading, understanding, and abide by the provisions of this book. These policies are subject to change at any given point of time at the sole discretion of the Management and shall be intimated as and when such changes are made.

Purpose of this Book

To maintain a congenial work culture and to enlighten the employees on the values and culture that APCOER stands for and to streamline the processes within the institution and departments to ensure that employee satisfaction is inclined with these cultures and values.

2. Vision

Committed to comprehensive development of students through quality technical education

Mission

1. To Provide state of art infrastructure that shall create ambience to encourage novel ideas, research activities and consultancy services.
2. To inspire students in creation & entrepreneurship.
3. To create future technocrats with intelligence, technical skills, & good ethical moral values so as to serve needs of society & industries.
4. To provide healthy Teaching-Learning environment that will cultivate contemporary research activities, innovations & inventions.
5. To develop center of excellence in technical education.



3. DEFINITIONS

1. "Governing Council" (GC) i.e Pune Vibhagiy Karykari Mandal is the principal organ of the Management of APCOER, and gives the approval for all academic and administrative matters.
2. "Chairman" means the Chairman / Chairperson of the Pune Vibhagiy Karykari Mandal who shall also be the Chairperson of the Institution, by virtue of the office held by him / her.
3. "Premises" means the entire premises of the office of APCOER, which includes departments, labs, classrooms, sections and other places both inside and outside, residential quarters, guest houses, hostel buildings, canteen, play area, Campus / Department Stores and such other areas and precincts attached to the office of APCOER.
4. "Management" means, the members of the Management Team (MT), viz., General Secretary/Chairperson / Director & CEO / Directors and any other person(s) vested with the authority to enforce the Rules and Regulations governing the Staff Service Rules.
5. "Appointing Authority, Disciplinary Authority, Competent Authority", under these rules means General Secretary , Director & CEO, Directors, Principal, Vice Principal, Office Superintendent, Deans, Heads of Departments or any authority empowered and vested with powers by the GC to be of service to APCOER.
6. "Appellate Authority" means authority higher than the Competent Authority (Chairperson).
7. "Selection Committee" means the authority nominated by the Management to select candidates for filling up the vacancies in APCOER.
8. "Employer" is the Management of APCOER.
9. "Establishment / Institution / College" means APCOER, its branches and other units or institutions run / owned / managed by APCOER in India.
10. The words "Employer", "Management" and "APCOER" shall for all purposes mean the same (i.e.) the Management of APCOER, unless it connotes differently in a particular context in which case it will be noted and given the due emphasis as and when required.
11. "Notice" means a Memo or Memorandum in writing required to be given or posted or exhibited on the Notice Board or published in Newspapers for the purpose of the rules pertaining to HR policy.
12. "Notice Board" means the notice board specially maintained in a designated and conspicuous place within the premises of APCOER for the purpose of displaying notice(s).
13. "Salary" means all remuneration earned which comprises basic salary, Dearness Allowance, House Rent Allowance, Conveyance Allowance, Special Allowance, and any other allowance per month exclusive of overtime payment.
14. "Leave" means authorized absence with or without pay.
15. "Absence from work" shall mean unauthorized absence from the work place, late attendance or leaving the work place early without the explicit approval of the Management / Principal.



4. Employee status

Probationary/Tenure period for New Employees

APCOER monitors and evaluates every new employee's performance for a specific period of one year to determine whether further employment in a particular position or with the institution is appropriate.

5. Administration Policies

New Employee orientation

The formal welcoming process is conducted. This will be followed by the concerned department to which the employee has been appointed to work with.

Official Languages

1. All written communication within the Institution will be in English or Marathi language (if required local authorities).
2. All employees shall verbally communicate either with each other or with clients in the English or Marathi language or the language understood by him.
3. All publications for external circulation issued by the Institution shall be reviewed by the Dean Student affairs Director & CEO for English content and suitability.
4. All internal communication shall be printed or written in English and in Marathi language (if required by the law).
5. All telephonic conversations regarding Institution business shall be carried out in the English , Hindi or Marathi the language understood by the called or receiver.
6. All e-mail, Internet, Fax or other electronic transmissions shall be carried out in the English or Marathi language.

Notice Board

1. It is important to ensure that there exists proper guideline for posting of Written Matter, Sheet, Letters & other matters are properly displayed after prior approval from the Principal. Posted material should always be displayed in English and if required in Marathi.
2. Posting on Employee Notice / Bulletin Boards / Posters / Display of Information.
3. No Employee is authorized to put up any information (whether Written / Poster / Sign, etc.) on the Departmental Notice Board, Walls, Doors, in the department without the prior approval of their Head of the Department.
4. All the Employee related information displayed on the notice board should be in English or Marathi.
5. Duty Roaster and Other Employee related information could be put on the Department Notice Board with prior approval from the Head of the Department. All Notices / Internal Memo's / Advertisements / Announcements / Training Schedules / News / Events / College Magazines / Posters and other information area to be posted on the Employee Notice / Bulletin Boards must be related to the ABMSP's APCOER / subject connected with the Students, Examinations, Competitions, etc. only.



6. All such Notices and other information posted on the Notice / Bulletin Board must be reviewed by the Principal / Office Superintendent / HoD before the same is displayed.
7. The undated Notices / Other information will remain posted for a maximum of 15 days.
8. The Principal / Office Superintendent / HoD will ensure that Notices and other information posted / displayed must be for official purpose only.
9. Advertisements / Posters / Display of information, etc of any kind from the commercial companies will not be accepted / displayed

Communication

1. Channels of communication within the Institution are to be clear, comprehensive and made known to all the Employees. These agreed channels of communication must be used and Employees are to be made aware of it.
2. It is also the aim of the Institution to inform and consult with Employees as necessary on issues that concern them. Employees should be informed about plans, intensions and proposals that give information about the achievements and results and with the aim of assisting employees to see how they can contribute towards achieving the Institutions & Departmental goals and objectives.
3. The HoDs have a duty to ensure that all their Employees are kept informed about Employee issues and that the communication upwards of Employees' comments and suggestions are encouraged and facilitated.
4. Confidentiality should be maintained in all official and Employee related matters.

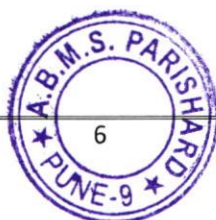
Employee Identification Cards

1. To ensure the security of Institution premises, Employees and Property, all Employees are required to carry identification provided by the Institution.
2. All Employees will be issued with an I.D. Card. The I.D. Card will consist of the following information: Name, Photograph, Designation, Department, Date of Joining, Email ID , Address & Blood Group.
3. Employees will be required to wear their ID Cards along with the lanyard at all times while on premises.
4. When an Employee leaves the employment of the Institution, will be required to return the I.D. Card to the office.

Fire Prevention

Following recommendations are to be followed by all the Departments to ensure a safe fire-free environment in the campus:-

- ❖ Free access to fire extinguishers.
- ❖ Light should never be shielded with linen or other combustible material.
- ❖ The NO SMOKING rule shall be enforced throughout the Institution.
- ❖ Doors of inflammable liquid storage rooms / LPG Cylinders must be kept closed and latched at all times.
- ❖ Always familiarize yourself with fire procedures.



Workplace Violence

1. Violent act occurring in the workplace greatly affect the individual's of safety and security while at work and may have far reaching effects. In order to provide Employees with a safe environment in which to work, the Institution will not tolerate Violence or Threats of Violence in the entire workplace.
2. An act of violence may be any physical action, whether intentional, reckless, or accidental that harms or threatens the safety of another individual in the workplace.
3. A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.
4. Workplace includes all Institution facilities, viz., Canteen / Hostel/ Play Area. Etc., and off-campus locations where Employees are engaged in Institution business.
5. Any person experiencing or observing acts or threats of violence should notify the HoD. Employees should also report the event to his HR Head and Office Superintendent or the Principal.

No Smoking

Smoking is prohibited in all facilities of the Institution, including buildings and offices either by the staff / students or the visitors.

Lost & Found

Any Employee finding anything in the Institution premises should deposit the same to Administrative Office .The person to whom the item belongs can claim it after proper identification of the lost item. If unclaimed, the item will be in the custody of the Administrative Office for a period of three months, after which it will be disposed of as it deems fit.

Confidentiality

1. No staff shall divulge or use, except in furtherance of the Institution's interests, any business or other information's which may come to his knowledge in the course of his employment with the Institution or its associates / sister companies. This shall apply both during the period of employment and thereafter.
2. Members of the staff, except where necessary, shall not, without the prior written consent of the Principal retain in their private possession, any papers / documents / records, etc. relating to the Institution's business. All such materials shall be returned to the Institution once their work is completed and on separation.



Reporting

1. Staff members are required to report any information that they may have of any possible theft or fraud including possibilities thereof to their HoD. Concealment of such information will be construed as misconduct.

Personnel Record and Administration

The task of handling personnel records and related administration functions at APCOER is assigned to the office. Personal files will be kept confidential at all times and include some or all of the following documents.

- Profile
- Appointment Letter
- Educational Certificates & Work experience certificates
- Joining Report

6. Standards of conduct

General Guidelines

All employees are expected to get accustomed with the institution rules and standards of conduct and are expected to follow these rules and standards faithfully in conduction their work.

Hours of work

The normal hours are generally from 9.00 AM to 5.00 PM. An employee may be required to follow different work hours under special circumstances. Employee's immediate/reporting head is to be consulted if required.

Attendance and Punctuality

The institution expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete it by the end of assigned work hours. They are to regularly mark their attendance through the bio-metric attendance system.



Absence and Punctuality

In case of emergencies, illnesses, or pressing personal issues that cannot be scheduled outside work hours may arise, it is the responsibility of all employees to contact the reporting authority if they will be absent or late and seek permission for late attendance. Unauthorized absence will be viewed seriously and attract strict disciplinary action.

Unscheduled Absence

Absence from work for three (3) consecutive days without notifying the superiors will be considered sufficient to initiate action against the employee. Action will be initiated against the employee who is absent from work for 3 consecutive days without proper approval.

Gender Harassment Policy

The institution is committed to maintain an environment free of gender harassment which may include unwelcome advances, requests for immoral / unsocial / unethical favors, or other unwelcome verbal or physical contact when such conduct creates an unpleasant or offensive, hostile, and intimidating working environment and prevents and individual from effectively performing the duties of their position. Every employee must ensure that their conduct with fellow employee must be of accepted social, moral, ethical and social norms. Any act contrary, will be deplorable and will be dealt with sternly.

Dress code & ID card display

Employees of the institution are expected to present themselves in a clean and professional appearance, both inside and outside the institution. Dressing in a fashion that is clearly unprofessional, inconsistent with contemporary socially accepted traditions, and which is deemed improper and unsafe, or that negatively affects our college reputation or image is not acceptable and do not go by the culture. It is mandatory for all employees to display in person, the ID card issued by the institution, during hours of work. This will also apply to employees who may represent the institution at various forums within and outside the institution.

Misconduct

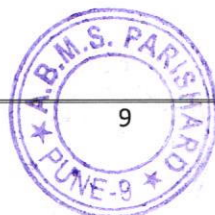
An employee, who is found guilty of misconduct or violates the sanctity of the institution or any of its policies, detrimental or otherwise, will be dealt with in accordance with the institution rules and regulations. The institution reserves the right to take the appropriate disciplinary action as may deem fit.

Outside Employment

The institution prohibits employees from taking any outside job for pay.

Return of Institution Property

Any of the institution property issued to employees, such a computer equipment, keys, employee ID card, official records must be returned back to the institution at the time of relieving, employees will be responsible for any lost or damaged items based on which the employee will be issued the No Dues Certificate to settle the full and final accounts.



7. Education qualification for teaching Faculty:

ENGINEERING & TECHNOLOGY

(As per AICTE Gazette Notification Dated on: 01.03.2019)

CADRE *	QUALIFICATION	MINIMUM EXPERIENCE	REMARKS
Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech..in relevant branch with first class or equivalent in any one of the degrees.	Experience not mandatory.	-
Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. AND At least 6 research publications in SCI journals/UGC/AICTE approved list of journals.	Minimum of 8years of experience in teaching/research/ industry out of which at least 2 years shall be Post Ph.D experience..	He/She is eligible to hold this position after 2 years of Post Ph.D experience.
Professor	Ph.D in the relevant field and first class or equivalent at either UG or PG level in the relevant branch. AND At least 6 research publications at the level of Associate Professor in SCI journals/UGC/AICTE approved list of journals and at least 2 successful Ph.D guided as Supervisor/Co-Supervisor till the eligibility of promotion. OR At least 10 research publications at the level of Associate Professor in SCI journals/UGC/AICTE approved list of journals till the date of eligibility of promotion.	Minimum 10 years of experience in teaching/research/industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor	He/She is eligible to hold this position after 5 years of Post Ph.D experience.
Principal	> Ph.D in the relevant field and first class or equivalent at either UG or PG level in the relevant branch. AND > At least two successful Ph.D guided as Supervisor/Co-Supervisor and minimum 8 research publications in SCI journals/UGC/AICTE approved list of journals.	Minimum 15 years of experience in teaching/research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.	He/She is eligible to hold this position after satisfying Professor post eligibility and should be guided minimum 2 Ph.D Scholars.



***NOTE:**

- ❖ The incumbent faculty members shall have to meet the necessary conditions as per 6th Pay CPC of AICTE
- ❖ Incumbents recruited as faculty with the basic minimum qualifications can continue in the same college in the same post. For considering promotions and movement to other colleges, the faculty should satisfy the conditions of 7th pay CPC of AICTE.
- ❖ Maximum Age limit for all Cadre of faculty members/Principal is 65 Years.

8. Recruitment, Designation, Joining, Promotion and Relieving

1. Recruitment is normally done during May / June
2. The number of vacancies in the different cadres shall be communication by the Principal / Designated authority based on the student strength / existing faculty / resignations staff members to the management approval.
3. Vacancies shall be advertised in leading newspapers and Institute websites.
4. Screening of applications shall be done by the respective screening committee.
5. Screening will be done as per the qualifications, experience and other credentials prescribed by the AICTE & Savitribai Phule Pune University.
6. Shortlisted candidates shall be informed through or over telephone by the college office.
7. Selection committee for interview shall be constituted of the following members:
 - a) Management Representative
 - b) Principal
 - c) Head of the Department / Senior Professor
 - d) Subject Expert

Designation

Designation for the selected candidates in teaching cadre shall be followed (given below) as per the education qualification and experience.

- Professor
- Associate Professor
- Assistant Professor
- Librarian
- Physical Director

Ministerial Staff

- Office in charge / Training Coordinator / Student Trainer / CG Cell Coordinator / NBA Accreditation Coordinator / Office Assistant / Junior Assistant / Telephone Operator

Technical Staff

System Admin / Lab Technician / Lab Assistant / Workshop Instructor / Electrician / Welder

General Services Security/House keeping



Mode of Selection of Support Staff:

All the positions are advertised in the Newspaper. After scrutiny of applications received and short listing by a committee consisting of

- a) Principal
- b) HODs
- c) Section In charges

Promotion:

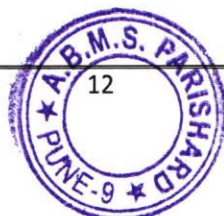
The Promotions under Career Advancement Scheme of teaching faculty will follow the guidelines given below Subject to the condition that the candidate possesses the prescribed minimum qualification the candidate should present herself / himself before the selection committee.

- Self-appraisal reports (required)
- Research contribution, books, articles, etc published. (At least 2 papers in referred journals required)
- Seminars/Conferences attended. Must have attended at least 4 seminars /conferences at national or international level or must have attended summer /winter schools (short-term courses) of total duration of 4 weeks.
- Significant contribution to teaching / academic environment / institutional corporate life.
- Development of course material / monographs.
- Participation in Continuing Education programme
- Any other academic contributions.
- For every upward movement, a selection process as per the rules and regulations of AICTE / University to which the institution is affiliated will be followed.

Promotion to higher level of service shall be made subject to availability of the posts, eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all-round development/improvement of the Corporate life of the institution. Other things being equal, seniority will be the deciding criterion.

Resignation:

1. Any member of the faculty in permanent service shall give THREE month's notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay THREE month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.
2. Any member of the Support Staff in permanent service shall give THREE month's notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay THREE month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relieve whichever is earlier.
3. Any member of the faculty/Support staff during probation shall give ONE month's notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay ONE month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relieve whichever is earlier. Normally Teaching faculty members will not be relieved in the middle of a semester.
4. However, the appointing authority reserves the right to waive the notice period or the compensation thereof.



9. THE CODE OF PROFESSIONAL ETHICS

I. 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.

Teacher 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 organizations 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 counseling 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.

II. 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) Recognize the difference in aptitude and capabilities among students and strive to meet their individuals needs;
- (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 refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleges:

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.



IV. 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 organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from understanding any other employment and commitment including private tuitions and coaching classes which are likely to interface with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various officers and discharge responsibilities which such office may demand;
- (iv) Co-operate through their organizations 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.

V. Teachers and Non Teaching Staff

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

VI. Teachers and Society:

Teachers should:

- (i) Recognize 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 animosity among different communities, religions or linguistic groups but actively work for National Integration.

VII. Teachers and Guardians:

Teachers should:

Try to see through teachers bodies and organizations 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 benefits of the institution.

10. Benefits to Employees

Higher Studies

The faculty is granted study leave for higher studies in the fields of specialize desirable from the point of view of the institution at IITs and Indian Institute of Sc Bangalore and the like. The said facility is limited to one faculty member every year.

Preference will be given for the doctoral programmes, followed by Master Degree and Second Masters Degree Programmes on execution of a bond to the effect that he/she shall serve the institution for a period of 3 years in respect of Doctoral programmes and 3 years in respect of Masters Programmes and that in case he/she fails to successfully



complete the said programme, he/she would refund the assured amount as per bond executed; and further that he/she would refund the assured amount on prorata basis in case he/she does not serve the College for the full period as per the bond on return after successful completion of studies.

Faculty are encouraged to pursue Doctoral research work within the college by way of sanctioning grants for procuring minor equipment for the research project to the extent possible and also by reducing the teaching load of such faculty for a specified period based on the progress made as certified by the Research Committee of which the Research Guide will be a member. Also financial help in preparation of the Doctoral Thesis towards the end of the Research work and procuring of books related to the research work may be considered in deserving cases.

Seminars / Workshops / Conferences.

The faculty is being deputed to short term/orientation courses during vacation or non vacation days without hindrance or dislocation to the academic work preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement. The period of absence is treated as "ON DUTY" during the period of attending the courses.

Promotion of Research The college aims at providing, promoting research, development, consultancy and such other profession - promotional activities, involving the faculty at various levels.

Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably encouraged and receive special commendations. Faculty members are encouraged to take up minor research and development projects by sanctioning the grants to the extent possible.

Excellent Teacher Awards have been instituted to encourage teachers to put in their best efforts. An appraisal system to select awardees annually for the Awards has been put in place so that no abuse or misuse of the provisions may take place.

Staff Development & Training - Ministerial / Supporting Staff

Arranging in house training programme for improving communication skills, particularly skills of writings, (with such inputs as grammar at basic level) with the help of the Department of English.

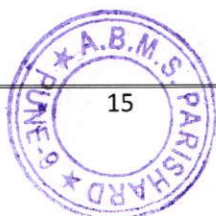
Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre.

Staff Development & Training- Technical Staff

Support Staff [Technical] In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training & Retraining Programmes shall be arranged in such technical areas, as required in view of changed curricula (Lab Practical) and also as suggested by the respective Heads of the Departments and functional heads.

Service Benefits & Welfare Measures

- The management grants maternity leave to the women employees limited to the first two living children.
- Medical Assistance for major accidents
- Group Insurance Scheme.
- All the members of staff drawing salary up to Rs 15000/- per month are covered under Employment Provident Fund Scheme as per the act. The employee and the management contribute 12% of the pay of such employee.



11. Service Conditions

- inis
1. Every member of the staff shall agree to abide by all the conditions herein stated and also such may be stipulated from conditions as time to time by the competent authority.
 2. Every member of the staff shall employ himself honestly, efficiently and diligently under the orders and instructions of the Principal / Office Superintendent or other officers under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office and perform in such a manner which may be required of him or which are necessary to be done in his capacity as aforesaid.
 3. Every member of the staff shall devote his / her duty time of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Principal / Office Superintendent.
 4. Notwithstanding anything contained above, whenever any consultation work for any private firm or undertaken by the college, such members of the staff as are required will be commissioned by the College from time to time.
 5. Any staff member, on appointment through university panel interview, except on contract, shall be on probation for a period of one year. The probation period may be extended by another year based on his / her performance.
 6. All the teaching staff recruited as per AICTE norms shall be paid AICTE scale of pay and other allowances as per College norms. After successful completion of probation period, contribution shall be made by the management towards the employees' provident fund at a rate fixed as per EPF Act.

12. Leave Rules

Permission

- Maximum of 3 permissions per month of 1 hour each can be availed. Permission will be granted for 1st and last hour and not in between.
- Half a day casual leave will be deducted for exceeding three permission. Late attendance will be treated as permission.
- More than 1 hour permission on single day will be treated as half day CL.

Casual leave

- UGC Approved Staff members can avail 15 days of casual leave, Adhoc and Non approved staff can avail 12 leave in the academic year
- For staff members who join in the middle of the academic year, casual leave will be credited on pro-rata basis. i.e. one day of CL after completing one full month of service from the Date of joining. Casual leave cannot be combined with any leave other than OD
- Balance of casual leave, if any, at the end of the academic year will not be carried over to the next academic year and it will lapse.
- Members, who have completed one full year of service, are eligible to avail two days of advance CL any time.



On duty Leave

- For teaching staff, a Maximum of 12 days of OD with pay will be granted per academic year for higher study related activities, parent University Exam related work, for attending seminars, conferences and paper presentations. An additional 12 days of OD per semester may be granted to those who have executed bond to the college for pursuing higher studies.
- For Non-Teaching staff three days of OD per semester may be granted to those who are doing Part Time (Diploma or B.E./ B. Tech.) course.
- OD certificate is to be produced on return from OD; otherwise it will be treated as loss of pay.
- OD cannot be combined with any leave other than CL
- Balance of OD if any at the end of academic year will lapse.

Maternity Leave

As per resolution number 12 by Pune Vibhagiya Karykari Samiti Dated 26 October 2023 it is decided to approve full pay Maternity Leave to all approved female faculties for 180 days. This leave should be approved twice in total service period

Vacation leave

- Teaching staff members are permitted to avail 14 days of winter vacation and 21 days of summer vacation in an academic year and Non-Teaching staff may avail 7 days of Winter Vacation Leave and 14 days Summer Vacation Leave.
- Un availed vacation leave at the end of the semester will not be carried over to the next semester. Shifting of vacation will not be granted on any grounds.
- Vacation leave should be availed within the stipulated period only, otherwise it will lapse. However for genuine reasons, a relaxation may be given up on approval by Principal
- For availing vacation leave, staff members must have completed one full semester of continuous and active service (a semester runs from the day one of instruction to the last day of University exam).
- Vacation leave cannot be combined with any other leave.
- Intervening holidays and Sundays will be counted as vacation leave.
- Prefixing and / or suffixing holidays with vacation leave will be counted as vacation leave.
- Vacation leave application should be submitted in advance
- Vacation leave will be sanctioned in rotation without affecting smooth functioning of the college and can be availed only on approval of authority.

Compensatory leave

- Compensatory leave will be granted to employees when they are required to work on holidays. The leave shall be availed within 2 months, otherwise it will lapse. Paid duties on holidays will not be eligible for compensatory off, like Exam duty etc.
- Alternate arrangement is to be made before proceeding on any kind of leave/ OD
- All these rules will not apply to hostel supervisors. CL rules are applicable to them as given above.



13. Employee Communications

Open Communication

The institution encourages employees to solve any issues with a co-worker amicably that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the issue is not properly addressed, employees should contact the Principal. Any information discussed in an open communication meeting is considered confidential, still allowing management to respond to the problem. At no point will an employee use offensive methods against any employee for appropriate usage of open communication channels.

Suggestions

APCOER welcomes employees suggestions and innovative ideas about making the institution a better place to work and enhancing service to the society at large as envisioned. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them. All suggestions are valued.

Closing Statement

Pleasant working environment and relationships solely rely on communication success. It is important that employees stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at APCOER.

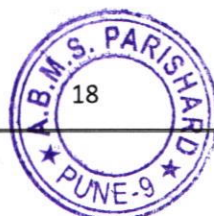
14. Acknowledgment

I acknowledge that I have received a copy of the APCOER employment policies, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding APCOER policies I should direct them to my immediate superior or the Principal.

I know that APCOER policies and other related documents do not form a contract of employment and are not a guarantee by APCOER of the conditions and benefits that are described within them. Nevertheless, the provisions of such the institution policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that APCOER at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.



Internal Quality Assurance Cell

IQAC – Vision

To promote quality culture as the prime concern of Higher Education Institutions through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.

Objective

The primary aim of the IQAC is

- To play the role of a catalyst and develop a mechanism to promote conscious and consistent action plans to improve the academic and administrative performance of the institution.
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

Strategies

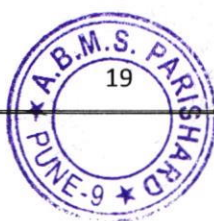
IQAC shall evolve a mechanism and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial units.
- b) Adoption of relevant and quality academic and research programme.
- c) Ensuring equitable access to and affordability of academic programmes for various sections of the society.
- d) Optimization and integration of modern methods of teaching and learning.
- e) Ensuring credible assessment and evaluation processes.
- f) Ensuring the proper allocation, adequacy and maintenance of support structure and services.
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks.
- b) Setting parameters for various academic and administrative activities of the institution.
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process.



- d) Collection and analysis of feedback from all the stakeholders on quality related institutional processes
- e) Dissemination of information on various quality parameters to all the stakeholders;
- f) Organization of intra- and inter-institutional workshops and seminars on quality-related themes and promotion of quality circles.
- g) Documentation of various programmes/activities leading to quality improvement;
- h) Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices.
- i) Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality.
- j) Periodical conduct of Academic and Administrative Audits along with their follow-up activities.
- k) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensuring clarity and focus in the institution's march towards quality enhancement.
- b) Ensuring internalization of quality culture.
- c) Ensuring enhancement and coordination among the various units and activities of the institution and institutionalizing all good practice.
- d) Providing a sound basis for decision-making to improve institutional functioning.
- e) Acting as a dynamic system for quality changes in HEIs
- f) Building a sound methodology for documentation and internal communication.



Anti-Ragging Committee

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education, (AICTE) brings forth these Regulations. APCOER has constituted Anti ragging committee and Squad as per AICTE norms.

Role, Function and Responsibilities:

- a) Anti-ragging Committee is nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and have a diverse mix of membership in terms of level as well as gender.
- b) It is the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) Anti-Ragging Squad is nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.
- d) It is the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.



APCOER, Pune

e) It is the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.



Grievance Redressal Committee

Awareness about Grievances

According to institutional guidelines, a grievance is any concern or complaint related to:

- Academic issues
- Administrative services
- Facilities and infrastructure
- Disciplinary actions
- Any other issues affecting the welfare of students, faculty, and staff

Examples:

- Discrepancies in examination results or academic records
- Issues related to hostel accommodations
- Complaints about food quality in the campus cafeteria
- Concerns about safety and security on campus
- Unfair treatment or discrimination by faculty or staff

Functions of the Committee:

- To provide a neutral, confidential, and supportive environment for students, faculty, and staff to voice their concerns.
- To advise complainants of the informal and formal means of resolution as specified by the Committee.
- To ensure the fair and timely resolution of grievances.
- To provide information regarding counselling and support services available on campus.
- To promote awareness about grievance redressal mechanisms through educational initiatives that encourage and foster a respectful and cooperative campus environment.

Functioning of the Grievance Redressal Committee:

The Complaint Redressal Mechanism:

1. **Submission of Complaint:** Any student, faculty, or staff wishing to initiate a grievance must submit a written and signed complaint to the head of the respective department, who will then forward the complaint to the Grievance Redressal Committee.
2. **Initial Meeting:** The coordinator will call the complainant for a personal meeting within 7 working days from the submission of the written complaint. The meeting will be conducted in the presence of all committee members
3. **Discussion of Complaint:** The members of the Committee will discuss the complaint in detail.
4. **Jurisdiction Check:** If the case falls outside the purview of the Committee, the complaint will be forwarded to the appropriate committee or authority.
5. **Enquiry Setup:** If the case comes under the purview of the Committee, an enquiry committee will be set up to investigate the matter.
6. **Report and Recommendation:** The enquiry committee will submit a report within 3 working days after the meeting, recommending the nature of action to be taken at the earliest by the appropriate authority.



Promoting Awareness:

- Organizing workshops and seminars for students, faculty, and staff to educate them about the grievance redressal process.
- Distributing informational brochures and pamphlets during meetings and orientations.
- Regularly updating the institution's website with relevant information and contacts for the grievance committee.
- Setting up a dedicated helpline or email service for individuals to seek advice and submit grievances.

Support Services:

- Providing access to counselling and support services on campus for students, faculty, and staff.
- Offering mediation services to resolve conflicts amicably.
- Ensuring the availability of legal advice if required for serious grievances.



Standard Operating Procedure (SOP) for Institute Level Student-Parent Grievance Redressal Committee

1. Objective:

The objective of this SOP is to establish a structured process for the redressal of grievances raised by students or their parents regarding academic, administrative, or disciplinary matters, ensuring timely and effective resolution in accordance with institutional policies.

2. Composition of the Committee:

The Student-Parent Grievance Redressal Committee shall consist of:

- **Chairperson:** A senior faculty member or administrator.
- **Faculty Representatives:** From various academic departments.
- **Student Welfare Officer:** To represent student concerns.
- **Administrative Staff:** To handle procedural aspects.
- **External Member (optional):** If required, an external or independent representative to ensure impartiality.

3. Grievance Submission Process:

Step 1: Mode of Submission

- Grievances can be submitted by students or parents through:
 - **Online Grievance Portal:** If available, an online platform for submitting grievances.
 - **Written Submission:** A physical form or letter submitted to the grievance office.
 - **Email Submission:** Dedicated email for grievance submissions.

Step 2: Information Required

- The complainant must provide:
 - Name and contact details (email/phone) of the student/parent.
 - A clear description of the grievance, including relevant dates, events, and individuals involved.
 - Any supporting documents or evidence.
- Grievances must be submitted within a specified period (e.g., within 30 days of the occurrence of the issue).

Step 3: Acknowledgment

- Upon receipt of the grievance, the committee will acknowledge the complaint within **2 working days**. An acknowledgment receipt will be issued with a unique grievance ID for tracking.

4. Categorization of Grievances:

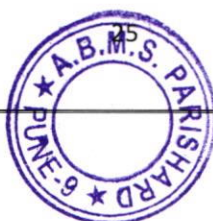
The grievance will be categorized as follows:

- **Academic Grievances:** Issues related to examinations, grades, curriculum, attendance, etc.
- **Administrative Grievances:** Issues related to fees, facilities, or procedural delays.
- **Disciplinary Grievances:** Issues related to misconduct, harassment, or behavioral concerns.
- **Other Grievances:** General complaints not covered under the above categories.

5. Initial Assessment and Review:

Step 1: Preliminary Review

- The committee will conduct a preliminary review of the grievance within **3 working days** to determine its validity and ensure it falls within the committee's jurisdiction.
- If the grievance is outside the scope of the committee (e.g., related to sexual harassment), it will be forwarded to the relevant committee (e.g., Internal Complaints Committee).



Step 2: Additional Information

- If the grievance lacks sufficient information or clarity, the committee may request additional details from the complainant within **5 working days**.

6. Investigation of Grievance:

Step 1: Formation of Investigation Team

- For valid grievances, the Chairperson will form an investigation team comprising members from relevant departments or administrative sections.

Step 2: Data Collection

- The investigation team will:
 - Gather all relevant documents, emails, and records.
 - Conduct interviews with the complainant, any respondents, and witnesses.
 - Review institutional policies or guidelines related to the grievance.

Step 3: Completion of Investigation

- The investigation should be completed within **7 working days** from the date of the formation of the investigation team.

7. Resolution and Decision:

Step 1: Deliberation

- After completing the investigation, the committee will deliberate on the findings and recommend a course of action.
- The resolution could involve:
 - Corrective actions (e.g., re-evaluation of marks, fee adjustments).
 - Disciplinary actions (if misconduct is involved).
 - Mediation or conflict resolution meetings (if interpersonal issues are involved).

Step 2: Communication of Decision

- The committee will communicate the resolution to the complainant within **15 working days** of the grievance submission.
- A formal letter or email will be sent to both the student/parent and any other parties involved, outlining the decision and any steps to be taken.

8. Implementation of Resolution:

- Once the decision is communicated, the institution will implement the resolution immediately.
- The committee will follow up with the relevant departments to ensure compliance with the resolution.

9. Appeal Process:

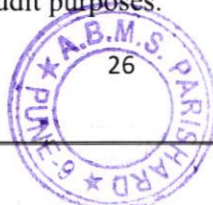
- If the complainant is dissatisfied with the resolution, they may file an appeal within **5 working days** of receiving the decision.
- The appeal will be escalated to a higher authority (e.g., Principal, Director, or Governing Council).
- The decision of the higher authority will be **final** and communicated within **10 working days**.

10. Confidentiality and Fairness:

- The committee will ensure that all grievances are handled with the utmost confidentiality.
- The identity of the complainant, respondents, and witnesses will be protected throughout the process.
- The grievance will be handled impartially, ensuring that no bias or unfair treatment affects the outcome.

11. Documentation and Record Keeping:

- All grievance-related documentation (complaints, investigations, resolutions) will be securely stored for future reference and audit purposes.



- Records will be maintained in compliance with institutional and legal data privacy regulations.

12. Reporting and Review:

Step 1: Regular Reporting

- The committee will submit regular reports to the institutional leadership, summarizing:
 - Number of grievances received, resolved, and pending.
 - Types of grievances and the actions taken.

Step 2: Annual Review

- The grievance redressal process will be reviewed annually, and any necessary improvements or updates will be implemented based on feedback and outcomes.

13. Awareness and Communication:

- Information about the grievance redressal mechanism will be made easily accessible to students and parents.
- Details will be available on the **institutional website**, through **handbooks**, and via **notices or orientation programs**.

14. Handling Emergency Grievances:

- In cases where grievances involve immediate threats or serious issues (e.g., harassment, violence), the committee will expedite the process.
- Interim protective measures may be put in place to ensure the safety and well-being of the complainant.



Roles & Responsibilities of the Institute Level Student-Parent Grievance Redressal Committee

1. Receiving and Acknowledging Grievances:

- Provide a formal mechanism for students and parents to submit their grievances (online or offline).
- Acknowledge the receipt of grievances promptly (typically within 2 working days).
- Issue a grievance reference number to track the progress of the complaint.

2. Categorizing Grievances:

- Classify grievances based on their nature:
 - **Academic Grievances:** Related to exams, grades, attendance, etc.
 - **Administrative Grievances:** Involving fees, facilities, or services.
 - **Behavioral Grievances:** Concerning misconduct, harassment, or disciplinary matters.
 - **Other Grievances:** Including any general issues not covered by specific categories.

3. Investigating Grievances:

- Conduct a thorough and impartial investigation of grievances:
 - Collect relevant documents, records, and evidence.
 - Interview all involved parties, including the complainant and respondents.
- Form investigation teams or task forces if needed, depending on the complexity of the case.

4. Maintaining Confidentiality and Impartiality:

- Ensure that all grievances are handled in a confidential and unbiased manner.
- Protect the privacy of students and parents during the grievance process.
- Safeguard complainants from any form of retaliation for raising concerns.

5. Resolving Grievances in a Timely Manner:

- Ensure that grievances are addressed and resolved within the stipulated time frame (e.g., 15 working days).
- Provide prompt corrective action, such as adjusting grades, revising policies, or addressing administrative issues.
- Communicate the resolution to all relevant parties in writing, including details of any actions taken.

6. Offering Mediation and Conflict Resolution:

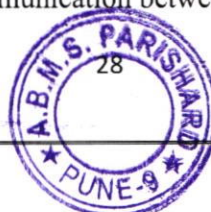
- When appropriate, provide mediation services to resolve disputes between students, parents, and institutional staff.
- Facilitate communication and understanding between the involved parties to reach a mutually acceptable solution.

7. Ensuring Implementation of Resolutions:

- Monitor the implementation of the committee's decisions and recommendations.
- Ensure compliance by the respective departments or personnel with the resolution.
- Follow up with all parties to confirm that the grievance has been satisfactorily resolved.

8. Communicating with Stakeholders:

- Regularly update students and parents on the status of their grievances during the investigation process.
- Ensure clear and transparent communication between the institution and the complainants.



- Guide students and parents through the grievance redressal procedure if needed.

9. Maintaining Records and Documentation:

- Keep comprehensive and secure records of all grievances, including evidence, investigation reports, and resolutions.
- Maintain data privacy and comply with institutional regulations for record-keeping.
- Use the records to analyze trends in grievances and identify areas for institutional improvement.

10. Reporting to Institutional Authorities:

- Submit regular reports to the institutional leadership (e.g., Principal, Director) on:
 - Number of grievances received, resolved, and pending.
 - Nature and types of grievances and how they were addressed.
- Provide insights and recommendations based on grievance trends for improving policies and practices.

11. Reviewing and Improving Grievance Mechanisms:

- Periodically review the grievance redressal process to ensure it is effective and up-to-date.
- Implement improvements or policy changes based on feedback from students, parents, and institutional experiences.
- Ensure the grievance system remains accessible, efficient, and transparent for all stakeholders.

12. Educating Students and Parents on the Grievance Mechanism:

- Ensure that students and parents are informed about the grievance redressal process through:
 - Institutional handbooks.
 - Orientation programs.
 - The institutional website and notices.
- Promote awareness and encourage the use of grievance mechanisms for resolving issues.

13. Handling Emergency or Critical Grievances:

- Prioritize urgent grievances that involve serious matters such as harassment, safety, or immediate administrative concerns.
- Implement immediate protective measures or corrective actions while the investigation is ongoing.

14. Providing an Appeal Mechanism:

- Offer students and parents the option to appeal if they are dissatisfied with the committee's resolution.
- Ensure that appeals are addressed by a higher authority, such as the Director or Governing Council, within a reasonable time frame.



Standard Operating Procedure (SOP) for Institute Level Grievance Redressal Committee (GRC)

Objective:

The objective of this SOP is to provide clear and transparent guidelines for the effective resolution of grievances raised by stakeholders within the institution. It outlines the steps and procedures for receiving, processing, investigating, and resolving grievances, ensuring fairness and confidentiality.

1. Composition of the Grievance Redressal Committee (GRC):

The Grievance Redressal Committee will consist of:

- **Chairperson:** A senior faculty member or administrator.
- **Faculty Representatives:** From various departments or sections.
- **Administrative Officer:** To handle procedural aspects.
- **Student/Staff Representative:** Depending on the nature of the grievance.
- **External Member:** (If necessary) to provide unbiased input.

The composition may vary based on the grievance (e.g., student, faculty, or staff).

2. Responsibilities of the Grievance Redressal Committee (GRC):

- Ensure a **fair and transparent process** for resolving grievances.
- Maintain **confidentiality** throughout the grievance redressal process.
- Ensure timely and effective resolution of grievances within a **predefined timeframe**.
- Keep proper **documentation** of all grievance proceedings and resolutions.
- Report periodically to the **institutional leadership** on the status of grievances.
- Promote a **harmonious environment** within the institution by addressing and resolving conflicts.

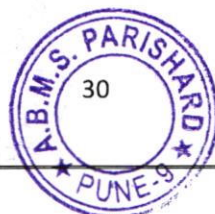
3. Grievance Submission Process:

Step 1: Lodging a Grievance

- **Modes of Submission:** Grievances can be submitted by stakeholders (students, staff, faculty) through:
 - **Online Grievance Portal:** If the institute has a dedicated online platform.
 - **Written Complaint:** Submitted to the GRC office or any designated authority.
 - **Email:** Sent to a dedicated grievance email address.
- **Information Required:**
 - Name and contact information of the complainant.
 - Detailed description of the grievance, including the date, time, and parties involved.
 - Any supporting documents or evidence.

Step 2: Acknowledgment of Grievance

- Upon receipt of the grievance, the GRC will send an **acknowledgment** to the complainant within **2 working days**, confirming that the grievance has been received and will be processed.
- A **unique grievance ID number** will be assigned to each complaint for tracking purposes.



4. Grievance Categorization and Initial Assessment:

Step 1: Categorization

- Grievances will be categorized based on the following:
 - **Academic Grievances:** Issues related to exams, attendance, grading, etc.
 - **Administrative Grievances:** Issues related to fees, facilities, or administrative services.
 - **Disciplinary Grievances:** Complaints about misconduct, harassment, or policy violations.
 - **Other Grievances:** Any other issues not falling into the above categories.

Step 2: Initial Assessment

- The GRC will conduct a **preliminary review** of the grievance within **3 working days** of receipt.
- The committee will assess whether the grievance falls under the purview of the GRC or requires referral to another department (e.g., disciplinary committee, academic council).
- If the grievance is not valid or lacks sufficient information, the complainant will be informed, and additional details will be requested if necessary.

5. Grievance Investigation Procedure:

Step 1: Appointment of Investigation Team

- For valid grievances, the Chairperson will appoint an **investigation team** comprising relevant members of the GRC.
- The investigation team will include representatives from the departments involved in the grievance, if necessary.

Step 2: Investigation

- The investigation will involve:
 - **Collection of evidence** (documents, emails, etc.).
 - **Interviews** with the complainant, the person(s) against whom the grievance is filed, and any witnesses.
 - Review of **institutional policies** and any other relevant guidelines.
- The investigation should be completed within **7 working days** from the date the investigation team is appointed.

Step 3: Report Preparation

- The investigation team will prepare a detailed **report** with findings and recommendations.
- The report will be submitted to the full GRC for review.

6. Grievance Resolution Process:

Step 1: Deliberation by GRC

- The GRC will meet to review the investigation report, discuss the findings, and decide on the appropriate resolution.
- If necessary, additional meetings or discussions may be held to ensure all aspects of the grievance are thoroughly examined.

Step 2: Resolution and Decision

- Based on the investigation findings, the GRC will:
 - Propose a resolution to the grievance (e.g., disciplinary action, policy change, conflict resolution).
 - Communicate the decision in writing to all parties involved (complainant, respondent).
- The resolution should be communicated to the complainant within **15 working days** of the grievance submission.



Step 3: Implementation of Resolution

- The institution will implement the resolution as directed by the GRC.
- This may include disciplinary actions, issuing warnings, policy changes, or mediation between the parties.

7. Appeal Process:

- If the complainant is not satisfied with the resolution provided by the GRC, they may **appeal** the decision within **5 working days** of receiving the resolution.
- The appeal will be escalated to a **higher authority** within the institution (e.g., Director, Governing Council) for review.
- The decision of the higher authority will be **final and binding**.

8. Confidentiality and Data Protection:

- All information related to the grievance, including the identity of the complainant and the respondent, will be treated as **confidential**.
- Access to grievance information will be limited to the members of the GRC and other authorized personnel directly involved in the investigation.
- All documentation will be securely stored, and the **data privacy policies** of the institution will be followed.

9. Reporting and Documentation:

- **Monthly Reports:** The GRC will submit a report to the institutional leadership detailing:
 - Number of grievances received, resolved, and pending.
 - Nature of grievances and the resolutions provided.
- **Annual Report:** An annual report will summarize the grievance redressal activities, including trends, common issues, and recommendations for policy improvements.

10. Review and Continuous Improvement:

- The GRC will review its procedures annually to ensure they remain relevant and effective.
- Feedback from stakeholders will be considered to improve grievance redressal processes.
- Any changes to the SOP will be approved by the institutional leadership before implementation.

11. Communication of the Grievance Redressal Mechanism:

- Information about the grievance redressal process will be made **easily accessible** to all stakeholders via:
 - **Institutional website.**
 - **Notice boards.**
 - **Student/Staff handbooks.**
 - **Orientation programs.**

12. Emergency Grievance Handling:

- For serious or urgent grievances (e.g., involving harassment or threats to safety), the GRC will expedite the process.
- In such cases, immediate protective measures may be put in place, and the investigation will be prioritized to ensure a swift resolution.



Roles & Responsibilities of the Institute Level Grievance Redressal Committee

1. Receiving and Acknowledging Grievances:

- Establish and maintain a mechanism for the submission of grievances (e.g., online portal, email, physical forms).
- Acknowledge the receipt of grievances within a defined timeframe (e.g., within 2 working days).
- Assign a unique grievance ID for each submission to ensure proper tracking and follow-up.

2. Categorizing Grievances:

- Assess and categorize grievances based on their nature:
 - **Academic Grievances** (e.g., examination issues, attendance disputes).
 - **Administrative Grievances** (e.g., fee-related issues, facility complaints).
 - **Disciplinary Grievances** (e.g., misconduct, harassment, policy violations).
 - **Other Grievances** as applicable.
- Refer grievances that fall outside the purview of the GRC to the appropriate committees or departments (e.g., sexual harassment grievances may go to the Internal Complaints Committee).

3. Investigating Grievances:

- Conduct a thorough and impartial investigation of grievances:
 - Collect relevant documents, evidence, and testimonies from the complainant and respondents.
 - Interview involved parties and witnesses to gather additional information.
- Appoint sub-committees or task forces, if necessary, for specific cases requiring deeper investigation.

4. Ensuring Fairness and Confidentiality:

- Ensure the grievance redressal process is unbiased and follows due process.
- Maintain the confidentiality of all parties involved to protect their privacy and rights.
- Ensure that no one is discriminated against or retaliated against for filing a grievance.

5. Providing Timely Resolutions:

- Ensure that grievances are resolved within a stipulated timeframe (e.g., within 15 working days).
- Recommend corrective actions, penalties, or policy changes as necessary to resolve the grievance.
- Ensure that the complainant and all relevant parties are informed of the resolution in writing.

6. Implementing Resolutions:

- Ensure that the agreed-upon resolutions or recommendations are implemented effectively.
- Work with the relevant departments, faculty, or administrative offices to execute the corrective actions.

7. Communicating with Stakeholders:

- Regularly communicate the status of the grievance to the complainant during the investigation and resolution process.



- Coordinate with other departments (e.g., academic, administrative, disciplinary bodies) to ensure seamless handling of grievances that involve multiple areas of the institution.

8. Maintaining Records and Documentation:

- Keep accurate and comprehensive records of all grievances, investigations, and resolutions.
- Maintain grievance reports and related documentation securely for future reference and audits.
- Ensure data privacy and adherence to any legal requirements concerning the handling of personal information.

9. Reporting to Institutional Authorities:

- Submit regular reports (monthly/quarterly) to the institution's leadership (e.g., Principal, Director) on the number, nature, and resolution of grievances.
- Provide an annual report with analysis and suggestions for improving grievance management processes and institutional policies.

10. Promoting Awareness of Grievance Mechanisms:

- Ensure that all stakeholders (students, staff, faculty) are informed about the grievance redressal mechanism, its procedures, and how to access it.
- Promote awareness through orientation sessions, information on the institutional website, notice boards, and other communication channels.

11. Reviewing and Improving Grievance Redressal Mechanisms:

- Periodically review the grievance redressal process to ensure it remains effective, efficient, and in line with institutional policies.
- Update grievance handling procedures and policies as necessary to address recurring issues or improve fairness and transparency.

12. Handling Emergency or Urgent Grievances:

- Prioritize grievances that involve urgent matters such as harassment, discrimination, or threats to personal safety.
- Implement immediate interim measures (if required) while the investigation is ongoing to ensure the safety and well-being of the complainant.



Policies of Institute level website committee

An Institute Level Website Committee is responsible for overseeing the design, development, maintenance, and content management of the institution's official website. It ensures that the website functions efficiently and serves as an informative and user-friendly platform for students, faculty, staff, and external visitors. The committee typically follows certain policies to maintain the quality, security, and accuracy of the website.

Here are some key policies that could be followed by an Institute Level Website Committee:

- **Website Content Policy:**

Ensure that all content on the website, including text, images, videos, and documents, is accurate, up-to-date, and relevant. Content should adhere to the mission and objectives of the institution and should promote the institution in a positive light. The committee should set up procedures for regular content updates by authorized personnel.

- **Design and Usability Policy:**

Ensure the website has a consistent design aligned with the institution's branding guidelines (such as logos, color schemes, and fonts). Maintain a user-friendly interface that is easy to navigate for different users, including students, faculty, staff, and external visitors.

- **Security and Privacy Policy:**

Ensure that the website is protected against security threats such as hacking, malware, or data breaches. Regularly update the website's software and implement strong encryption standards to protect sensitive information. Set up clear guidelines for the collection, storage, and use of data (e.g., through cookies, forms, or databases) and ensure that users' privacy is respected.

- **Roles and Responsibilities Policy:**

Define the roles and responsibilities of committee members and other stakeholders involved in website management. Appoint specific team members for tasks like content management, technical updates, design, and security monitoring. Implement an approval process where key updates and changes are vetted by relevant departments or committees before going live.

- **Maintenance and Monitoring Policy:**

Ensure regular website maintenance and technical updates to avoid downtime or broken links. Conduct routine checks for bugs, errors, or outdated content and rectify them immediately. Implement a backup policy to regularly backup the website and its data to prevent loss of information.



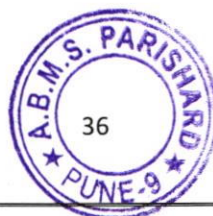
APCOER, Pune

- **Feedback and Continuous Improvement Policy:**

Implement a feedback mechanism on the website to allow users to report issues, suggest improvements, or raise concerns. Regularly review the feedback and implement improvements based on user input and emerging web technologies.

- **Website Archiving Policy:**

Set up policies for the archival and removal of outdated content to ensure that the website remains relevant and uncluttered. Maintain an archive of important updates or announcements for future reference. Ensure that old versions of the website are backed up in case they need to be restored or referenced.



Standard Operating Procedure (SOP) for Institute Level Innovation Club Members

1. Objective:

The Innovation Club aims to foster a culture of innovation and entrepreneurship within the institute by providing students with the necessary resources, mentorship, and opportunities to develop and implement innovative ideas.

2. Composition of the Innovation Club:

- **Faculty Coordinator:** Leads and manages all activities of the Innovation Club.
- **Faculty Members:** Guides students on technical and professional matters.
- **Student Representatives:** Organize events and act as a liaison between the club and the student body.
- **Industry Mentors (if applicable):** Provide guidance and mentorship based on industry trends.
- **Administrative Staff:** Support event organization and resource management.

3. Roles and Responsibilities:

- Each member has specific roles and responsibilities defined based on their position (as detailed earlier).
- The SOP outlines key responsibilities for all members to ensure smooth functioning, clear communication, and accountability in all club activities.

4. Procedure for Conducting Club Activities:

Step 1: Annual Planning

- At the beginning of the academic year, the club will conduct a **planning meeting** to outline the activities, events, and projects for the year.
- Activities such as hackathons, workshops, guest lectures, innovation challenges, and student project showcases will be scheduled.
- Budget requirements and resource allocations for each event will be discussed and submitted to the institutional management for approval.

Step 2: Idea Submission and Evaluation

- **Idea Submission Process:** Students will be invited to submit their innovative ideas through a formal process (online portal, email, or submission forms).
- **Preliminary Review:** Faculty and student representatives will review submitted ideas and shortlist those with high innovation potential.
- **Evaluation Criteria:** Ideas will be evaluated based on creativity, feasibility, potential societal/industrial impact, and resource requirements.

Step 3: Organizing Innovation Workshops and Competitions

- **Workshop Execution:** Organize workshops on innovation methodologies, design thinking, prototyping, and entrepreneurship throughout the academic year.
- **Competition Management:** Plan and host competitions such as **hackathons, ideathons, and innovation challenges**. Competitions should follow structured guidelines, including registration processes, evaluation panels, judging criteria, and rewards.
- **External Competitions:** Coordinate student participation in regional, national, and international innovation competitions.

Step 4: Mentorship and Guidance for Projects

- After shortlisting, assign **mentors** to guide students through the development of their projects.



- **Regular Mentorship Meetings:** Establish a calendar of meetings between mentors and student teams to track progress, offer guidance, and ensure students are meeting milestones.
- **Technical Assistance:** Ensure that students have access to labs, resources, and tools needed for prototyping and testing.

Step 5: Collaboration with Industry and Academia

- Establish partnerships with industries, startups, and research institutions for collaborative projects.
- **Guest Lectures & Industry Interactions:** Organize guest lectures and interactive sessions with innovators, entrepreneurs, and industry experts to inspire and educate students.
- **Internships and Projects:** Facilitate industry internships or collaborative projects that provide hands-on experience with real-world challenges.

Step 6: Managing Innovation Infrastructure

- **Lab/Innovation Space Access:** Allocate and manage the resources required for innovation projects, such as makerspaces, labs, and prototyping tools.
- **Resource Allocation:** Ensure students have access to hardware, software, and financial resources needed to work on their ideas.

5. Reporting and Documentation:

Step 1: Event Reports

- After each event (workshop, competition, guest lecture), prepare a report summarizing the event details, outcomes, number of participants, and feedback.
- Event reports should be submitted to the Faculty Coordinator and the institution's leadership.

Step 2: Innovation Project Documentation

- Ensure each student team maintains detailed documentation of their innovation projects, including concept notes, project plans, technical details, and progress updates.
- Final project reports should include a summary of the problem addressed, the innovation developed, and its potential impact.

Step 3: Progress and Outcome Reports

- The Innovation Club will submit periodic progress reports to the **Internal Quality Assurance Cell (IQAC)** or similar body, summarizing activities, outcomes, and recommendations for improvement.
- Year-end reports should include a comprehensive overview of all initiatives, highlighting successful projects, competitions, and student achievements.

6. Communication and Awareness:

Step 1: Awareness Campaigns

- Use institutional platforms (website, social media, notice boards) to promote Innovation Club activities and opportunities for student participation.
- Organize orientation programs and awareness sessions for new students to introduce the concept of innovation and the club's offerings.

Step 2: Regular Updates

- Maintain communication with students through emails, newsletters, or dedicated online forums to inform them of upcoming events, competitions, and project opportunities.
- **Feedback Mechanism:** Create a feedback system where students can provide suggestions for future innovation activities or raise concerns related to ongoing projects.

7. Funding and Resource Management:

Step 1: Fundraising and Budget Management

- Apply for grants and funding opportunities from governmental agencies (e.g., AICTE, DST), industries, or alumni to support innovation projects and events.



- Manage allocated budgets effectively, ensuring that funds are utilized for necessary resources, events, and infrastructure improvements.

Step 2: Sponsorship and Partnerships

- Secure sponsorships from industries or startups for innovation events, competitions, and incubation programs.
- Develop long-term partnerships with industries for joint innovation challenges and internships.

8. Intellectual Property (IP) Support:

Step 1: IP Education

- Conduct workshops and awareness sessions on **intellectual property rights (IPR)**, patent filing, copyright, and trademarks.
- Encourage students to consider patenting their innovative solutions and guide them through the patent filing process.

Step 2: Legal Assistance

- Collaborate with legal professionals or the institute's IP cell to provide students with assistance in filing for patents or protecting their intellectual property.
- Ensure that students understand the importance of IP protection for their innovations.

9. Review and Feedback Mechanism:

Step 1: Post-Activity Feedback

- Collect feedback from students and faculty members after each activity or event to assess its effectiveness and areas for improvement.
- Use feedback to refine future activities, ensuring that the needs and expectations of students are met.

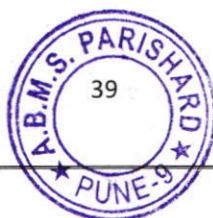
Step 2: Annual Review and Improvement

- At the end of each academic year, conduct a **review meeting** to evaluate the club's overall performance, successes, challenges, and areas of improvement.
- Implement necessary changes in the club's functioning, event organization, and mentorship based on feedback and review outcomes.

10. Handling Emergencies and Special Cases:

Step 1: Expedited Process for Critical Innovations

- In case of student projects addressing urgent or critical issues (e.g., health emergencies, disaster management), expedite the review, funding, and support process.
- Collaborate with relevant authorities to fast-track development and deployment if necessary.



Roles & Responsibilities of Institute Level Innovation Club Members:

1. Promoting a Culture of Innovation:

- Encourage students and faculty to think creatively and explore innovative ideas.
- Foster an environment where innovation and entrepreneurship are valued and supported.
- Organize awareness programs, workshops, and seminars to expose students to new technologies, research trends, and industrial challenges.

2. Identifying Innovative Ideas and Projects:

- Encourage students to propose innovative projects and solutions to problems faced by society or industry.
- Provide a platform for students to present their ideas and receive constructive feedback.
- Assist in identifying innovative student projects for competitions, exhibitions, and funding opportunities.

3. Mentorship and Guidance:

- Offer mentorship to students on various aspects of innovation, including idea validation, project planning, and prototype development.
- Guide students in using design thinking and problem-solving techniques.
- Provide technical and professional guidance to help students transform their ideas into practical solutions.

4. Facilitating Collaboration and Networking:

- Establish connections between the Innovation Club, academic departments, industries, startups, and research institutions.
- Organize industry-academia interactions, such as guest lectures, industry visits, hackathons, and innovation challenges.
- Facilitate networking opportunities for students with entrepreneurs, innovators, and alumni who have successfully launched startups or projects.

5. Organizing Innovation-related Events and Competitions:

- Plan and organize hackathons, ideation camps, and innovation challenges at the institute.
- Coordinate student participation in external innovation competitions, such as Smart India Hackathon, AICTE Innovation Challenges, etc.
- Recognize and reward outstanding innovative projects or ideas from students.

6. Facilitating Research and Development (R&D):

- Encourage students to engage in R&D activities that align with innovative projects.
- Assist students in seeking collaboration with faculty members for research projects that can lead to innovations.
- Help students in identifying relevant funding opportunities (e.g., grants, incubators, accelerators) for developing innovative ideas.

7. Managing Innovation Infrastructure:

- Support the development and management of innovation-related infrastructure, such as innovation labs, makerspaces, or incubation centers.
- Ensure that students have access to the necessary tools, resources, and equipment to work on their innovative projects.

8. Promoting Entrepreneurship:

- Motivate students to convert their innovative ideas into startups and business ventures.
- Collaborate with entrepreneurship cells or incubation centers to provide students with the support and resources needed for startup development.



- Guide students through the process of creating business plans, securing funding, and launching startups.

9. Intellectual Property (IP) Support:

- Educate students on the importance of protecting intellectual property (IP) and patenting their innovative solutions.
- Assist students in navigating the process of filing patents or securing IP rights for their innovations.

10. Liaising with Institutional and Governmental Bodies:

- Coordinate with internal bodies such as the **Internal Quality Assurance Cell (IQAC)**, **R&D Cell**, or **Entrepreneurship Cell** to integrate innovation into the institute's academic and research activities.
- Facilitate participation in government initiatives like the **MHRD's Innovation Cell**, **AICTE's IDEA Lab**, or the **Institution's Innovation Council (IIC)**.

11. Reporting and Documentation:

- Maintain records of all innovative activities, projects, and initiatives undertaken by the club.
- Submit periodic reports to the institutional leadership or Innovation Council regarding the progress of projects, events conducted, and outcomes achieved.
- Document success stories, case studies, and best practices to inspire future innovators.

12. Fundraising and Resource Mobilization:

- Identify and seek external funding sources such as grants, corporate sponsorships, or donations to support innovation activities.
- Ensure effective utilization of available funds for the development of student projects and club activities.

13. Evaluating and Providing Feedback:

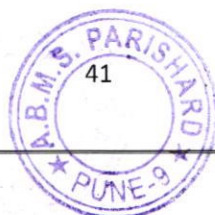
- Evaluate the feasibility and impact of innovative projects presented by students.
- Provide constructive feedback and guidance to improve the innovation outcomes.
- Help students pivot or refine their ideas based on technical feasibility, market demand, and societal impact.

14. Promoting Interdisciplinary Innovation:

- Encourage collaboration among students from different academic disciplines to work on interdisciplinary projects.
- Support projects that involve a blend of engineering, technology, design, and business domains.

15. Creating a Knowledge-Sharing Platform:

- Develop and maintain a repository of resources such as articles, research papers, and case studies related to innovation and entrepreneurship.
- Organize regular knowledge-sharing sessions where students can discuss their innovative ideas and learn from each other's experiences.



Standard Operating Procedure (SOP) for Women's Grievance Committee

Overview

Gender equity including protection from sexual harassment and right to work with dignity is universally recognized basic human rights. Eradication of social evils has been the principal aim of constitution of India. In 2013, the Government of India notified the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act. Article 15 of the India prohibits discrimination on grounds of religion, caste, race, sex or place of birth.

In pursuance of guidelines issued by Supreme Court, UGC and as per the provisions of the Sexual Harassment of Women at Workplace act, 2013, the University has developed a policy to ensure zero tolerance towards sexual harassment of women at workplace and to provide safe and healthy working atmosphere. And for the same, the University has constituted Internal Complaint Committee.

By this policy, any act amounting to sexual harassment is strictly prohibited and anyone indulging in such act will be punished.

Functions of the Cell

- To provide a neutral, confidential and supportive environment for girls and women's in the campus
- To advice complainants of the informal and formal means of resolution as specified by the Cell.
- To ensure the fair and timely resolution of sexual harassment complaints.
- To provide information regarding counselling and support services in campus
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.

What is sexual harassment?

According to the Supreme Court order, sexual harassment is any unwelcome:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Display of pornography
- Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature.
- Basically it is any unwelcome words or actions of sexual nature.

Examples:



- ❖ Denial of payment or official approval in the absence of sexual favours
- ❖ Pornographic pictures/messages displayed on desks or sent by email
- ❖ Remarks made about personal appearance and dress
- ❖ Coloured jokes shared in the office that make others present feel uncomfortable.

The complaint redressal mechanism

- ❖ Any female student or employee wants to initiate a grievance in the first instance submit a written and signed complaint to the head of the respective department who will forward the complaint to the women's grievance cell.
- ❖ The coordinator will call the complaint for a personal meeting, within a 7 working days from the submission of the written complaint. Meeting is conducted in the presence of the all committee members.
- ❖ The members of the Cell will discuss the complaint.
- ❖ If the case falls outside the purview of the Committee, the complaint will be forwarded to the appropriate committee/authority.
- ❖ If the case comes under the purview of the Committee, an enquiry committee will be set up.
- ❖ The Committee will submit a report within 3 working days after the meeting and recommend the nature of action to be taken at the earliest by the appropriate authority.



Standard Operating Procedure (SOP) for ISTE

The Standard Operating Procedure (SOP) for the International Society for Technical Education (ISTE) in an institute is designed to ensure the smooth operation, effective management, and consistent delivery of educational and professional development activities. This SOP outlines the structure, processes, and guidelines for the ISTE chapter within an educational institution.

Organizational Structure: The ISTE chapter at an institute comprises an Executive Committee and various Sub-Committees. The Executive Committee includes a Faculty Advisor, a President, a Vice President, a Secretary, a Treasurer, and several Committee Members, all of whom are students. The Sub-Committees focus on specific areas such as Membership, Events and Workshops, Publications, Research and Development, and Public Relations, each with dedicated student members to manage respective tasks.

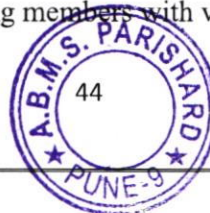
Membership: The ISTE chapter offers memberships for students, faculty, and alumni. The membership application process involves submitting a form, which is then verified by the Membership Committee. Upon approval, a membership ID is issued. Membership renewal is an annual process, facilitated through online reminders and the ISTE portal, where renewal fees are processed efficiently.

Meetings: The ISTE chapter conducts various types of meetings to ensure proper governance and planning. Chapter Meetings are held monthly to update members on activities and discuss upcoming events. Executive Committee Meetings occur bi-monthly to review the chapter's performance and plan strategic initiatives. Sub-Committee Meetings are convened as needed to focus on specific tasks related to their areas of responsibility.

Events and Workshops: Planning and executing events and workshops are critical functions of the ISTE chapter. An organizing team is formed for each event, responsible for setting dates, selecting venues, budgeting, and obtaining necessary approvals. Events are promoted within the institute, and the registration process is managed to ensure maximum participation. Post-event activities include collecting feedback, financial reconciliation, and comprehensive reporting to document outcomes and lessons learned.

Publications: The ISTE chapter engages in various publication activities, including newsletters and magazines. An editorial team is responsible for collecting articles, editing, designing, and publishing the content. Digital content management includes regular updates to the ISTE chapter webpage and active engagement on social media platforms, ensuring continuous communication with members and the broader community.

Education and Training: The ISTE chapter organizes technical workshops and seminars to enhance the skills and knowledge of its members. These activities involve identifying relevant topics, inviting expert speakers, and managing participant registration. Certification programs are also developed in collaboration with industry experts, providing members with valuable credentials upon completion.



Research and Development: The ISTE chapter encourages student projects and participation in competitions by announcing opportunities and forming research groups. Faculty members provide mentorship and guidance to these groups. Collaboration with industry partners is pursued to establish joint research initiatives, internships, and other practical learning opportunities for members.

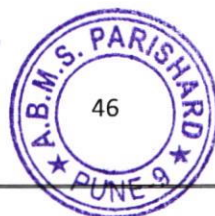
Financial Management: The financial operations of the ISTE chapter are meticulously managed. An annual budget is prepared and approved by the Faculty Advisor and Executive Committee. Regular financial reporting includes monthly and annual statements, ensuring transparency and accountability. Internal audits are conducted to maintain compliance with financial regulations.

Contact Information: The ISTE chapter provides clear contact details, including email addresses and phone numbers for the Executive Committee members. The chapter's website and social media links are also made available to facilitate communication and engagement with members and stakeholders.

This SOP serves as a comprehensive guide for the ISTE chapter in an institute, ensuring structured and efficient operations that align with the goals of promoting technical education and professional development.



Sr. No.	Activities
1	Formation of ISTE Executive Board with Principal approval
2	Approval from principal to form ISTE Executive committee
3	HOD meeting for planning activities
4	Appointment of departmental coordinators
5	Notify students for committee formation
6	Actual interviews process conduction with HOD's and departmental ISTE coordinators
7	Committee finalization
SPARKTECH Annual Event	
1	Prepare proposal for event
2	Formulate team for different activities and schemes
3	Submit the Budget requirement of event
4	Communicate event/scheme details to students.
5	Monitor effective participation & involvement of students through campaigning
6	Publish news in local newspapers after completion of event.
7	Submit details of expenditure to admin office.
8	Submit the report of activity to Principal office.



Process of Gymkhana Committee

A college gymkhana committee's work includes organizing sports events, maintaining sports facilities, and promoting sportsmanship.

Organizing events: - The committee organizes sports competitions, including those for cricket, volleyball, table tennis, chess, carom, badminton, and athletics etc. They also organize annual sports days and Inter-collegiate sports events.

Maintaining facilities: - The committee is responsible for the upkeep of sports facilities, including the ground and gymnasium. They also ensure that sports equipment is properly stored and inventoried.

Promoting sportsmanship: - The committee aims to instill sportsmanship, team spirit, and bonding among students. They also conduct induction programs for new students to make them aware of the gymkhana and sports.

Selecting teams and players: - The committee selects teams and players, and may call for further practice sessions to finalize the team.

Budgeting: - The committee prepares annual budgets for the sports section.

Maintaining records:-The committee keeps records of sports events attended by students and prepares an annual report of their accomplishments.

The committee shall promote sports activities by motivating students and members of the faculty. Establishing adequate facilities for Sports and games. Conducting orientation programs for students and faculty members. To organize regular sports events to train students for Intercollegiate, Inter Zonal and Inter University level competitions.



Sports and Gymkhana Policy and Practices

Introduction:

The College takes special care for the holistic development of the students. Academics and sports activities both are given impetus for the progress of the students and their physical as well as mental well-being. The participation in sports makes a nation fitter. Keeping in view the fact that a fitter nation is a better performer, the college takes ample care in the promotion of various sports and games and encourages students' participation in various state, National and International level sports events. The college strives to achieve medals and success at Intercollegiate and Inter University level for their sports persons.

Organizational Structure:

(A) Director of Physical Education & Sports :

The College Director of Physical Education & Sports serves basically as an advisor and resource person for the students and liaison officer between Management, Principal and sports students. Further its co-ordinator's responsibility to monitor the various sports activities, to ensure all University norms are being followed, to assist the college administration in implementing sound safety practices and to manage the funds allocated as per University Policy.

(B) Sports Council:

The sports committee is made up of each department 02 students talented in various sports activities. The members can change each academic year. Further, each sport has representatives who become a part of the Gymkhana Committee. The work of the committee is to ensure all the sports activities are conducted properly throughout the year. They also assist the sports coordinator in the organization and conduction of athletics events of the college, including the annual sports day. During the conduction of collegiate and inter-collegiate events, each sport or category of event has an event vice-president or team in- charge nominated among the member of the student council. This event head is responsible for mobilizing participation, explaining the norms to the participants and the conduction of the event. The sports council is guided by the faculties who are members of the sports committee in maintaining detailed record of the events organized.



Standards of Conduct:

The students of the sports committee are expected to maintain high standards of behavior and sportsmanship both on and off the field while representing the college. They also need to follow all the rules and regulations and of fair play.

Selection of players and participation:

Selection trials are conducted in the campus court by the Sports Director of sports. Events are conducted for Boys and Girls separately. There are Inter Collegiate Competitions for various sports announce by Savitribai Phule Pune University and Inter-Class Competitions for various sports announce by Gymkhana committee. Students are also encouraged to participate in open Invitation sports competition, state, National and Inter-national level competitions. The college also sponsors sports kit and provides Travelling and Dearness Allowance to participants.

Equipment's and Infrastructure:

ABMSP'S Anantrao Pawar College of Engineering and Research campus has a very good infrastructure, which is accessible to all the colleges. APCOER College has access to the standard class basketball court, Volleyball, Cricket ground and other sports amenities in the campus. All the events of the college are conducted in the campus. The Gymkhana of the college is also well equipped, located on the 3rd floor of the college building, More than 50-70 students regularly utilize the indoor and outdoor games available here.

Responsibilities of Gymkhana In charge:

Sports Director are responsible for the following:

- (1) Help in identifying talented players.
- (2) Help in enforcing all Risk Management policies.
- (3) Informing students of risks associated with participating in their specific sport.
- (4) Give adequate training to students in their respective sports.
- (5) Developing and following safety procedures.
- (6) Improving skills of students.
- (7) Travelling with teams. Enforce standard of conduct both on and off the field.
- (8) Attending and supervising all games and practices.
- (9) Give opportunities to all talented students to participate in various sports and at various levels.



APCOER, Pune

(10) Enforce rules and regulations and promote good sportsmanship on and off the field.

Duties of Gymkhana In charge:

Gymkhana on the second floor of the college is taken care by a college director of Physical Education. The staff supervises the regular activities and monitors the wear and tear of the equipments. Further, students who come here are required to follow the guidelines such as (a) use of equipments with care and (b) avoid damage of sports equipments. The staff has to be very alert and takes care that no equipments are lost. An entry/ record register is maintained in the Gymkhana indicating the duration and usage of indoor and outdoor games equipment by various students throughout the day. The Gymkhana In charge is also responsible for the inventory and storage of sports equipment. Students using Gymkhana have to produce their ID card and sign in this register. Fine is imposed in case of any damage of equipments. Fine is based on the nature of damage. In case students apply for cancel his/her admission, then the application has to be signed by the Gymkhana In charge. This measure is to ensure that no sports equipment is damaged and that there are no claims pending.

Sports Budget and Equipment's Purchase:

The college Director of Physical Education and the Principal finalize the Sports Budget after series of discussions. Equipments are purchased after inviting quotations from about three local dealers. The best offer is then finalized. In case of emergency equipments are also purchased from the nearest dealer. Annual sports event of the college for boys, girls and staff is organized by the college. Common utilities available on campus are used for the purpose.

Risk management:

First aid kit is kept in the college and is available in case of minor problems faced by the students participating in the events and practicing their sports on a regular basis. An on-campus doctor is consulted if required. In case of major injury the player the student is rushed to the nearby hospital. The sports Director and sports council members stress on preventive measures and instruct the student participants regarding the precautions to be taken from time to time.



Students' Parents Grievance Committee

Awareness about Grievances

According to institutional guidelines, a grievance is any concern or complaint related to:

- Academic issues
- Administrative services
- Facilities and infrastructure
- Disciplinary actions
- Any other issues affecting the welfare of students and their parents

Examples:

- Discrepancies in examination results or academic records
- Issues related to hostel accommodations
- Complaints about food quality in the campus cafeteria
- Concerns about safety and security on campus
- Unfair treatment or discrimination by faculty or staff

Functions of the Committee:

- To provide a neutral, confidential, and supportive environment for students and their parents to voice their concerns.
- To advise complainants of the informal and formal means of resolution as specified by the Committee.
- To ensure the fair and timely resolution of grievances.
- To provide information regarding counselling and support services available on campus.
- To promote awareness about grievance redressal mechanisms through educational initiatives that encourage and foster a respectful and cooperative campus environment.

Functioning of the Students' Parents Grievance Committee:

The Complaint Redressal Mechanism:

1. **Submission of Complaint:** Any parent or student wishing to initiate a grievance must submit a written and signed complaint to the head of the respective department, who will then forward the complaint to the Students' Parents Grievance Committee.
2. **Initial Meeting:** The coordinator will call the complainant for a personal meeting within 7 working days from the submission of the written complaint. The meeting will be conducted in the presence of all committee members.
3. **Discussion of Complaint:** The members of the Committee will discuss the complaint in detail.
4. **Jurisdiction Check:** If the case falls outside the purview of the Committee, the complaint will be forwarded to the appropriate committee or authority.
5. **Enquiry Setup:** If the case comes under the purview of the Committee, an enquiry committee will be set up to investigate the matter.
6. **Report and Recommendation:** The enquiry committee will submit a report within 3 working days after the meeting, recommending the nature of action to be taken at the earliest by the appropriate authority.

Promoting Awareness:

- Organizing workshops and seminars for parents and students to educate them about the grievance redressal process.
- Distributing informational brochures and pamphlets during parent-teacher meetings.



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- Regularly updating the institution's website with relevant information and contacts for the grievance committee.
- Setting up a dedicated helpline or email service for parents and students to seek advice and submit grievances.

Support Services:

- Providing access to counselling and support services on campus for students and parents.
- Offering mediation services to resolve conflicts amicably.
- Ensuring the availability of legal advice if required for serious grievances.



Scope of Self-Learning

The scope of self-learning is vast and continuously expanding, especially with the growing availability of resources, technology, and access to knowledge. Self-learning refers to the process of acquiring knowledge or skills through one's own initiative or a structured educational environment. It empowers individuals to take control of their learning journey, and its scope can be understood through several dimensions:

Domains of Knowledge

Self-learning is not limited to any particular field. It encompasses a wide range of subjects, including:

- **Academic Disciplines:** Mathematics, science, literature, history, etc.
- **Professional Skills:** Coding, data analysis, project management, design, etc.
- **Creative Pursuits:** Writing, painting, music, filmmaking, etc.
- **Practical Skills:** Cooking, carpentry, personal finance, language learning, etc.
- **Personal Development:** Mindfulness, emotional intelligence, leadership, fitness, etc.

The self-learning method is a motivational form of learning that is in different learning styles. The college provides helpful resources which provide students appropriate guidance for learning by their own. The habit of self-learning nurtures the self-development of the students. Following are the list of resources for self-learning.

- **MOOC courses**
- **Web based learning**
- **Digital library**
- **Assignments**
- **Professional bodies**
- **Library**
- **Webinars, YouTube, spoken tutorials etc.**
- **Virtual Lab**

Methods and Tools

Self-learners can use various tools and methods to acquire knowledge:

- **Online Platforms:** Coursera, edX, Udemy, YouTube tutorials, podcasts, and blogs.
- **Books and eBooks:** Traditional or digital books offer deep insights across topics.
- **Apps and Tools:** Duolingo for language learning, Khan Academy for education, LinkedIn Learning, Great Learning, Simplilearn, and others.

Colleges often employ a variety of strategies to motivate students towards self-learning, helping them to become independent thinkers and lifelong learners. Here are some key ways they achieve this:

1. Providing Autonomy

Flexible Course Selection: College offer a range of courses and electives, which ensures the students had a freedom to pursue their areas of interest. This flexibility fosters a sense of ownership over their education.

Independent Study Programs: In this students are allowed to choose their own topics, allowing them to explore subjects deeply and at their own pace.

2. Incorporating Active Learning Techniques



Problem-Based Learning (PBL): Through real-world case studies, students are engage in the self-directed learning to find solutions and motivating them to do the research and apply their gain knowledge independently.

3. Access to Resources

Library and Online Databases: College provided access to extensive libraries, journals, and online databases. By browsing students will learn to navigate and utilize these resources, by which they will ensure study of their interested topic.

4. Encouraging Curiosity and Critical Thinking

Research Opportunities: College often offer topics that allow students to explore their knowledge for self-development and critical thinking.

Interdisciplinary Learning: Offering courses that cross disciplines allows students to make connections between different fields, stimulating curiosity and independent exploration.

5. Extracurricular Activities and Skill-Building Workshops

Clubs and Competitions: Various clubs in the college (e.g., Heritage entrepreneurship) are motivating and supporting students to learn beyond the classroom, developing research and self-teaching skills.

Procedure of Self Learning:

Step 1: Students are aware about the self-learning activities through mail and notices.

Step 2: Activity coordinators are taking regular follow-up for the completion of self-learning activities.

Step 3: Once students complete the self-learning activity, relevant documents are collected. If students fail to the complete it, they will be guided about how they can complete it.

Step 4: Report of completed self-learning activities are prepared and submitted to the higher authorities.

Step 5: The next self-learning activity is identified and communicated to students.



Methodology being followed for analysis of Facility feedback and its effectiveness

Students are given access to a variety of amenities in order to support their overall development. Very good infrastructure facilities are also provided to the students. Every year at the end of the second semester, i.e. in the months of March and April, one feedback form is shared to the students and the students fill it out Under **IQAC Guideline.**

The system of feedback collection is through online or offline mode.

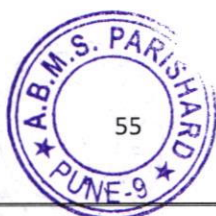
Feedback form set by IQAC through a set of questionnaires approved in the Principal and head of department meeting. Feedback forms circulate to the students either through Google form or hardcopy of feedback form under IQAC cell.

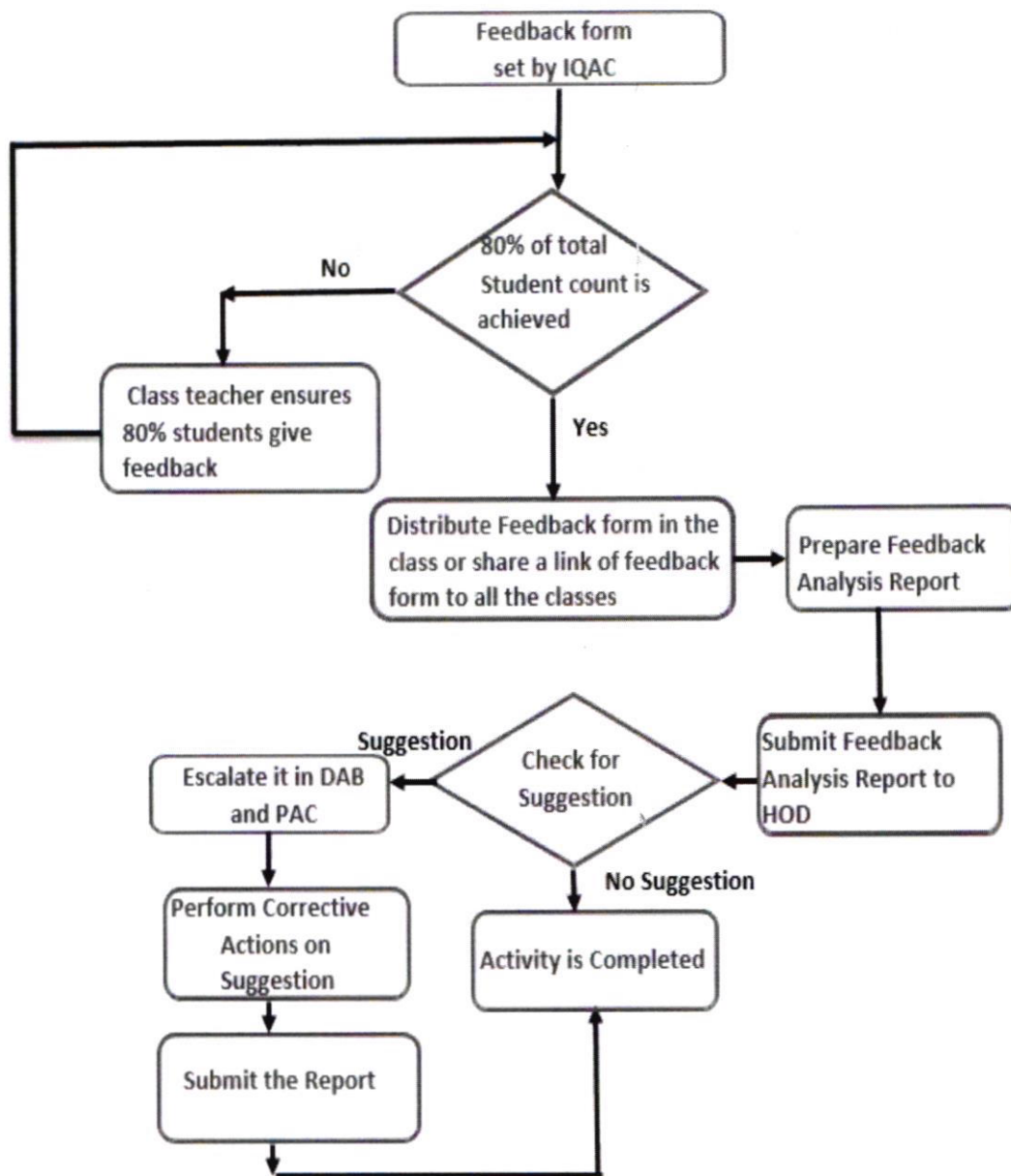
The students give the feedback on the scale of 1-5 (Excellent-5, Very Good-4, Good-3, Satisfactory -2, and Not Satisfactory-1) by marking a tick in the appropriate box against the parameter mentioned.

Analysis of whole feedback is submitted to the higher authorities (Head of Department, IQAC, and Principal). During analysis, the feedback is scaled either in the range of 1-5 is converted into percentage for all the facilities available.

The feedback form questions are structured in such a way that the institute can receive clear feedback on how to enhance the facilities.

As per analysis of feedback on facilities Corrective actions are conveyed to higher authorities through IQAC, HOD(s) and Principal during DAB and PAC meetings, and as per their guidelines and support maximum suggestion are resolved at the earliest corrective action taken report against the suggestion is prepared and conveyed to the authorities and ensure that all the suggestion are resolved properly by which students will be benefited in upcoming academic session.





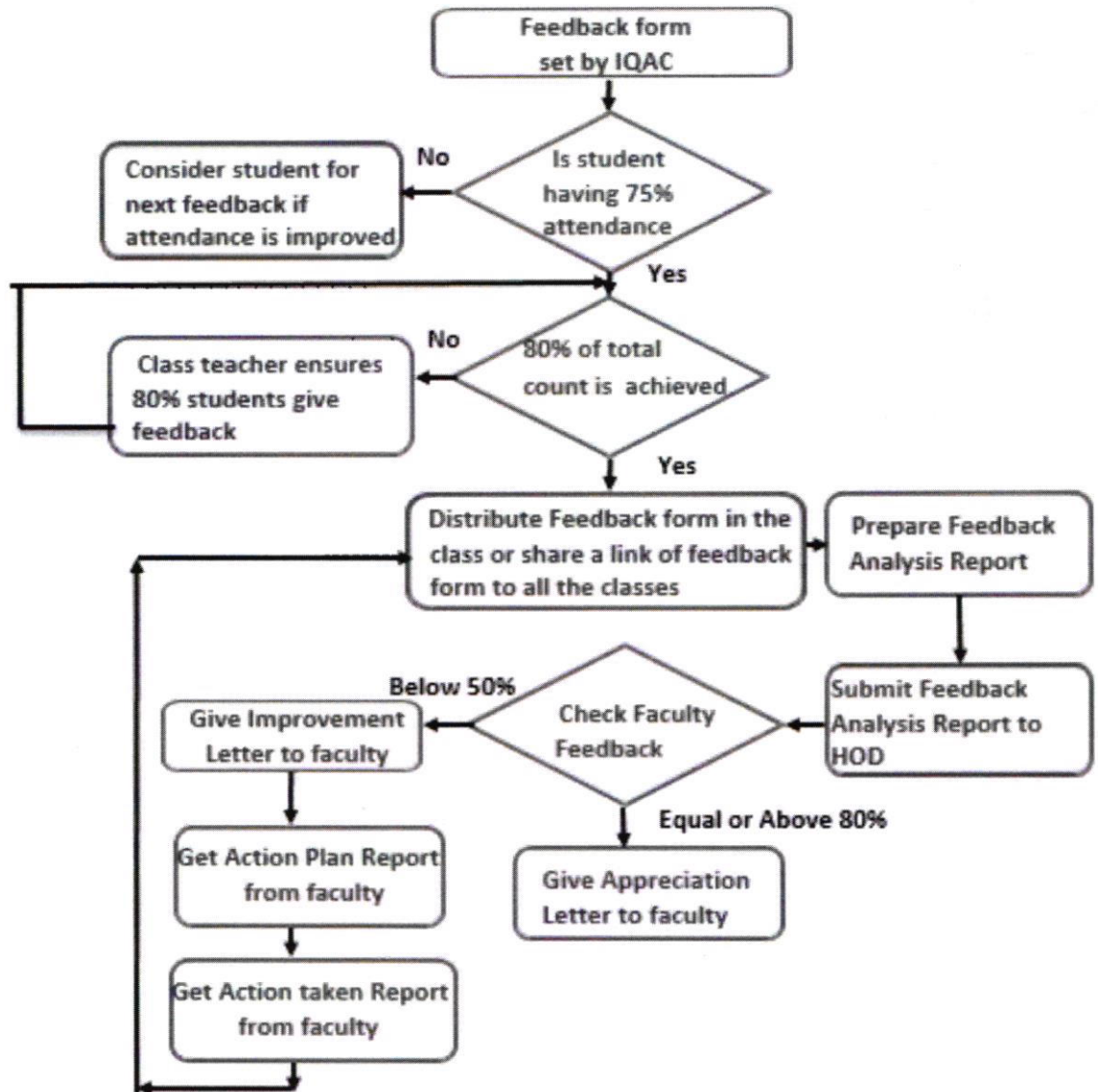
FLOW OF FACILITY FEEDBACK SYSTEM

Methodology being followed by student feedback policy

- Student's feedback on the quality of teaching and learning is collected for each subject (theory and practical) twice per semester under the IQAC cell.
- The system of feedback collection is through online or offline mode.
- Eligibility for giving academic feedback for students must have 75% of attendance mandatory.
- For evaluation of feedback at least 80% of students must have to give academic feedback.
- A standard feedback questionnaire are decided by IQAC cell. Separate feedback questionnaires for theory and practical are set by IQAC cell. There are total 19 questions (out of them 9 for theory and 10 for practical)
- Feedback forms circulates to the students either through Google form or hardcopy of feedback form under IQAC cell.
- The students gives the feedback in the terms of 1-5 (Excellent-5, Very Good-4, Good-3, Satisfactory - 2, and Not Satisfactory-1) by marking a tick in the appropriate box for each parameter.
- Analysis of each subject feedback is submitted to the higher authorities (Head of Department, IQAC, and Principal). During analysis, the feedback is scaled either in the range of 1-5 or in percentage for each respective subject.
- According to analysis corrective actions are taken by the higher authorities (Head of Department, IQAC, and Principal) to the faculty.
- If feedback analysis is above 80%, the higher authorities gives an appreciation letter to concern faculty and if feedback analysis is below 50%, the higher authorities gives an improvement letter to concern faculty.
- The faculty who has below 50% feedback need to submit plan of action report to the HOD.



• Flow Chart of student feedback System:



FACULTY APPRAISAL POLICY

The Appraisal policy is a supportive and developmental process designed to ensure that all the faculty members have the skills and support they need to carry out their role effectively. It will also help them to continuously improve their professional practice. The faculty appraisal is evaluation of their performance on measurable parameters.

Faculty Appraisal Form

The institute has a standard format for the faculty appraisal which will be used to collect the information from the faculty members. The faculty appraisal forms will be collected by the Departments from the admin office.

Each faculty member is required to carry out his/her self-appraisal along with the contributions and any significant achievements made during the appraisal period and submit the same to the HOD.

The completed forms with the remarks/endorsement/appreciation/improvement of the Head of the Department should be sent to the office of the Principal after last working day of each academic session.

Appraisal Period

The appraisal period is from May to April for each Academic Year (Savitribai Phule Pune University).

Assessment

The assessment of the performance is done based on the score obtained as per the appraisal form. The performance band is as below:

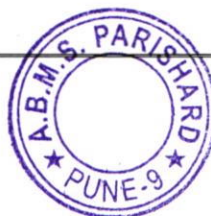
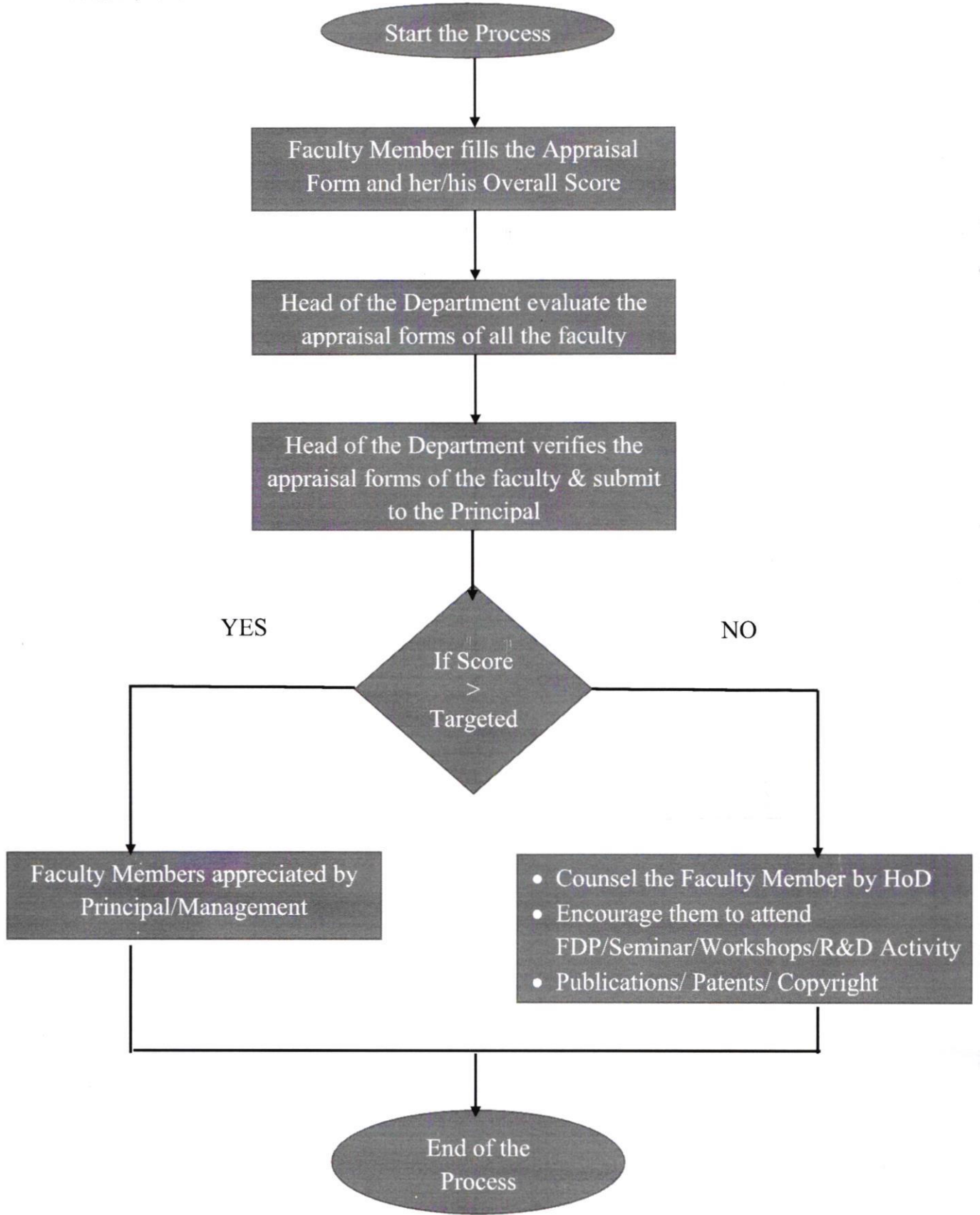
1. Excellent: For scores $\geq 70\%$
2. Good: For scores 55% to 69%
3. Satisfactory: For scores 40% to 54%
4. Non-Satisfactory (Needs Improvement): For scores $<40\%$

The appreciations or suggestions for improvement are communicated to the faculty members by the respective HoDs through letter.

Confidentiality

All the members involved in the appraisal process are expected to observe the principle of confidentiality with regard to the contents of the appraisals or any documents created during the appraisal process.





Chemical (Hazardous) Waste Disposal Policy

As per Basel conventions, a chemical waste is generated in the laboratory is considered as hazardous waste if it has any of characteristics- Explosive, Flammable, Poisonous, Corrosive, Toxic, Infectious Substances etc. Hazardous waste generated in the laboratory is handled properly to avoid damaging human health or the environment.

Safety precautions to be taken while handling hazardous chemicals/ wastes:

- 1. Personal protective equipment (PPE):** Wear the appropriate PPE to protect your health and prevent injuries.
- 2. Hygiene:** Never eat or drink while handling hazardous materials. Wash your hands after handling, using, or transporting hazardous chemicals.
- 3. Disposal:** Do not dispose of hazardous waste in the general waste stream or down the drain. Instead, have it treated and disposed of by a hazardous waste management service.

Waste Disposal:

1. Chemical Wastes (Hazardous) generated during titration/ experimentation is only discharged in to **well designate basin in the Environmental Engineering laboratory.**

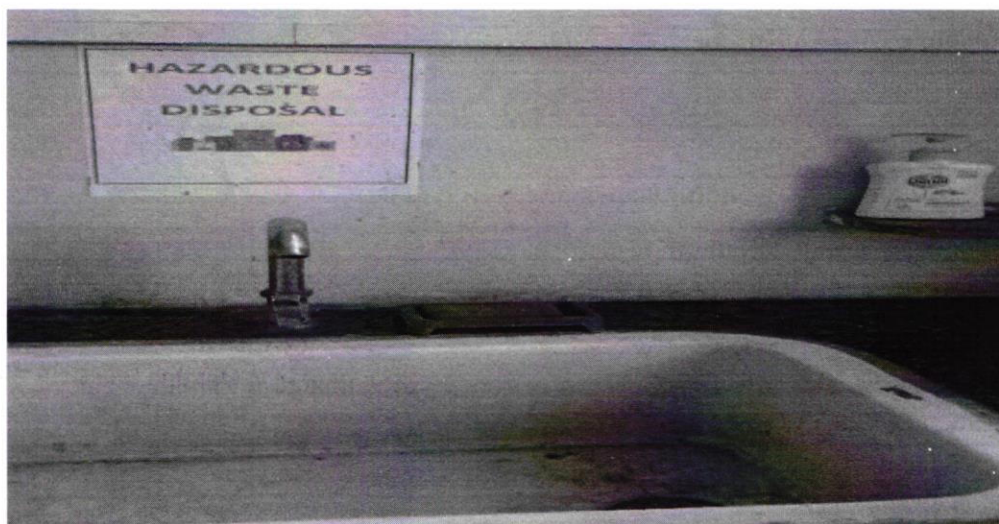
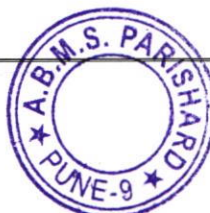


Fig 1: Basin for Chemical Wastes (Hazardous) discharge

2. All the chemicals in the laboratory are disposed of immediately **after the expiry date** mentioned on it by manufacturer.
3. If expiry date is not mentioned then chemical used until,
 - A) If it gives well defined **end point of titration/ experimentation.**
 - B) If it changes its physical characteristics, for example hygroscopic chemicals starts moistening.



These chemicals are separated from chemical storage rack and kept in the designated container for further disposal.

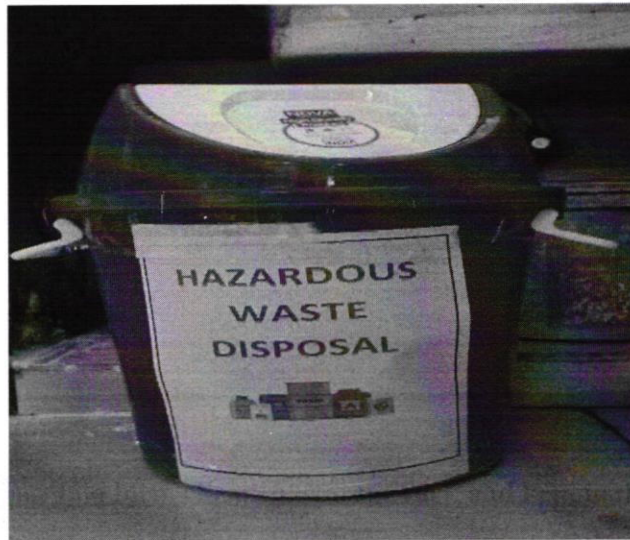
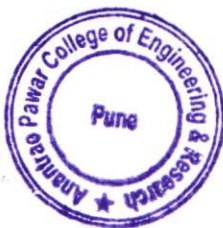
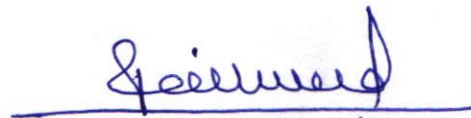


Fig 2: Hazardous Waste Disposal Container


Principal

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General Secretary
Akhil Bharatiya Maratha Shikshan Parishad,
Pune-411009.

