

YESHWANT RURAL EDUCATION SOCIETY'S

**BAPURAO DESHMUKH
COLLEGE OF ENGINEERING
SEVAGRAM (WARDHA)**



ADMIN MANUAL

JANUARY 2018



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QUALITY POLICY:

BD is committed to achieve recognition as Institution of Academic Excellence by consistently providing quality technical education to enhance the employability of students with global outlook and ensuring continual improvement.

VISION:

Globally acceptable professionals satisfying technical and social needs

MISSION:

Networking and cooperation with global organizations by creating suitable environment in campus

DICTUM:

One step ahead to enhance employability

CONTENTS

Chapter	S. No.	Title	Page No.
I		Introduction	
	1.1	About the Parent Body	
	1.2	About BDCE	
	1.3	About the University	
II		Preliminary	
	2.1	Nomenclature	
	2.2	Effective Date	
	2.3	Extent of Application	
	2.4	Right to Interpret	
	2.5	Power of Relaxation	
	2.6	Regulation to Claim Leave	
	2.7	General	
III	3.1	Definitions	
IV		Service Rules	
	4.1	Staff Pattern	
	4.2	Working Hours	
	4.3	Recruitment	
	4.4	Seniority	
	4.5	Probation	
	4.6	Joining Report	
	4.7	Attendance Record	
	4.8	Salary	
	4.9	Service Book	
	4.10	Resignation	
	4.11	Termination	
	4.12	Retirement	
	4.13	Vacation	
	4.14	Other Benefits Extended	
	4.15	General	
V		Code of Conduct for Employees	
	5.1	Service Conditions	
	5.2	Suspension, Removal, Dismissal & Termination	
	5.3	Penalties	
	5.4	Procedure for Imposing Penalties	
	5.5	Relief	
	5.6	On Conviction by Court	
	5.7	Appeals	
	5.8	Prevention of Sexual Harassment of Women at Workplace	
	5.9	Grievance Reddressal Mechanism	
VI		Governance	
	6.1	Vision Statement	
	6.2	Mission Statement	
	6.3	Quality Policy	
	6.4	Goals	
	6.5	Philosophy of Governance	
	6.6	Organogram	
	6.7	Planning & Monitoring	

	6.8	Roles & Responsibilities	
	6.9	Functions of Committees	
	6.10	Functions of Cells	
	6.11	Motivation	
	6.12	Incentives	
	6.13	Transparency	
	6.14	Decentralization & Delegation of Powers	
VII		Academic Norms	
	7.1	Program	
	7.2	University Assessment	
	7.3	Program Educational Objectives	
	7.4	Program Outcomes	
	7.5	Program Specific Outcomes	
	7.6	Course Outcomes	
	7.7	Documented Process for Measuring Attainment Level	
	7.8	Internal Assessment Tools	
	7.9	Admission Procedure	
	7.10	Duties & Responsibilities	
	7.11	Departmental Committees	
VIII		Leave Rules	
	8.1	General Conditions	
	8.2	Casual Leave	
	8.3	Compensatory Casual Leave	
	8.4	Leave on Duty	
	8.5	Earned Leave	
	8.6	Leave on Half Pay	
	8.7	Commutated Leave	
	8.8	Maternity Leave	
	8.9	Extraordinary Leave	
	8.10	Study Leave	
	8.11	Leave Not Due	
	8.12	Leave to Re-Employed Employees	
	8.13	Restricted Holidays	
	8.14	Permission to Leave Campus	
IX		Code of Conduct for Students	
	9.1	General Conditions	
	9.2	Prevention and Prohibition of Ragging	

CHAPTER - I

INTRODUCTION

1.1 About Parent Society:

Yeshwant Rural Education Society is a well known educational and charitable organization in the vicinity of Vidarbha in the State of Maharashtra which is registered with Registration Number B-75/59 dated 14-09-1959. This organization runs primary & secondary schools, junior colleges, degree colleges at the level of UG & PG in the faculty of arts, commerce, science, law and engineering & technology throughout the Wardha District. "Teaching is a Mission, not a Profession" is the principal concept of the society that was propounded by the legendary founder Chairman of the society, Late Shri. Bapuraoji Deshmukh, a close associate of Rashtrapita Mahatma Gandhi.

1.2 About BDCE:

The Bapurao Deshmukh College of Engineering was established in the Year 1983 at Sevagram, a historical place where Mahatma Gandhi started Freedom Struggle of India. BDCE was one of the three first private colleges started in the Vidarbha region in 1983 when it was initiated by the Government of Maharashtra to privatize technical education in the state. BDCE was founded in the wake of the commitment for the substantial development in technical education which would nurture the young aspirants of technical education to convert their dreams into reality. Sevagram is situated on Mumbai-Kolkata and New Delhi-Chennai Railway junction and is very near to Nagpur, the second capital of Maharashtra, which is located in the center of India and is geographical center of India, known as Zero Mile Stone. Nagpur has been included in the Smart City Plan of Government of India where an international cargo hub (MIHAN), the biggest development project in India so far, is being developed which will be subsequently creating tremendous job opportunities.

BDCE is named in the memory of Bapuraoji Deshmukh, a great patriot of India and pragmatic national leader. The College is recognized by the Directorate of Technical Education, Government of Maharashtra, Mumbai (Bombay); approved by the All India Council for Technical Education, New Delhi (AICTE) and affiliated with Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur; and has been accredited by the National Board of Accreditation (NBA). BDCE has been accorded approval as a Center of Excellence by the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur as well as by the Gondwana University, Gadchiroli. This institute extends its expertise in engineering and technological requirements to various public and private sector organizations.

As a pioneering technical institution in the Vidarbha region in the vicinity of Mahatma Gandhi Ashram at Sevagram the Bapurao Deshmukh College of Engineering is catering technical education ensured on long-term basis which is essential in the present context of liberalization, privatization & globalization of economy. A small sapling which was planted 34 years ago by late Daaji Deshmukh, an intimate disciple of Mahatma Gandhi at the time when technical education was a distant dream for the rural masses, today that sapling has become a huge tree. Organizing

multifaceted seminars and symposiums for the students-fraternity such as “WheelSpin” every year is the modest attempt towards our quality improvement mission.

Having started with 3 courses with intake of 180 in the year 1983, today this College is running Bachelor of Engineering undergraduate degree program in 5 disciplines namely Computer Engineering, Electronics & Telecommunication Engineering, Electronics & Power (Electrical) Engineering, Mechanical Engineering and Civil Engineering with annual intake of 510 (both shifts) and also PG Courses of MBA with annual intake of 60 and M. Tech. (Electronics, Computer Science & Engineering, CAD/CAM, VLSI and Structural Engineering) with annual intake of 114 (both shifts). About 3000 budding engineers are making their careers at their best every year in the campus of this College.

College has all the basic instructional and infrastructural facilities and amenities like digital library with DELNET, 24 hours internet with optical backbone, Free WiFi, language laboratory, healthy training & placement, students’ personality development program “XPRESS”, separate boys & girls’ hostels in the campus, book bank, R & D Cell, Industry-Institute Program Cell, Consultancy by way of material testing, so on and so more. This College is approved as a Research Center for PG (By Research) and Ph. D. by the Rashtrasant Tukadoji Maharaj Nagpur University. Having KVIC Training & Entrepreneurship Development Center is the key feature of this College which is the Nodal Center approved by the Ministry of MSME of Government of India.

BDCE is one of the premier colleges of engineering in the Vidarbha region of Maharashtra which is committed to the substantial growth of technical education in the region. For this substantial growth of technical education, BDCE, from the very inception, intends to impart quality education endowed with inventive outburst. To bring it to the reality, different activities are designed in a way to meet all the possible challenges on the path of making of really competent and promising technocrats. All the main stream departments of engineering i. e. Civil, Mechanical, Electrical, Electronics, Electronics & Telecommunication, Computer and Information Technology are run under the supervision of eminent professors and scholarly faculty members.

At regular intervals, we set challenging targets and go on insisting our students to pursue them with all honesty, sincerity and dedication. This everyday feature of our system has opened the door of a healthy culture of technical education which will, sooner or later, nurture the eminence of India in twenty-first century in the realm of science and technology. But, we never feel that immense growth of technology is alone enough to serve human society. We acknowledge that this immense growth can flourish only under the umbrella of scientific and humanitarian approaches to things and events. We have a separate department of Basic Sciences and Humanities whose primary concern is to establish and to reflect a congenial relationship between the two which have been, very often, identified as the two opposite polls. We strongly believe that economic development being foremost of all developments of any nation is possible only when its chariot representing economic development is pulled by two horses namely science and technology and their reins are in the hands of a charioteer namely humanity.

This institute is committed towards integrated, continuous and wholesome development of our stakeholders by providing them with basic technical knowledge and skills, social values and

ethics, scientific attitudes and orientations for lifelong continuing education so that they remain as the cutting edge of technology and entrepreneurship for the sustainable economic and industrial development of our Nation in a free global market leading to higher quality and productivity, research and development; and above all a sense of humanity.

1.3 About the University:

BDCE is affiliated with the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur, which was established on 4th August, 1923 by the then Central Provinces & Berar Government. It has been recently named as Rashtrasant Tukadoji Maharaj Nagpur University in the memory of Tukdoji Maharaj, a great national saint. This premier university is located in central India at Nagpur, a zero mile place within the natural resource-rich Eastern Vidarbha comprising of five districts. Presently University comprises of thirty-Seven Postgraduate Teaching Departments (PGTD), three Constituent Institutions, 842 affiliated colleges. In addition to these, the research programs in almost all thirty-Seven Departments and three conducted Colleges are propelled through M. Phil., Ph. D. and Post-Doctoral.

CHAPTER - II

PRELIMINARY

2.1 Nomenclature:

These rules may be called revised service rules of Bapurao Deshmukh College of Engineering, Sevagram District - Wardha run by Yeshwant Rural Education Society, Wardha

2.2 Effective Date:

These rules shall come into force with effect from 1st January 2018 and shall supersede all the earlier rules.

2.3 Extent of Application:

(a) Except where otherwise, expressed or implied, these revised service rules shall apply to every employee including one serving on deputation/ad hoc/temporary. They also apply to an employee appointed on contract/daily wages basis.

(b) These revised service rules supersede all previous service rules and apply to every employee, whether, already appointed or to be appointed in future or so.

2.4 Right to Interpret:

Management and/or Governing Body of the College reserves the right of interpreting these rules.

2.5 Power of Relaxation:

Where Management is satisfied that the operation of any of these rules causes or is likely to cause undue hardship in the case of any employee or class of employees, it may, by an order in writing, exempt any such employee or class of employees from any provisions of these rules or may direct that such provisions shall apply to such employees or class of employees with such modifications not affecting the substance thereof as may be specified in such order.

2.6 Regulation to Claim Leave:

An employee's claim to leave is regulated by the rules in force at the time the leave is applied for and granted.

2.7 General:

(a) In respect of matters not specifically provided in these rules, the Governing Body of the College shall be the competent authority to issue such directions or orders it may consider appropriate and such directions or orders shall carry as much authority and effect as these rules.

(b) Rules requiring clarification and interpretation shall be referred to the Governing Body whose clarification/interpretation shall be considered as final.

- (c) Any other rule prescribed by the Government/Apex Bodies shall automatically form part of the rules, even if the provisions in such rules contravene with these rules.
- (d) The power to add, delete or amend these rules shall rest with the Governing Body of the College, and such additions/deletions/amendments will form part of these rules, effective from the date on which such addition/deletion/amendment is passed by the Governing Body.

CHAPTER – III

DEFINITIONS

The definitions given below are only those definitions which are relevant for the purpose of the subject-matter contained in this set of rules. Unless the context otherwise requires, the terms defined in this chapter are used in the various sets of the Admin Manual or Service Rules, in the sense hereunder explained:

- 3.1 **Ad hoc Faculty** means a faculty member who is neither permanent nor approved appointed to a teaching post for a limited period on contract basis.
- 3.2 **Adjunct Professor** means a person from industry or any other allied field who is so designated during the period of collaboration or association with the College.
- 3.3 **Appointing Authority** means the authority empowered by the Chairman, Governing Body, B. D. College of Engineering, Sevagram to make appointments for the services of the College.
- 3.4 **Basic Pay** means pay in the Pay Band plus Academic Grade Pay or Grade Pay as the case may be as per the 6th Pay recommendations.
- 3.5 **Cadre** means the strength of a service or a part of a service sanctioned as a separate unit.
- 3.6 **Casual Employee** means an employee whose employment is purely of a temporary nature engaged on the basis of a muster roll and includes work charge or daily wages employees.
- 3.7 **Chairman** means the President of the Yeshwant Rural Education Society, Wardha.
- 3.8 **Competent Authority** means the Chairman, Governing Body of B. D. College of Engineering, Sevagram.
- 3.9 **Department** means a department created by the management in the College offering a full-time program.
- 3.10 **Director** means Director of the College working as a representative of the Management.
- 3.11 **Employee** means a person appointed for service of the College.
- 3.12 **Head of the Department (HOD)** means the person so appointed by the appointing authority as an in-charge to look after the administration of the department.
- 3.13 **Head Quarters** means the head-quarters of the college i.e. Sevagram and/or Wardha.
- 3.14 **Hostel** means a place of residence for the students of the college provided, established, maintained by the college or sister organization, as the case may be.
- 3.15 **In-Charge** means temporarily performing duties of a post, of which, another employee has proceeded on leave for a specific period.
- 3.16 **Institute or College** means Bapurao Deshmukh College of Engineering, Sevagram.
- 3.17 **Leave** means permission to remain absent from duty, granted by the appropriate authority to an employee, to which he is eligible.

- 3.18 **Lien** means the right of a permanent employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.
- 3.19 **Management** means the Parent Body of the College i. e. Yeshwant Rural Education Society, Wardha which runs various colleges and high schools.
- 3.20 **Officiating** means temporarily performing duties of a post, of which, another employee has lien, or which is temporarily vacant.
- 3.21 **Pay** means relevant pay in the Pay Band as per the 6th Pay recommendations.
- 3.22 **Permanent Employee** means a person who has completed the probation period satisfactorily without any extension in the probation period.
- 3.23 **Principal** means Principal of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever is his designation, otherwise.
- 3.24 **Probationer** means a person appointed in a clear permanent post on probation for a specific period.
- 3.25 **Section** means an administrative unit in the College having nomenclature based on the services it has been providing to the College.
- 3.26 **Supporting Department** means a department teaching a particular subject or a group of subjects in the College as prescribed in the curriculum of the University.
- 3.27 **Service** means the service of the College.
- 3.28 **Student** means candidates admitted to specific programs run in the College.
- 3.29 **Teacher** means and includes full-time approved/ad hoc professor, associate professor, assistant professor, librarian, instructor of physical education in the College.
- 3.30 **Temporary Employee** means a person who is not a permanent employee or a probationer and includes a person appointed to a post for a limited period.
- 3.31 **University** means Rashtrasant Tukadoji Maharaj Nagpur University to which this College is affiliated.
- 3.32 **Year** means Calendar Year/Financial Year/Academic Year as the case may be.

CHAPTER – IV

SERVICE RULES

4.1 Staff Pattern

- (a) The staff pattern, the cadre structure and the students – staff ratio will be followed according to the norms given by AICTE / State Government / Rashtrasant Tukadoji Maharaj Nagpur University.
- (b) The employees of the Bapurao Deshmukh College of Engineering, Sevagram (Henceforth referred to as BDCD) shall consist of the following categories, namely:
 - I. Teaching staff (Henceforth referred to as Faculty)
 - II. Non-teaching staff (Henceforth referred to as Staff)
- (c) The Governing body of BDCE may, in accordance with AICTE / UGC, from time to time, determine the category in which a particular post or cadre may be placed.
- (d) The faculty of the College shall be categorized as under:-
 - I. Principal
 - II. Professor
 - III. Associate Professor
 - IV. Assistant Professor
- (e) The faculty members shall be categorized as Class-I.
- (f) The non-teaching employees (staff) of the College shall be categorized an under:-
 - I. Registrar and equivalent staff: Class -II
 - II. Ministerial and Technical Staff: Class - III
 - III. All other staff not covered under I and II above: Class – IV
- (g) Students of the College shall be categorized an under:-
 - I. Regular Students: students admitted to specific Year/Semesters during Academic Year by paying fees.
 - II. Ex-Students: students not admitted because of any reason so far.

4.2 Working Hours

- (a) The working hours of the teaching staff of the College shall be as prescribed by the State Govt./ University / Directorate of Technical Education, Director of Higher Education / AICTE from time to time. The teachers are required to be in the College during the full working hours and an absence during the working hours should be with prior permission of the Principal/Head of the Department.
- (b) The working hours for the non-teaching employees of the College for a full week shall be 43 1/2 hours inclusive of interval of 45 minutes. However, the Head of the Institution is empowered to vary the working hours as per the need of the Institution.
- (c) As per the AICTE/University norms, the institute will fulfill minimum number of teaching/instructional days required for a semester.

- (d) Work load of a teacher will be as per the AICTE norms. Two tutorial hours / two laboratory hours will be counted as one teaching hour.
- (e) Every week, the College normally functions from Monday to Friday from 10:00 AM to 5:45 PM and on Saturday from 10:00 AM to 3:15 PM

4.3 Recruitment

- (a) The qualifications required for filling a post shall be as per the norms prescribed by the AICTE/UGC/RTM Nagpur University/Government of Maharashtra.
- (b) The Governing Body shall have the power to decide whether a particular post will be filled by open advertisement or by an invitation or from amongst the members of the existing faculty or staff in conformity with University Rules and Regulations.
- (c) All regular appointments of faculty in the College shall be made through the properly constituted Selection Committee as per qualifications and scales of pay as per norms laid by the AICTE / UGC / RTM Nagpur University / Director of Technical Education.
- (d) All teaching staff posts from Assistant Professor and above and any other post classified as faculty shall be filled in by open competition. The selection will be based on the recommendations of the Selection Committee duly constituted as per the norms of the RTM Nagpur University.
- (e) The Governing Body may in special circumstances appoint persons (e.g. Retired Persons) on contract basis, year after year up to the age of 65 years, in case of teaching posts.
- (f) At times Walk-in Interviews are also conducted for immediate appointment of ad hoc faculty members. All such employees will be paid a consolidated salary per month and they will not be entitled to any other benefits applicable to approved faculty.
- (a) All appointments of non-teaching staff in class-II, Class-III and Class-IV category shall be made as directed by the Chairman, Governing Body of the College.
- (b) Appointment of full time / part-time / ad hoc / clock hour basis shall be made as per the rules in force from time to time.
- (c) The procedure adopted by the Selection Committee in selecting the candidates shall not be questioned as improper or irrelevant or unfair.
- (d) The Chairman of Governing Body of the College shall be the authority for issuing all appointment orders.
- (e) A person appointed in the service of the College shall sign a pledge in the following form: - 'I, the undersigned, Mr. / Ms. _____ do, hereby, swear on an oath that I shall serve the College loyally and faithfully, obey the instructions given to me by my superiors in respect of my services and that I shall follow the rules and conditions of

service framed for the employees of the College and amendments to the said rules made from time to time.'

- (f) Any other instruction given, or rule prescribed, from time to time, by the Govt. of Maharashtra / RTM Nagpur University / AICTE / UGC regarding selection procedure will automatically forms part of the rules/procedure of selection.

4.4 Seniority

- (a) Service of an employee commences from the date on which he/she joins his/her first appointment, provided he/she reports for duty on that day before forenoon, otherwise from the afternoon of the day.
- (b) Service of the employee shall cease from the date on which he/she relinquish/terminated his/her post from the forenoon or afternoon as the case may be.
- (c) Every employee shall be ranked in seniority in the grade / cadre according to the date of commencement of service.
- (d) When the posts are filled in by open competition, seniority of the candidates selected at the same interview shall be in the order in which they are ranked by the selection committee.
- (e) In case of faculty members having same date of joining, their seniority shall be decided as per their date of birth.
- (f) However, seniority alone is not the criterion for promotion or for conferring any other benefit / authority.

4.5 Probation

- (a) All initial regular appointments to teaching and non-teaching posts shall ordinarily be made on probation for a period of two years. Subsequent appointments by promotion shall be made on probation for a period of one year in the post to which the individual is promoted.
- (b) The Governing Body upon the recommendations of the Principal for valid and sufficient reasons may extend the probation period of an employee for such a period as may be found necessary.
- (c) The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed.
- (d) The declaration of completion of probation does not confer on the employee any special right of permanence to continue in the post in which he/she has satisfactorily completed probation.

- (e) The rules governing probation will not apply to appointments made on ad hoc / contract / contingent /daily wages basis.

4.6 Joining Report

- (a) The faculty / staff member at the time of joining duty in the College has to submit a Joining Report in the prescribed format to the HR Section of the Administrative Office through proper channel.
- (b) He/she shall also submit one set of photocopies of documents regarding qualifications and experience along with originals and one passport size photograph to the HR Section.
- (c) He/she shall furnish both temporary and/or permanent address along with mobile number, e-mail ID, PAN and Aadhar (UID) to the HR Section.
- (d) As and when there is any change in the above address / contact phone/mobile number / email ID the same has to be intimated to the administrative office immediately.

4.7 Attendance Record

- (a) All faculty and staff members shall register attendance in the computer (biometric machine) at the reporting time (9:45 AM to 10:00 AM) and at the exit time (5:15 PM to 5:45 PM) on all working days from Monday to Friday and on Saturday at the reporting time (9:45 AM to 10:00 AM) and at the exit time (2:15 PM to 3:45 PM).
- (b) Registering attendance on biometric machine only once either at the time of entry or exit will be treated as absent from the duty.
- (c) Non-marking of attendance shall be treated as absence unless permitted by the sanctioning authority.
- (d) Faculty and staff members can avail two permissions for late coming in a month. Late attendance more than two times will be treated as half-day casual leave or leave without pay if no casual leave is at credit.

4.8 Salary

- (a) Based on the qualifications and experience, Pay and Academic Grade Pay or Grade Pay will be fixed for every faculty and staff member according to the norms of the 6th Pay Commission as approved by the UGC / Directorate of Technical Education / Govt. of Maharashtra.
- (b) The total emoluments per month shall include Basic Pay plus DA, TA and other allowances as applicable as the case may be.
- (c) The revision of D. A. as declared by the Govt. of Maharashtra shall be left to the discretion of the Management / Governing Body of the College.

- (d) Salary of each faculty and staff member after essential/compulsory deductions will be directly credited into the savings bank account of the individual in the Bank of India, Wardha branch.
- (e) Income tax, if any, will be deducted from the salary of the faculty and staff members and will be remitted to the Income Tax Department of the government.
- (f) It is the bounden duty of all faculty and staff to pay the income tax. Non remittance of income tax will result in legal action.

4.9 Service Book

- (a) A service book for keeping the record of service of faculty/staff shall be maintained by Human Resources (HR) Section of the Administrative Office in respect of each employee of the College.
- (b) All activities of an employee in his/her official position shall be recorded in the service book, and each entry will be attested or countersigned by the Principal.
- (c) The essential entries may include (i) First appointment, (ii) Subsequent appointment / promotion / placement, (iii) Periodical increments sanctioned by the College, (iv) Holding up an annual increment and other punishment with relevant to office orders, (v) All kinds of leave except casual leave, (vi) Any reward or appreciation for outstanding work recommended by the Management of the College.
- (d) The HR Superintendent shall show the service book to each employee in the month of April every year and the employee shall sign in the service book after verification.
- (e) The office orders in respect of appointment, promotion, placement under CAS, time bound promotions (TBP) of all the employees shall be in the safe custody of the Admin Office.

4.10 Resignation

- (a) If any faculty/staff member wants to resign the job, the concerned faculty/staff member shall give a minimum of two months / 60 days advance notice or as per the conditions specified in the appointment order / promotion order about his/her intention of leaving job, only at the end of the academic year to the Chairman through the Principal in writing.
- (b) In case, where the end of notice period falls during the course of a semester he/she may be relieved only at the end of the semester.
- (c) In case, if the faculty/staff member does not give notice in advance, then the faculty/staff member owes to the College his / her earning for the period as stipulated already in the appointment / promotion order before he / she is relieved.
- (d) The un-availed leave at the credit of the faculty / staff member shall not be adjusted towards the notice period.
- (e) In case if , he/she takes leave for a day and if there is no casual leave available, then the leave availed will be treated as leave on loss of pay with the cut in the salary for the day during the notice period.

- (f) While getting relieved, files, materials and documents, etc., entrusted to him/her shall be handed over to the person nominated by the HOD or Principal under proper acknowledgement.
- (g) The faculty / staff member can apply for the relieving order from the College only after submission of "No Dues Certificate" in the prescribed format along with a copy of hand over note in case if he/she happens to be in-charge of the laboratory or any portfolio.
- (h) Any faculty/staff member may be relieved immediately if he/she gets a Government Job or the concerned individual's spouse is transferred or he/she is getting married. But, this is subject to the discretion of the management after assessing the merit of the case.

4.11 Termination

- (a) The services of teaching staff who have completed their period of probation or who are on probation can be terminated by the College by giving three months notice or three months salary in lieu of such notice.
- (b) The services of teaching staff on temporary/ad hoc appointments can be terminated by the College by giving one month notice or one month salary in lieu of such notice.
- (c) The services of non-teaching staff can be terminated by the College by giving one month notice or one month salary in lieu of such notice.
- (d) If the College issues termination notice to any employee and wishes to terminate the employee within the notice period, the College can do so by paying for the remaining part of the notice period.
- (e) In all the above sub clauses of this article notice period does not include vacation or earned leave or leave on loss of pay granted to the employee.

4.12 Retirement

- (a) A teacher after confirmation, unless appointed on contract period stated in the appointment order, shall retire from services on the afternoon of the last day of the month in which he/she attains the age of 60 years or as per rules existing then and approved by the competent authority.
- (b) A non-teaching employee, other than Class-IV employee, shall retire from services on the afternoon of the last day of the month in which he/she attains the age of 58 years.
- (c) A non-teaching employee in Class-IV service shall retire from services on the afternoon of the last day of the month in which he/she attains the age of 60 years.
- (d) Employees whose date of birth is first of the month shall retire from services on the afternoon of the last day of the preceding month on attaining the age of 58 years or 60 years as the case may be, or as per the rules prevailing then.

4.13 Vacation

- (a) All the permanent members of the teaching staff of the College shall be eligible for vacations decided by the University.
- (b) All the non-teaching staff members other than administrative staff shall be eligible for vacations decided by the University.
- (c) Vacation shall be availed of only after the official end of the instructional period subject to following conditions.
 - i) Completion of term work including evaluation of teaching-learning;
 - ii) Handing over the term work /practical/oral marks and other assignments to the HOD;
 - iii) Faculty/Staff shall be available for examination related duties both for College and University;
 - iv) Contact address and mobile number shall be given to the Admin Office before proceeding on vacation.
- (d) However, vacations shall not be a matter of right and can be curtailed by the Management depending upon circumstances and requirement of faculty/staff members to be on duty for emergent work, if any.
- (e) Faculty members on probation period shall not be entitled for vacations till completion of probation period.
- (f) If a faculty/staff member is detained or required to work during the Summer/Winter Vacation, he/she shall be eligible for compensation of earned leave at the rate of 1/3 of total number of days present in the college during vacation or as per University Rules as the case may be.
- (g) No leave shall be granted to any faculty/staff member who is on detention for departmental emergent work.
- (h) No other leave can be combined with vacation.
- (i) All the faculty/staff members must be present in the College on the last working day prior to the vacation or on reopening day after the vacation to become eligible to draw their vacation salary.

4.14 Other Benefits Extended

i) Annual increment:

- (a) Release of Annual Increment in respect of faculty members will be based on the Self Appraisal and Academic Performance Index (API) report of the individual faculty which will be approved by the Internal Quality Assurance Cell (IQAC) and this task will be taken up at the beginning of every academic year.
- (b) Release of Annual Increment in respect of staff members will be based on the Performance Appraisal and/or Confidential Report of the individual staff and this task will be taken up at the beginning of every academic year.

- (c) The Annual Increment shall be due on 1st of July every year.
- (d) Performance and other credentials of the faculty / staff members shall be the integral part of the pay revision.

ii) Advance Increments:

- (a) The Governing Body shall be the authority competent to sanction advance increments in respect of new appointees taking into consideration the pay structure in previous employment and additional qualification or experience.
- (b) Advance increments to the existing employees may be sanctioned as an incentive in deserving cases.
- (c) Assistant Professors possessing Ph.D. qualification at the time of recruitment shall be eligible for three advance increments.
- (d) In-service faculty members receiving Ph.D. degree in accordance with UGC norms will be considered for suitable advance increments from the date of production of the relevant original degree certificate in the cadre of assistant professor only.
- (e) Deserving faculty members possessing high academic standards and substantial experience at the time of recruitment will be considered for higher start of pay commensurate with their qualifications and experience at the time of recruitment.

iii) Time Bound Promotion:

- (a) Based on Performance Appraisal Non-Teaching staff members of the College shall be entitled for Time Bound Promotion (TBP) after satisfactorily serving on specific Pay Band for a period of twelve years without any break in service.
- (b) In case of Time Bound Promotion the Non-Teaching staff members shall be entitled for the next Grade Pay of the specific post in the relevant Pay band as the case may be.
- (c) The Non-Teaching staff members can avail the facility of Time Bound Promotion twice in the entire service period.

iv) Employees Provident Fund (EPF):

- (a) All eligible employees of the College are subjected to the provisions of Employees Provident Fund Act as amended from time to time.
- (b) For the employees whose total pay is less than Rs.6500/- per month, the management will deduct 12% from their salary and contribute equally every month.
- (c) For the employees whose total pay is more than Rs.6500/- per month, the management will deduct 12% from their salary and contribute Rs.780/- per month.
- (d) The amount of provident fund shall be remitted to the Office of the Provident Fund Commission to the individual account of the employees.

v) Gratuity:

- (a) Payment of gratuity will be governed as per provisions of payment of Gratuity Act as amended from time to time.

- (b) Gratuity as per the Government of Maharashtra rules will be given to all teaching and non-teaching staff members who have completed at least 5 years of regular service in the College.
- (c) Gratuity will be paid to the faculty/staff only at the time of retirement/resignation as approved by the Governing Body of the College.

vi) Accident Insurance Scheme:

- (a) All faculty/staff members and students are covered by the Group Insurance Scheme (GIS).
- (b) In the event of any disability or death of any member, his/her family will get a part or full amount of the sum insured.
- (c) A part of the sum insured will be paid for hospitalization expenses and/or the balance amount will be paid to the affected family as per the rules of the insurance company.

vii) Opportunity for Higher Study:

The faculty members who have already served in this institution at least for three academic years are permitted to pursue higher studies in any one of the following categories:

I. Sponsored:

- (a) Under this category, the individual who wants to go for Ph.D. in full time shall be entitled to receive full emoluments for a period of one complete year.
- (b) To avail this facility, the individual has to execute a bond on non-judicial stamp paper of Rs. 100/- with the Management.
- (c) One must complete 5 years of service in this College and priority will be based on seniority.
- (d) During this period, he/she will be treated as a full time faculty and the period will be treated as 'ON DUTY'.
- (e) As soon as the duration of Ph.D. is over, he/she has to serve in this institution compulsorily for a period of 5 years as per bond agreed to.
- (f) In case, if the individual is unable to serve the entire period of 5 years, he/she has to repay to the College twice the amount received by the individual during the study leave.
- (g) Permitting leave and sanctioning of full salary for the period of study is left to the discretion of the Management.
- (h) Study leave cannot be claimed as a matter of right.

II. Non-Sponsored:

- (a) Under this category, the individual who wants to go for Ph.D. in full time shall not be entitled to receive full emoluments during the period of study leave.
- (b) Under this category, the individual has to serve the institution on expiry of the leave period for an equivalent period.

- (c) The period of study will not be considered for the sanction of annual increment.

viii) Faculty Improvement Program (FIP):

- (a) Faculty members will be sponsored, fully or partially, by the College for faculty development programs, conferences, seminars and workshops with prior permission of the Principal.
- (b) Any faculty member will be allowed for a maximum of two such programs in a semester if the program period is within 3 days. If any such program is more than 3 days, they will be allowed to attend only during their vacation period.
- (c) The registration fee and/or TA/DA for attending such program will be reimbursed to the faculty members on submission of relevant documents related to the program.

4.15 General

- (a) **Compulsory Retirement:** The competent authority may remove any employee from the services of the College or may require him/her to retire on the ground of misconduct insolvency or inefficiency; provided that before such order is issued the procedure of disciplinary action is followed.
- (b) **Voluntary Retirement:** Notwithstanding the provisions in clauses 2.11 (a), (b) and (c) above any employee on the completion of the age of 50 years or on the completion of 20 continuous years of loyal and faithful service of the Institute will have the option of voluntary retirement with benefits of provident fund, gratuity and such other amenities as would be admissible on the date of retirement.
- (c) **Permission to join course of study and appear at the examination:** Employees of the College both Teaching and Non-teaching who have put in at least three years of continuous service may be permitted to join a course of study which will not affect his normal duties in the College and to appear at the examination on the terms and conditions prescribed by the Management at its discretion. The period of absence will be debited to his leave account.
- (d) **Permission to apply for outside posts:** Employees of the College who have put in at least two years of continuous service may be permitted to apply for outside posts by the Management of the College.
- (e) **Grant of Lien:** Employees of the College who have put in at least five years of continuous service may be granted lien for a period of one year or more than one year in case of a tenure post by the competent authority considering the merit of the case. The lien period may be extended in special circumstances by the competent authority.
- (f) **Permission to Contest an Election:** Members of the Teaching and Non-teaching staff shall not be permitted to contest an election to the State Assembly, Parliament, and Panchayat Raj Institutions (Self Local Governments) without prior permission of the Competent Authority of the College.

CHAPTER – V

CODE OF CONDUCT FOR EMPLOYEES

5.1 Service Conditions

All employees of Bapurao Deshmukh College of Engineering, Sevagram, District Wardha both Teaching and Non-teaching, whether full time or part time irrespective of their status or cadre in the College shall be governed by the following code of conduct. Any amendments to the rules made and directives issued by the competent authority from time to time shall be binding on the employees.

- 5.1.1 Every member of the faculty / staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- 5.1.2 All employees, during the period of their service, shall engage themselves honestly and efficiently under the directions of the Competent Authority / Head of the Department / Section Officer of the College and shall make themselves in all respects useful to the College and shall not on their own account or otherwise, either directly or indirectly, carry on or be concerned in any trade or business.
- 5.1.3 All employees must maintain absolute integrity and show devotion to duty and refrain from such activities which will tarnish or spoil the reputation of the College or its Management and portrait bad image of the College. The employees are expected to give full cooperation in running administration of the College.
- 5.1.4 Notwithstanding anything contained above, whenever any consultation work for any private firm or organization is undertaken by the College, such members of the faculty/staff as are required will be commissioned by the College, with/without additional remuneration or honorarium as prescribed by the College, from time to time.
- 5.1.5 No member of the faculty / staff shall apply; during the period of his/her services in this College, for an appointment outside or send an application for study or training, except with the prior permission of the Management and such application should be routed through the proper channels. Any breach of this rule will be viewed seriously and suitable disciplinary action will be initiated. The management may permit not more than two such applications in an academic year, but reserves the right to refuse the forwarding of such applications in case there is any bond for the employee for a particular period of service in the college.
- 5.1.6 The employees shall extend all courtesy and attention to all persons with whom they have to deal in connection with their discharge of official duties and shouldering additional responsibilities. They must strive hard and make efforts to promote the interest of the College.
- 5.1.7 Staff attendance should be registered every day, 15 minutes before the commencement of regular class hours, and at the end of the working hours for the day unless they are on

duty leave outside the campus, or on leave of any kind. Late-coming will be dealt with separately by the competent authority as per the regulations in force.

- 5.1.8** Faculty/staff should be available in the college premises during the entire period of office hours, on all working days.
- 5.1.9** If a staff member on any kind of leave has to be out of station, he /she should intimate the Principal / Designated Authority his/her exact out station address and phone/mobile numbers in his/her leave application.
- 5.1.10** For the development and progress of the college/department/section, all members of the faculty/staff should work as a team and they should also maintain a cordial relationship with other departments/sections.
- 5.1.11** In any meeting or assembly organized in the College premises, decorum should be maintained and difference of opinion, if any, shall be expressed politely in parliamentary words without hurting the feelings of others.
- 5.1.12** No employee should entertain any outsider for any work directly, but should advise him/her to contact the Principal or the Director of the College depending upon the nature of work.
- 5.1.13** No official document/record should be shown or handed over to any outsider without the prior permission of the Head of the Department or Principal or Director of the College.
- 5.1.14** The employees shall treat all the students without discrimination on political ground or for reasons of race, religion, caste, language or sex or any other reason of arbitrary or personal nature and shall refrain from instigating students against students or other employees or the administration.
- 5.1.15** No employee shall take active part in anti-social or in any violent political demonstrations.
- 5.1.16** No permanent employee shall be permitted to accept or seek any outside employment or office without prior sanction of the competent authority. If permitted he/she shall have to give three months clear notice there for.
- 5.1.17** An employee on probation may be permitted by the competent authority to apply for any outside employment or office for not more than two occasions during the period of probation.
- 5.1.18** A temporary employee or an employee on contract may apply for an outside post, provided that he/she shall have to give one month's clear notice or one month's basic pay thereof.
- 5.1.19** An employee shall not accept any gift or any other consideration from any subordinate employee or from any other persons including students for a work to be done in connection with the business of the College.
- 5.1.20** All employees shall communicate change of address, if any during vacation/earned leave, to the Principal/HOD/Section Officer.

- 5.1.21** The behavior of an employee with the students and other employee shall be modest and humane.
- 5.1.22** No employee shall come to duty intoxicated.
- 5.1.23** No employee shall make use of resources and facilities of the College for his/her personal use.
- 5.1.24** No full-time teacher shall accept part-time gainful office in another educational/cultural/literary/industrial/commercial establishment or organization without obtaining written permission from the competent authority of the College.
- 5.1.25** Faculty/staff members shall not be allowed to take private tuition or coaching classes.
- 5.1.26** Teachers are expected to spend the remaining time of their working hours apart from their teaching hours in useful work such as research and improvement of academic standard.
- 5.1.27** The teacher shall maintain the academic secrecy in connection with the setting of papers, conduct of examinations, valuation/revaluation of answer sheets, moderation of question papers, etc. and also keep secrecy of the matters which in their own nature require to be kept secret in the educational institutions.
- 5.1.28** The teacher shall maintain high academic standards and keep healthy academic atmosphere in the College.
- 5.1.29** No teacher shall contest for elections to the State Legislature or Parliament or Local Self Governments without prior permission of the competent authority of the College. In case of his/her election to the State Legislature or Parliament or local self governments, he/she shall make a choice within fifteen days of the declaration of the election result, either to continue as a teacher or as a member of the elected body.
- 5.1.30** The teacher shall be impartial in assessment of the students and shall not deliberately over mark or under mark or victimize students on any ground.
- 5.1.31** The teacher shall not misuse the facilities of the College while exercising freedom of academic thoughts or expression.
- 5.1.32** In addition to the teaching work and other work norms as recommended by AICTE / Maharashtra Government / University / UGC, teachers may be required to participate in co-curricular/extra-curricular activities of the College such as NSS and CSR including social and educational functions.
- 5.1.33** Similarly, apart from the routine work, the services of teaching and non-teaching employees of the College shall be mandatory towards the conduct of Internal /University Examinations which shall be assigned by the Principal from time to time.
- 5.1.34** If a faculty/staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he/she shall settle the account within 21 days from the date of drawal of an advance or within 7 days after the completion of the event for which advance was drawn, failing which the advance shall be adjusted from his/her salary.

- 5.1.35** Faculty/Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments/sections concerned.
- 5.1.36** All members of the faculty/staff shall be governed by general rules/norms also practiced by college from time to time.

5.2 Suspension, Removal, Dismissal and Termination

5.2.1 The services of a temporary employee can be terminated by the competent authority at any time without assigning any reason thereof, after giving one calendar months notice or by paying one month's salary (pay plus allowances) in lieu of notice.

5.2.2 The services of a permanent employee can be terminated on the following grounds:

- (a) Misconduct
- (b) Moral turpitude
- (c) Willful and persistent negligence of duty
- (d) Incompetence
- (e) Physical and mental unfitness
- (f) Abolition of the post

5.2.3 The following acts or omissions shall constitute misconduct:

- (1) Insubordination or disobedience whether alone or in combination with others of any order of a superior, or any rule, circular, instruction or notice issued or given or as may be issued or given from time to time;
- (2) Theft, fraud, or dishonesty either in connection with or misuse, misappropriation temporary or otherwise of any property or business of the College;
- (3) Damage to any property or article of the College;
- (4) Taking or giving bribes or any illegal gratification in whatsoever form;
- (5) Habitual absence without prior permission or without grant of leave in writing from the competent authority;
- (6) Habitual late-coming;
- (7) Riotous or disorderly behavior, threatening, intimidating or coercing in connection with or relating to any duties or working of the College;
- (8) Neglect of work or negligence in discharging any duty or failure to give the day's out-turn/output or negligence in discharging his/her duty in relation to any property.
- (9) Violence or inciting violence;
- (10) Stopping work either single or with other employees or inciting anybody else not to work;
- (11) Disclosing any secret or confidential information in regard to any matter relating to the working, which will be detrimental to the interest of the College;
- (12) Theft of property of any stakeholder within the premises of the College;

- (13) Playing cards or any other games of pastime including online games during working hours;
- (14) Allowing anyone within the prohibited premises of the College or allowing any person or persons whose entry is prohibited without the permission from the competent authority;
- (15) Sleeping or loitering or whiling away time during hours of work or disappearing from place of work for any period for any reason whatsoever;
- (16) Refusal to accept any communication or responsibility or refusal to appear for medical examination when called upon to do so;
- (17) Falsification or tampering any paper or record of the College;
- (18) Obtaining employment under the College by misrepresentation;
- (19) Entering into financial dealings with any contractor of the College or accepting any present/gift from any one whether within the premises of the College or elsewhere;
- (20) Refusal to accept an order of transfer;
- (21) Sheltering or trying to shelter any offender or anyone who commits any act of misconduct or any employee helping any one or any such employee failing to report to the Head of the Department any illegal activity or act of misconduct which takes place in his presence;
- (22) Making any false or exaggerated allegations against any officer, superior or a co-employee;
- (23) Committing nuisance during the working hours by being found intoxicated or otherwise;
- (24) Seeking other employment or carrying on any other business or taking any course of studies or appearing at any examination without prior and/or specific permission of the competent authority;
- (25) Misappropriation of any amount of money, movable property, or late crediting the amount in the College;
- (26) Committing any act involving moral turpitude;
- (27) Making any false declaration, announcement or representation;
- (28) Conviction by the competent court of any criminal offence;
- (29) Attending the duties without Uniform/dress code supplied/prescribed by the College;
- (30) Failure to give permanent address or absenting without permission in writing as mentioned in the leave rules;
- (31) Any other act or omission, which in the opinion of the Head of the Department, constitutes an act of misconduct, consistent with those stated hereinbefore but not specifically mentioned;

- (32) Any breach of Ordinance, Rule, Statute, Regulations of the Governing Council/University or of any provision of Government Employees Act.
- (33) No act of misconduct which is committed on not less than three occasions shall be treated as habitual.

5.3 Penalties

Full-fledged and elaborated Departmental Enquiry will not be necessary for imposing punishments under minor penalties. Before imposing any minor penalty, the concerned employee shall be given an opportunity to explain his/her position. The nature and quantum of punishment, if any to be imposed shall be decided by the competent authority after considering the explanation.

If the competent authority finds that the nature of offence is so serious as not to allow the employee to continue his work, an order suspending him may be issued till the decision of the departmental enquiry. During the period of suspension, the employee shall draw subsistence allowance equal to half pay on the date of suspension. The suspending authority shall appoint an Enquiry officer to conduct an impartial departmental enquiry in the matter who will submit his report within a period of six months from the date of appointment of such committee. The rules regarding the departmental enquiry and disciplinary action as laid down in the 'Maharashtra Civil Services rules' shall be followed. The employee against whom action is proposed to be taken shall be provided with a copy of the charge-sheet and the statement of allegations. The employee shall then submit his explanation to the Enquiry Officer.

5.3.1 Miner Penalties:

- (a) Censure or warning;
- (b) Withholding of annual increment/s or promotion;
- (c) Fine to be deducted from salary;
- (d) Recovery from salary of the whole or part of any financial loss caused to the College by negligence or by breach of orders;

5.3.2 Major Penalties:

- (a) Reverting to a lower post or grade pay or to a lower stage in a time-scale;
- (b) Removal from services of the College, which does not disqualify from future employment;
- (c) Dismissal from service of the College, which ordinarily disqualifies from future employment.

5.4 Procedure for Imposing Penalties

No order of imposing of the penalties shall be made except after an enquiry held in the manner as following:

The Disciplinary Authority shall draw or cause to be drawn up –

- (a) The substance of the accusation of misconduct/misbehavior into definite and distinct article or articles of charge;

- (b) A statement of allegation of misconduct or misbehavior in support of each article of charge which shall contain a statement of relevant facts including any admission or confession made by the employee;
- (c) The Disciplinary Authority may, for the purpose of enquiry, appoint an Enquiry Authority to advise the Principal/Director about the action to be taken.

5.5 Relief

- (a) The discharge of a person appointed on probation during the period of probation or of a person engaged under contract in accordance with the terms of contract or of a person appointed other than under the contract to hold a temporary appointment, does not amount to removal or dismissal within the meaning of this rule.
- (b) The penalty under 4.3.2 may be imposed in addition to any other penalty which may be imposed in respect of negligence or breach of orders.
- (c) If the competent authority feels it necessary to constitute an Internal Enquiry Committee as a part of the procedure for taking disciplinary action, the Internal Enquiry Committee shall consist of three faculty members, which may include one senior professor/associate professor of the College as chairman and two other members out of which one will be non-teaching staff in case of non-teaching employee's enquiry or woman representative in case of lady employee's enquiry, appointed by the Principal on behalf of Governing Body.
- (d) Before any of the penalties specified in Rule 4.3.2 above is imposed against an employee of the College it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him/her, by intimating to the employee concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed. The employee shall be required to put in a statement in writing in his/her defense within a reasonable time and to state whether he/she desires an oral enquiry or only to be heard in person. If he/she desires an enquiry or if the authority concerned so directs, an oral enquiry shall be held. If no oral enquiry is held, and if he/she had desired to be heard in person, a personal hearing shall be given to him/her. The proceedings shall contain sufficient record of the evidence and a statement of the findings and the ground thereof.
- (e) The requirement of sub-rule 4.3.2 above shall not apply where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him/her.
- (f) All or any of the provisions of sub-rule 4.3.2 above may in exceptional cases for special and sufficient reasons be waived where there is a difficulty in observing those requirements.
- (g) The punishment given by a higher authority need not necessarily be the same as that given/recommended by the lower authority.

5.6 On Conviction by a Court

If an employee is convicted by the Court of Law and sentenced to an imprisonment, the Appointing Authority may terminate his/her services without holding any enquiry.

5.7 Appeals

5.7.1 Orders against which an appeal lies:

- (a) An employee shall be entitled to prefer an appeal against any order imposing a penalty.
- (b) No appeal shall lie against an order of suspension or against an interlocutory or non final order.

5.7.2 The Appellant:

Only an employee directly affected by the order may file an appeal.

5.7.3 Appellate Authority:

The Chairman, Governing Body, B. D. College of Engineering shall be appellate authority.

5.7.4 Limitation:

No appeal shall be entertained unless it is preferred within a period of one month or 30 days, whichever is longer, from the date on which copy of the appealed against is delivered to the appellant. Provided that the appellate authority may entertain an appeal after the expiry of the aforesaid period, if he is satisfied that appellant had sufficient cause for not preferring the appeal in time.

5.8 Prevention of Sexual Harassment of Women at Workplace

5.8.1 Preamble:

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 from the date of Gazette Notification i.e., w.e.f. 23.04.2013 and same has been published in the Gazette of India, Extraordinary, Part-II, Section-1, dated the 23rd April 2013 as Act No. 14 of 2013. The Act provides for protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. It is highly required that women are protected against sexual harassment at all the work places, be it in public or private. This essentially will contribute to the understanding of their right to gender equality, liberty and moreover, equality in their working conditions. The sense of security at the workplace/study place will improve women's participation in overall progress, resulting in their economic empowerment and inclusive growth as whole.

5.8.2 Sexual Harassment Act:

India has recently passed the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("**Sexual Harassment Act**") and has made the law effective w.e.f. April 23, 2013. The law convincingly ardently states that "No women shall be subjected to sexual harassment at any workplace. The new sexual harassment act 2013 is exactly on the same terms as the Vishaka Judgment punishable up to five years rigorous imprisonment with/without fine or both. BDCE has adopted the guidelines in Compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("**Sexual Harassment Act**") and guidelines laid down by the Supreme Court of India in its 13 August 1997 judgment on the Writ Petition (Criminal) Vishaka vs. State of Rajasthan for prevention and deterrence of sexual harassment in the workplace.

5.8.3 Key Provisions:

The Act defines 'sexual harassment' to include such unwelcome sexually determined behavior (whether directly or by implication) such as:

- a. Physical contact and advances;
- b. Demand or request for sexual favors;
- c. Sexually colored remarks;
- d. Showing pornography; and
- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- f. Unsolicited telephone calls / e-mails with the intention of sexual harassment.

If the following circumstances exist in relation to any behavior, that is, if any act is done under the following circumstances that would also count as sexual harassment:

- a. Implied or explicit promise of preferential treatment in employment / awarding marks
- b. Implied or explicit threat of detrimental treatment in employment / awarding marks
- c. Implied or explicit threat about her present or future employment status
- d. Interferes with work studies or creates an intimidating/hostile/offensive work/studies environment
- e. Humiliating treatment likely to affect her health and safety
- f. Creating a hostile work environment

5.8.4 Mechanism:

- a. An aggrieved woman can file a complaint within one month of the incident (or later if allowed by the committee).
- b. At first instance, the committee shall recommend appropriate psychological and emotional support/assistance.
- c. The complainant will have to submit a written and signed complaint addressed to the Convener or any member of the Committee.
- d. The identity of the aggrieved woman, respondent, witnesses as well as other details of the complaint will be kept confidential, cannot be published or disclosed to the public/media.

5.8.5 Follow-up:

- a. The convener will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
- b. The members of the committee will discuss the complaint.
- c. The committee shall look into the truth of the allegations contained in the complaint.
- d. If the case falls outside the purview of the committee, the complainant will be informed about the same by the appropriate authority.
- e. If the case comes under the purview of the committee, an enquiry committee will be set up.
- f. A three member enquiry/fact finding committee will be set up comprising of two female members and one male member of the committee.
- g. The enquiry committee shall have the power to summon witnesses and call for required information from any person of ADCET.
- h. Documents / information to be retained by the committee.
- i. The enquiry has to be completed within time period of 90 days.

5.8.6 Report:

- a. The enquiry committee will submit a report to WGRC committee and recommend the nature of action/penalties to be taken against person found guilty at the earliest by the appropriate authority.
- b. As the case may be, they (Management) are mandated to take action on the report within 60 days.
- c. The Act provides the option of a settlement between the aggrieved woman and the responded through conciliation but only on the request of the woman. However, money compensation cannot be a basis for the settlement.
- d. In case of malicious complaints or false evidence, the committee may take action against the woman/person. However, simply not being able to prove an allegation will not mean that it is a false/malicious complaint.

5.9 Grievance Redressal Mechanism:

The Grievance Redressal Committee is intended to undertake the processes of attending to the grievances put forward by the students, faculty and staff members. It focuses on setting proper facilitation procedures for settling the issues in a cordial atmosphere. The committee is expected to initiate proper or appropriate enquiry or investigative mechanism within 24 hours from the receipt of the complaint in written duly signed by complainant(s). The committee is expected to meticulously adhere to the standard arbitration procedures of the college and those of Maharashtra Civil Services Rules 1981, University Ordinances published by the RTM Nagpur University in accordance with Maharashtra Universities Act 1994, Maharashtra Prohibition of Ragging Act 1999 and Prevention and Prohibition of Ragging (Appendix 12 published in AICTE Approval Process Handbook 2011-12) and their amendments which may be published from time to time and all other such enactments of the Government of Maharashtra and Government of India from time to time.

The committee shall take into consideration all the redressal criteria and rules and regulations of the college and government of Maharashtra both in admitting the complaint and in conducting the enquiry. The committee is expected to commence its operations by constituting a special committee, if necessary. The observations, findings, suggestions and recommendations are merely recommendatory in nature and do not carry any legal binding on the college administration to follow or implement. The chairman and the members of the committee shall undertake all the operations in coordination with the heads of departments/section officers and administrative office.

The member-secretary in consultation with the chairman is expected to undertake all the prime duties of the committee, namely convening the meetings, recording minutes, recording special observations and suggestions, if any, processing the data and obtaining ratification of the minutes, resolutions, observations, taking necessary steps for tabling the said documents for ratification by the administration, etc.

CHAPTER - VI

GOVERNANCE

6.1 Vision Statement:

To produce globally acceptable professionals satisfying technical and social needs.

6.2 Mission Statement:

To set up networking and cooperation with global organizations by creating suitable environment in the campus.

6.3 Quality Policy:

BDCE is committed to achieve recognition as Institution of Academic Excellence by consistently providing quality technical education to enhance the employability of students with global outlook and ensuring continual improvement.

6.4 Goals of the College:

a) Short Term Goals:

- 1) To improve industry institute interaction by taking up collaborative and sponsored projects.
- 2) To arrange special skill development programs for the students of rural areas.
- 3) To enhance the employability of students by imparting various skills and techniques.
- 4) To make the campus green and pollution-free.
- 5) To go for the energy audit of the whole campus.

b) Long Term Goals:

- 1) To elevate the academic standards for the welfare of the society as a whole.
- 2) To develop the institute as a center of excellence in academic and research.
- 3) To establish tie-ups with reputed global industries and institutions.
- 4) To set up New Centers in the emerging domain of technology.
- 5) To achieve cent per cent placement of eligible graduates.

6.5 Philosophy of Governance:

Unlike business organization, which has a rigid hierarchical structure, educational institutions always prefer less formal arrangements, which are participatory, democratic and flexible in nature. Human Resource Management needs a fair measure of informality in give and take, decentralized sharing of responsibilities as well as decision making autonomy of intellect in learning & teaching, planning & execution, and performance & evaluation.

The Management of the College is totally committed to achieve the mission, long and short term goals in true spirit. It shall provide support in planning and monitoring of

1. Developmental and operational plans
2. Adequate Physical resources like Land, Space for buildings and grounds,

3. Adequate Equipment in all laboratories, Offices, etc..
4. Adequate Manpower for all operations of the college,
5. Financial requirements and budgets and their utilization

All the faculty and staff should put in their total efforts and work with team spirit for the fulfillment of the goals and objectives. Management shall implement all its policies and also take every action to fulfill the mission and goals and constantly strive to improve upon. It is an open minded system for any innovation or suggestion for enriching the process of developing the College.

A well decentralized and transparent pattern of working shall be followed in the College. Though the Principal is the academic and administrative head of the institution, many of his powers shall be delegated to Heads of Departments, Coordinators and other section officers for efficient functioning of the administration. The organization is to be run through the following units of administration:

a) Engineering Departments

1. Department of Civil Engineering
2. Department of Mechanical Engineering
3. Department of Computer Engineering
4. Department of Electronics & Power (Electrical) Engineering
5. Department of Electronics & Telecommunication Engineering

b) Management Department

1. Department of Management Technology

c) Supporting Departments

1. Applied Physics
2. Applied Chemistry
3. Applied Mathematics
4. Applied Humanities

c) Centralized Activities

1. Administrative Office (Admino)
2. Library
3. Workshop
4. Games and Sports
5. Computer Centre
6. Training & Placement
7. Maintenance
8. Research Centre
9. Hostels
10. Staff Cooperative Credit Society
11. Students Cooperative Store
12. Centralized Utilities- Canteen, Auditorium, Security, Parking, etc.

d) Standing Committees

1. Academic Committee
2. Finance Committee
3. Admission Committee
4. Examination Committee
5. Purchase & Stock Verification Committee
6. Grievance Redressal Committee
7. Women's Grievances Redressal Committee
8. Anti-Ragging Committee / Anti-Ragging Squad
9. Campus Discipline, Security and Parking Committee
10. Sports & Cultural Committee
11. Library Committee
12. Web, Internet & Media Committee
13. Canteen Committee

e) Cells

1. Internal Quality Assurance Cell (IQAC)
2. Training & Placement Cell (TPC)
3. Research & Development Cell (RDC)
4. Industry-Institute Partnership Cell (IIPC)
5. Testing & Consultancy Cell (TCC)
6. Entrepreneurship Development Cell (EDC)
7. National Service Scheme Cell (NSSC)
8. Continuing Education Program Cell (CEPC)
9. Academic and Social Counseling Cell (ASCC)
10. Vishakha (Women) Cell (VC)
11. Backward Communities Cell (BCC)

f) Professional Bodies

1. Gandhigram Engineers' Alumni Association
2. ISTE Staff Chapter
3. ISTE Students Chapter
4. IE(I) Students Chapter
5. CSI Students Chapter
6. IETE Students Chapter
7. Students' Council

g) Students' Associations

1. Association of Civil Engineering Students (ACES)
2. Mechanical Engineering Students Association (MESA)
3. Electronics & Power Engineering Students Association (EPESA)
4. Computer Departmental Organization of Students (C-DOS)
5. E&T Department Generation Era (ETDGE)
6. First Year Students Association (FYSA)

6.6 Organogram

6.7 Planning & Monitoring:

The College shall have an approved annual plan for the growth of the College prepared taking into account the vision, mission and goals. All the academic and non academic growth planning shall be done by the College Development Committee (CDC) and Internal Quality Assurance Cell (IQAC). It shall also monitor their execution. Principal, HODs, and Coordinators shall plan for their respective activities according to the annual plan for executing in any academic year and recommend to the CDC.

College Academic Committee (CAC) shall be responsible for monitoring all academic activities at the college level. The Hierarchical structure of the college as shown in the organogram permits hierarchical monitoring. Monitoring shall be effectively carried out by several committees and cells; and reports will be submitted by them at the end of semester in the form of half yearly report with regard to extent of implementation of assigned / planned works towards achievement of the goals. The Annual Report of the College shall reflect all the academic, developmental, co-curricular and extra-curricular achievements during any academic year which will be consolidated by the IQAC Coordinator.

6.8 Roles & Responsibilities:

6.8.1 Governing Body

A Governing Body as per the norms prescribed by the AICTE is the apex body for governance. The Governing Body of the Institute is constituted as per the norms and guidelines of AICTE. The Governing Body is responsible for the proper management of the affairs of the college and exercises all such powers and discharges all such functions as may be necessary for the purpose. The prime duty of the Governing Body is to develop and implement the mission, vision, quality policy, and strategic plan of the institution.

In particular and without prejudice to the generality of the foregoing provision, the Governing Body, in order to provide the instructional and other services necessary for the efficient and effective functioning, exercises the following powers and discharges the following duties:

1. To formulate long term planning for the growth and development of the institute;
2. To formulate the service rules for the employees of the institute;
3. To create infrastructural facilities as per the AICTE/DTE/University norms;
4. To create all teaching posts including the post of Principal with the approval of the University and with the provision of the AICTE norms;
5. To create non-teaching posts, make appointments thereto on the recommendation of the appropriate selection committees;
6. To ensure that the number and qualifications and the method of recruitment of Teachers and other non-teaching employees and the conditions of their service are in accordance with the Statutes, the Regulations and the Rules of the College and the relevant provisions made by the other competent authorities like AICTE, UGC and University.
7. To provide for effective execution of the instructional programs and maintenance of proper academic atmosphere and discipline;

8. To review the results of college examinations and to suggest measures for academic improvements;
9. To ensure that the buildings in which the college is located are suitable for the purposes for which they are intended and maintained in a satisfactory state of repair and sanitation;
10. To provide for the maintenance of properly equipped library, laboratories and central facilities;
11. To mobilize adequate financial resources for effective operation of the college;
12. To ensure that all information, returns, reports and other materials as required by the University, AICTE, UGC or the State Government are made available promptly;
13. To make sure that the directions issued by the University from time to time are carried and the compliance with them reported expeditiously to the University.
14. To hold, control and administer the properties and funds of the college;
15. To approve the annual budget on the recommendation of the Local Managing Committee of the college;
16. To sanction expenditure as may be required and regulate the finances, accounts, investments and all other administrative affairs of the college;
17. To entertain and redress in proper cases of grievances of teachers, students and employees of the college;
18. To provide for the promotion of the Welfare of the students, their residences, health, recreation, and sports and to exercise such supervision and control as will secure discipline, health and well-being of the students;
19. To form such committees (including sub-committees) and Cells with the Principal as the Chairman as it may think fit for taking advice for the efficient administration of the college; and except as otherwise provided in the foregoing provisions of this clause, to include, if necessary, Teachers and non-teaching employees, other than the members of the Governing Body, in such committees or cells;
20. To frame rules for proper functioning of the college and to frame rules of business for conduct of the meetings of the Governing Body;
21. To enter into collaborative arrangement with other authorities established by an Act of the State or Union Government and extend necessary Cooperation to such authorities as may be required by the MoU for its effective functioning. The Principal of the College as Member Secretary of the Governing Body will sign the agreement or Memorandum of Understanding with such authorities.

6.8.2 College Development Committee

In accordance with the Maharashtra Public Universities Act, 2016, the College Development Committee has the powers and duties as given below:

1. To 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. To decide about the overall teaching programs or annual calendar of the college;

3. To recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
4. To take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
5. To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
6. To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
7. To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
8. To make specific recommendations regarding the improvement in teaching and suitable training programs for the employees of the college;
9. To prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
10. To formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
11. To make recommendations regarding the students' and employees' welfare activities in the college or institution;
12. To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
13. To frame suitable admissions procedure for different programs by following the statutory norms;
14. To plan major annual events in the college, such as annual day, sports events, cultural events, etc.;
15. To recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
16. To consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
17. To recommend the distribution of different prizes, medals and awards to the students;
18. To prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;
19. To perform such other duties and exercise such other powers as may be entrusted by the management and the university.

6.8.3 Director

1. To bridge between Management and College Administration.
2. To grant approvals to policy matters recommended by the Principal/Coordinators.

3. To accord formal approvals to the routine academic, administrative & financial matters.
4. To accord final approvals to budget, financial transactions and admissions.

6.8.4 Principal

As the head of the Institution, the Principal is a leader who inspires the students and the staff and motivates them for cordial working atmosphere. This alone can make the institution perform exceedingly well. The following are the important responsibilities of the Principal:

1. To frame objectives, policies, procedures for smooth functioning of the Institution.
2. To regulate and Monitor the academic and administrative activities.
3. To carry out day to day correspondence with outside agencies like university, Directorate of Technical Education, AICTE and other institutions for effective functioning of the institution.
4. To maintain all the records for audit and inspection by various boards such as AICTE, Directorate of Technical Education, University and Social Welfare Office and subsequently implement the suggestions made.
5. To monitor all the Administrative activities like student's admission, fees collection, staff attendance, salary payments, procurements, accounts and auditing.
6. To carry out the recruitment, retirement, appraisal & performance evaluation processes meetings with all HODs at regular intervals, evaluation of feedback and take corrective actions.
7. To carry out the procurement and purchase of infrastructure facilities like furniture & fixtures, lab equipment & instruments, updating of the library and any such other requirement for the institution as per the prescribed procedures.
8. To formulate and implement the long and short term plans keeping in view the requirements of the Governing Body.
9. To monitor the student discipline, attendance, syllabus coverage and regulate class and laboratory work.
10. To curb the menace of ragging by taking appropriate corrective measures.
11. To carry out the Internal and External Examinations (Theory/Practical) procedures as per the university guidelines.
12. To monitor the internal assessment process and arrange to submit the marks to the university within the stipulated time.
13. To gets student feedback with a view to monitor and provide a better learning environment for the students.
14. To maintain a good public relation among the parents/guardians, press, resource persons/consultants from the industry and academia.
15. To carry out industry tie-ups, signing of MoUs for placements, workshops and live projects through placement cell and R&D cell.
16. Resolve conflicts among Departmental Heads & coordinators and other functionaries like administration, accounts, security, etc.
17. To identify the core competencies, nurture and facilitate the faculty by giving all the necessary guidance and support.

18. Maintain & build the image for the Institution – aim for overall development whilst projecting on its current strengths related to each department or activity.

6.8.5 Coordinator (IQAC)

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
2. Facilitating the creation of a learner-centric environment conducive to quality technical education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
3. Academic audit of the institution along with faculty appraisal in accordance with Annual Self-Assessment under Performance Based Appraisal System (PBAS) with Academic Performance Indicators (API) as per UGC/AICTE/University guidelines.
4. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
5. Dissemination of information on various quality parameters of higher technical education;
6. Organization of inter and intra institutional conferences, workshops, seminars on quality related themes and promotion of quality circles;
7. Documentation of the various programs/activities leading to quality improvement;
8. Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of best practices;
9. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
10. Development of Quality Culture in the institution;
11. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC, if accreditation granted to the institution.

6.8.6 Head of Department:

A good head of department is a well disciplined and dedicated person with leadership qualities. He motivates the Faculty, Students and Staff to perform their respective academic / administrative duties and responsibilities. His/Her duties are as under:

1. Preparation of (i) academic schedules and its implementation, (ii) academic time table, (iii) laboratory log books, manuals, registers, etc. through the concerned faculty members.
2. To check the attendance register every week and sign after verification.
3. To prepare the list of laboratory requirements as necessary and initiate procurement action to facilitate smooth conduction of the lab experiments.
4. To carry out the stock verification, maintenance of the lab and its equipment & instruments.

5. To recommend the leaves / permissions of the staff within the department only after ensuring the work adjustments and maintain the leave record.
6. To conduct regular staff meetings to monitor the progress and preserve the minutes of the meeting.
7. To monitor the day to day student discipline, attendance and lab evaluation.
8. To arrange for counseling of students having shortage of attendance and inform their parents.
9. To meet the Principal and discuss about the progress during the day and plan the next day activity.
10. To arrange for unbiased overall distribution of the work load among faculty members.
11. To monitor the syllabus completion at regular interval and prepare fortnightly reports for submission to the Principal.
12. To ensure and maintain the record of the internal assessment (theory & practical) marks awarded as per university regulations.
13. To conduct the practical examinations as per the academic calendar of the university and the sealed answer books are stored for scrutiny by university authorities.
14. To approve the student's leave applications only after evaluating the complexity.
15. To enforce discipline among the students and prepare the list of indiscipline students and keep a close watch on them.
16. To participate in any additional activities entrusted by the Principal/Director.

6.8.7 Professor:

1. Class room and laboratory instructions, assessment of students, guiding UG & PG student projects together with providing leadership in the conduct of course work in the relevant field of specialization.
2. Contribution in curriculum development and up-gradation by organizing workshops.
3. Contribution in design and development of bridge courses by identifying curriculum gaps.
4. Providing leadership to the activity of learner-resource development and modernization of laboratories.
5. Interaction with industry and other resourceful organizations leading to consultancy projects and extension activities.
6. Contributing to planning and organization of continuing education programs.
7. Research and research guidance.
8. Students counseling and career guidance.
9. Participation in policy planning as well as monitoring and evaluation of institutional activities including promotional activities.
10. Contribution to resource mobilization efforts of the college.
11. Participation in administration and planning both at departmental and institutional levels.
12. To participate in any additional activities entrusted by the Principal/Director/HoD.

6.8.8 Associate Professor:

1. Class room and laboratory instructions, assessment of students, guiding UG & PG student projects.
2. Participation in examination work and assessment of students.
3. Participation in curriculum up-gradation work including innovations in instructional work, developing instructional aides and learner resource materials.
4. Development of new laboratories and new experiments.
5. Research and research guidance.
6. Interaction with industry, participation in industrial training of students.
7. Contribution to consultancy projects and extension services.
8. Interaction with students, involvement in co-curricular activities of students.
9. Contribution in students counseling and career guidance.
10. Participation in continuing education program.
11. Participation in administration and planning both at departmental and institutional levels.
12. Self-development involving acquisition of higher academic qualifications and research publications.
13. Participation in conference/seminar/workshop/symposium.
14. Any other responsibility specifically assigned by the Principal/ Director/HoD.

6.8.9 Assistant Professor:

1. Class room instruction involving systematic organization of course material and presenting it, stress on concepts and applications, tutorial assignments, promoting students participation in teaching-learning process, use of effective ICT, promoting self-learning and library reference work.
2. Laboratory instruction comprising selection of experiments; schedule of laboratory work; instructional manuals; working condition of equipment; instruction assistance and guidance; laboratory reports and their evaluation.
3. Guiding UG student projects involving help in selection of projects and defining its objectives; assistance in identification of different activities, resource needs and time schedules; involvement in securing the resources; continuous guidance in completing the projects and finalization of project reports.
4. Examination work and assessment of students consisting of conduct of class tests; setting question papers with proper coverage, choice of appropriate instruments, and ensuring standards; evaluation, ensuring proper range, distribution and average of internal assessment marks; participation in examination work like preparation of examination schedule, invigilation, tabulation and finalization of internal assessment marks.
5. Preparation of new assignments, charts, models, transparencies, PPTs, laboratory instructional manuals and lecture handouts.

6. Participation in laboratory development involving planning of a new laboratory or extension of existing laboratory; preparation of proposals for modernization of laboratory; modification of existing experimental setups and setting up of new experiments.
7. Interaction with industry involving working in industry for short periods, assisting in consultancy projects, supervision of practical training of students during vacation, and organizing industrial visits.
8. Interaction with students involving supervision of hostels, sports, games, NSS and other co-curricular and extra-curricular activities.
9. Contribution in students counseling and career guidance.
10. Assisting in internal administrative activities like preparation of time-tables, formulation of examination schedules, tabulation of internal assessment marks, students' attendance, charge of laboratory, supervision of laboratory supporting staff work.
11. Self-development involving acquisition of higher academic qualifications and research publications.
12. Participation in conference/seminar/workshop/symposium.
13. Any other responsibility specifically assigned by the Principal/ Director/HoD.

6.8.10 Physical Training Teacher:

1. General administration of the Games & Sports department.
2. Preparation of the Sports Calendar for various games and sports activities well spread over the entire academic year in consultation with Principal and implement the same.
3. To organize inter-departmental sport events in consultation with Dean (Academic Affairs) and Dean (Student Affairs).
4. To undertake the work of laying new play fields and maintaining the existing play fields on a continuing basis.
5. To maintain the Gym along with its equipment and instruments.
6. To identify competencies of students and provide coaching wherever required.
7. To motivate students for participation in inter-collegiate tournaments conducted by the university as well as tournaments at national level.
8. To organize tournaments or friendly matches with neighboring institutions on a regular basis.
9. Conducting flag hoisting programs on Independence Day and Republic Day.
10. Safety, upkeep and maintenance of the assets of the Games & Sports department.
11. To undertake efforts for resource generation for creating infrastructural and other facilities for games & sports.
12. Any other responsibility specifically assigned by the Principal/ Director.

6.8.11 Librarian:

1. General administration of the Central Library of the College.
2. Planning and development of the Central Library of the College.
3. Preparation of annual budget for library for purchase of books, periodicals and journals.
4. To seek suggestions from academic departments regarding books, periodicals and journals to be procured for the library; obtain approval of the central administration and take action to acquire the selected library resources.
5. Organizing and supervising the cataloguing and indexing of the library books, periodicals, journals and other e-materials.
6. Planning and arrangement for the repairs of the library resources.
7. Organizing and managing the safety and upkeep of the library resources, furniture and fixtures.
8. To undertake efforts for resource generation for purchasing library resources and creating infrastructural and other facilities in the library.
9. Any other responsibility specifically assigned by the Principal/ Director.

6.9 Functions of Committees

6.9.1 College Academic Committee (CAC)

The college shall have a duly constituted College Academic Committee (CAC) as prescribed in the Regulations to formulate long term and short-term development program for the college to achieve academic excellence in tune with the policies of the University.

Functions:

1. To review the academic and other related activities of the college;
2. To review the students and faculty development program;
3. To visualize and formulate perspective plans for the development and growth of the college;
4. To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan;
5. To draw new schemes of development for the college;
6. To plan for resource mobilization through industry interaction, consultancy and extra-mural funding;
7. To promote research and extension activities in the college campus;
8. To promote teaching innovations and student placement program;
9. To plan for sustaining the quality of education, quality improvement and accreditation of the college;
10. To recommend schemes to promote participation of academic departments in community development activities in the region;
11. To consider such other activities for furtherance of academic excellence;
12. To review students attendance /malpractices in examinations;

13. To oversee the internal examinations/ evaluation/ recording.

6.9.2 Finance Committee (FC)

The Finance Committee will advise the Governing Body and College Development Committee on financial matters. It shall prepare income and expenditure statements of the college in the prescribed format to submit to the Shikshan Shulk Samiti for fixation of tuition and others fees of the college. The Finance Committee will be an advisory body to the Governing Body and CDC.

Functions:

1. Budget estimates relating to income from fees and other sources.
2. Budget estimates relating to the grant received/receivable from the UGC/AICTE, if any, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
3. To seek all major and minor expenditure proposals from different committees, analyze them, establish the priorities and forward a tentative budget to Governing Body in time.
4. To plan proper utilization of resources and do careful funds management.
5. To prepare a detailed plan of expenditure for day-to-day running of the College.
6. Preparation of audited account reports for the above.
7. To mobilize resources through donations from society, through funding agencies under various schemes, etc.
8. To sanction all the expenditure to procure major equipment as advised by the Governing Body.
9. To sanction expenditures for constructing new buildings after getting approval from the Governing Body.
10. To update the budgetary provisions by working out the budgetary implications of various plans of IQAC.

6.9.3 Admission Committee (AC)

Functions:

1. To prepare clear and well defined policies for admissions.
2. In consultation with HR Section prepare attractive brochures, prospectus and handouts for wider publicity.
3. To get acquainted with all the rules and regulations of admissions as prescribed by Govt. and guide the students seeking admission accordingly.
4. To prepare plan for addressing 12th standard, diploma students as a career counseling activity.
5. To place advertisement in newspapers regarding admissions as and when permitted by DTE.
6. To advise the Principal on improving facilities from the feedbacks got from parents and students during admission counseling.
7. To send representative to admission centers for counseling the students as and when required.
8. To maintain the record of admitted students and forward it to concerned department.
9. To provide best counseling to students and parents who come to seek admissions.
10. To guide admitted students to complete the admission procedure like paying fees, getting roll nos., getting hostel admission, getting I-card, fulfilling eligibility criteria, getting time tables etc.

6.9.4 Examination Committee (EC)

1. To plan the examination schedule for various courses of study.

2. To suggest innovative paper setting, valuation methods.
3. To deal with malpractice cases in consultation with concerned HODs and subject experts
4. To suggest improvements for conducting the exams.
5. To examine whether the syllabi coverage and paper setting (in case internal exams) are as per the guidelines.

6.9.5 Purchase & Stock Verification Committee (PSVC)

Functions:

1. To identify areas other than buildings where consistent maintenance activity is needed. (e.g. computers, xerox machines etc) and finalize the annual maintenance contracts with prior intimation to finance committee
2. To prepare guideline and devise general system for procurements of materials, equipments and items for the Institution.
3. To prepare approved vendors' list for items which are of general use; and ensure the procurement of such items from approved vendors.
4. To coordinate all the purchases of various Departments and ensure the procurement of required items as per schedule.
5. To scrutinize requisitions for equipment of various Departments and decide upon the necessity of purchasing the equipment, keeping in view the possibility of its in-house manufacture in the Institute and the requirements specified by the Government, University, AICTE etc.
6. To arrange to call and scrutinize tenders/ quotations for items of purchase and contracts costing beyond the value specified by BOG.
7. To carry out discussions and negotiations with suppliers and procure the best quality items with competitive price.
8. To review the proposals passed and get the feedback of the proposals kept pending by the respective Departments and forward the same to Finance Committee.
9. To invite quotations for items, which are centrally processed like xerox papers, computer stationary, chalk boxes, students journal material etc. well within time and arrange their procurement after negotiations.
10. To arrange for order, inspection and acceptance/ rejection of the equipment received.
11. To consider and scrutinize the reports and inspect the items/ equipment for writing off.
12. To report to the BOG on all matters mentioned above for approval and sanction.
13. To take action on matters incidental or conducive to the attainment of the objects of the Institute by appointing committees, experts, consultants, if necessary.
14. To conduct stock verification of the departments at regular intervals.

6.9.6 Grievance Redressal Committee (GRC)

The activities are classified in two categories Planning, and Monitoring & Execution.

Planning activity:

- a. Preparing the grievance redressal procedures from time to time and notifying the tenets to the staff and students.
- b. Studying and compiling the relevant enactments of the Government of Maharashtra and Government of India.
- c. Identifying the relevant on-going litigations and keeping the institution abreast of different verdicts of the Local courts and higher courts or tribunals or other legal bodies including Lokayukta and Human Rights Commission.

Monitoring and Execution activity:

- a. Receiving appeals from the students and staff.
- b. Identifying the gravity of the appeal.
- c. Ascertaining the legal implications of the appeal.
- d. Ascertaining whether it falls under the purview of a non-statutory committee or not.
- e. Classification of appeals into academic, administrative and discipline-oriented.
- f. Constitution of a separate committee in case of need.
- g. Ascertaining the provisions of the committee.
- h. The committee may meet within 24 hours from the time of commencement of its operation and decide over the course of enquiry.
- i. Ascertaining the individuals to be involved in the enquiry.
- j. Categorizing the individuals enquired - Prime accused, second accused, connivers, witnesses etc. based on the item if it is related to an act of indiscipline.
- k. Recording the minutes with time and date.
- l. Submission of the report after deliberations among the members of the committee.

Based on the report, the action taken shall be finalized. The disciplinary action is finalized since the item falls under the jurisdiction of the Principal except in such circumstances which warrant the intervention of the statutory bodies like Governing Body and/or Local Managing Committee.

6.9.7 Women's Grievances Redressal Committee (WGRC)

Women's Grievances Redressal Committee or WGRC at BDCE has been constituted in accordance of directives of the Ministry of Human Resources, Government of India, under the directive of Supreme Court of India. BDCE is committed to ensure that a place of work / study to be free of sexual harassment, intimidation or any kind of exploitation. WGRC is meant for addressing

issues/grievances/cases of sexual harassment and recommending their redressal. It is in keeping in view the Article 21 of the Constitution of India which assures every individual the right to live with human dignity, free from exploitation. It is therefore, obligatory to see that there is no violation of the fundamental right of any person. With this spirit that BDCE expects that its entire community including students, faculty, staff and officers will treat each other and visitors at BDCE with respect. All members of the BDCE family cover all women, irrespective of her age or employment status including those who are in temporary or short term positions are subject to this policy. Anyone violating this policy is subject to disciplinary action.

Functions

1. To prevent discrimination and sexual harassment against women, by promoting gender harmony among students and employees;
2. To deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support to the victimized and termination of the harassment;
3. To recommend appropriate disciplinary action against the guilty party to the Principal / Management;
4. To achieve these goals through: (i) Dissemination of Information: Through production, distribution and circulation of printed materials, posters and handouts; (ii) Awareness Workshops: About sexual harassment for faculty, non-teaching staff and students. The aim is to develop nonthreatening and non-intimidating atmosphere of mutual learning; and (iii) Counseling: Confidential counseling service is an important service as it provides a safe space to speak about the incident and how it has affected the victim because sexual harassment cases are rarely reported and is a sensitive issue.

6.9.8 Anti-Ragging Committee / Anti-Ragging Squad

- a. 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;
- b. To monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c. 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.
- d. 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;
- e. To submit enquiry report along with recommendations to the Anti-Ragging Committee for action.
- f. To conduct 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.

6.9.9 Sports & Cultural Committee

a) Sports:

1. To verify stock of previous and current years' sports goods.
2. To arrange the venues for sports events in consultation with the Games & Sports Department.
3. To obtain permission to hold sports events in the college campus.
4. To recommend students for permission to participate in the intra-or inter-college events.
5. To recommend sanction for Entry/Registration Fees for students to participate in various sports events.
6. To recommend attendance to students who have taken part in sports events.
7. To sort out any issue taking place during matches (team selections, objections, quarrels etc.).
8. To maintain discipline in all events happening in and outside the college.
9. To hold sports events for staff members.
10. To maintain records of sports events attended by students outside the college, within the University and outside.
11. To prepare and approve the schedule of events for the whole academic year.

b) Cultural:

1. The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
2. To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the College).
3. To prepare budget for all cultural events and take necessary steps for its approval.
4. Procedure to organize cultural events:
 - a. To prepare the Annual Budget for various cultural event
 - b. To obtain formal permission from the College authorities to arrange program
 - c. To decide the date, time and agenda of the program
 - d. To inform members of faculty, staff and students about the event
 - e. To arrange the venue and logistics (audio/video system, dais, podium etc).
 - f. To invite the Chief Guest and other dignitaries
 - g. To arrange mementos for guests and gifts/certificates for the participants
5. The committee shall display on the Notice Board/Website information about festivals to be celebrate
6. To prepare and maintain records of all cultural activities.

6.9.10 Library Committee (LC)

BDCE has been continuously enhancing and updating its well-equipped Library as it is one of the key learning resources which assists students in fulfilling their information requirements and helps its faculty in supplementing class-room lectures. The purpose of the Library Committee is to act as a channel of communication between the Institute Library and its users. It shall assist in

developing operational procedures, suggest various measures for improvement and development of the library resources and formulate both personnel and fiscal policies. It shall strive to inculcate the enriching habit of reading books in a technologically enabled and intellectual atmosphere.

Functions:

1. To provide on line books access system.
2. To prepare a budget for books needed by each Departments and forward it to finance committee
3. To procure text books in adequate number well in advance before the start of semester in consultation with Academic Committee
4. To give correct accession no. to the books procured and enters in record books.
5. To add more titles every year in consultation with respective departments and keeping in view the diversity and as per norms of controlling agencies.
6. To enrich the library by procuring leading national / international journals.
7. To maintain the records of issues and return of books accurately.
8. To get the books bound as when their covers are torn or worn out.
9. To prepare bound volumes of journals every year
10. To display new arrivals of books and journals for information to staff and students with critical and attractive review.
11. To keep record of students and staff visiting the library and books referred by them.
12. To display the renewal dates of all journals and get them renewed in time, to constantly monitor the pending issues and the necessary follow-up.
13. To provide xerox facilities in library at subsidized rate.
14. To procure quality audio and video library literatures.
15. To provide and maintain the facility of the reading room within the Library
16. To have a tie up with IIT libraries, and reputed libraries in the state.
17. To provide and maintain Internet facility in Library.
18. To maintain library books records as per the internationally accepted system and update the same from time to time.
19. To provide book-bank facility to students.
20. To display the number of textbooks, titles and journals available in the library at the entrance of the library.

6.9.11 Discipline & Welfare Committee

The welfare of students at the College, their progress, attainment and development can only be effectively secured in an environment which is safe and well ordered and where necessary rules and sanctions are applied in a fair, consistent and proportionate manner and where achievement and effort are properly recognized and rewarded. The primary objective of the Discipline and welfare committee is to address and effectively solve various student related matters. Discipline and welfare committee is a bridge between students and authorities. The committee has to maintain a balance between student's demands/problems and feasibility of solution provided by authorities.

1. **Students have a responsibility:**
 - a. To respect the property and safety of others.

- b. To contribute to a co-operative learning environment.
 - c. To attend class prepared to learn.
- 2. Parents have a responsibility:**
- a. To support College policy in a positive way.
 - b. To assist in their child's learning as a partner with the College in matters concerning homework, uniform, attendance, participation in parent-teacher interviews and behavior.
- 3. Faculty & Staff has a responsibility:**
- a. To treat students with fairness, consistency, respect and care.
 - b. To develop positive classroom strategies that caters for the full range of students' talents, abilities and needs.
 - c. To be professional in terms of dress, manner, punctuality and class preparation.

6.9.12 Web & Media Committee

The purpose of website is to disseminate comprehensive information with easy accessibility. It shall be an active portal, enabling the college to publish current news and events, updated regularly. It is structured to communicate the strategic vision of its founders, to make it easy for current students to pursue their education and prospective students who wish to apply to find necessary information. This shall also provide excellent networking facilities for our alumni spread worldwide. The ultimate objective of the website shall be to put BDCE at the top of the list of the most searched for colleges on the map of global education.

The main task of the Web & Media Committee is to promote awareness about BDCE and assist other committees with communications and public relations techniques.

a. Functions related with Website

1. To develop, update and enhance the accessibility of the Internal and External Websites to benefit all existing and prospective members of the institution.
2. To coordinate efforts to design a creative and flexible website while maintaining current and relevant content for the website and increasing the usability.
3. To study websites of other leading educational institutes and incorporate suitable and innovative modifications such as including Campus Diary / Weekly activities etc.
4. To use the latest technology to enable online registration and payment of fees, online submission of all application forms, chat sessions before exams, mock tests for GATE/CAT/GRE etc.
5. To set up a mechanism for timely update of data.

b. Functions related with Media

1. To prepare print and electronic marketing materials (brochures, logos, posters, e-advertisements, etc.) to promote awareness about the college.
2. To seek out media opportunities to speak about BDCE.

3. To act in an advisory capacity for each committee and cell in the college on public relations techniques.
4. To write press releases about events organized or to be organized in the college.
5. To develop a communication plan.
6. To create/edit/send all emails to the general membership/public.
7. To identify innovative and effective marketing, branding, outreach, recruitment, communication methods in media.
8. Maintain the BDCE Social Networking pages (Twitter, Facebook, LinkedIn, etc). and increase followers and keep the pages current.

6.9.13 Canteen Committee

A canteen committee is responsible for monitoring the operations of the canteen and implementing and reviewing the canteen policy. They may also be responsible for specific decisions as specified in the canteen policy, such as employing staff, authorizing major purchases or authorizing changes in the menu. A canteen committee is a proven way to give the canteen enough autonomy to operate as a business while maintaining strong connections with the institute. Its main function shall be:

- a. To provide balanced and nutritious food and drinks in line with the Fresh Tastes Strategy as implemented by the Department of Food & Supply of the Government of Maharashtra.
- b. To provide a regular and high quality service to the college community at a reasonable cost.
- c. To maintain legislative standards of hygiene and health care in relation to the preparation, supply and service of food to the canteen.

6.10 Functions of Cells

6.10.1 Internal Quality Assurance Cell (IQAC)

Since quality enhancement is a continuous process, the IQAC will become a part of an institution's system and work towards realizing the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institution. The IQAC will make a significant and meaningful contribution in the pre-accreditation and post-accreditation phases of the institution. During both the phases, the IQAC will channelize the efforts and measures of an institution towards promoting its holistic academic excellence.

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
2. The relevance and quality of academic and research programs;
3. Equitable access to and affordability of academic programs for various sections of society;
4. Optimization and integration of modern methods of teaching and learning;

5. The credibility of evaluation procedures;
6. Ensuring the adequacy, maintenance and proper allocation of support structure and services;
7. Sharing of research findings and networking with other institutions in India and abroad.
8. Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
9. Ensure internalization/adoption of the quality culture;
10. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
11. Provide a sound basis for decision-making to improve institutional functioning;
12. Act as a dynamic system for quality changes in technical education;
13. Build an organized methodology of documentation and internal communication.

6.10.2 Training, Placement & Alumni Cell (TPAC)

The Training, Placement & Alumni Cell performs liaison work between the Institute and organizations and serves as an interface to establish the best student-organization fit by arranging campus interviews. It acts as a nodal point for all training & placement related activities and assists students in developing an effective job search strategy by providing relevant information and resources. Its main task is to help students to prepare for placement interviews/higher studies and help them to choose an appropriate organization.

The goodwill and glory earned by an Institute depend to a great extent on the achievements and reputation of its alumni. In recognition of this fact, Alumni Association of the college aims to foster interactions and reinforce the bonds between alumni and the Institute through activities, programs and services to nurture mutually beneficial relationships. It makes the Institute proud to know that its alumni are successful in their lives and careers by dint of their endeavors. The Committee shall establish contact with alumni who are committed to promoting the welfare of their alma mater, supporting its traditions and goals and enhancing the Institute's fame locally and globally. It shall coordinate meets to perpetuate friendships formed in collegiate years and organize programs that instill a sense of belonging and pride in the alumni.

Functions:

1. Preparation of an attractive and comprehensive Placement Brochure.
2. Organizing Pre-Placement Seminars by Companies.
3. Getting the Pre-Placement Job Announcement Form (declaration) filled in by the representatives of each visiting company.
4. Maintaining and regularly updating Database of Students.
5. Maintaining Database of Companies and establishing strategic links for campus recruitments.
6. Gathering information about Job fairs and all relevant recruitment advertisements.

7. Coordinating with companies to learn about their recruitment procedures.
8. Identifying the needs and expectations of the companies to assist them in recruiting the most suitable candidates.
9. Organizing pre-placement training for students (Soft Skills, Dress Codes, Mock Interviews).
10. Arranging periodic meetings with Human Resources Departments and TPO's of companies to promote our Institute.
11. Collecting feedback from employers where our students are placed.
12. To plan and organize alumni meet in every academic year and maintain its records.
13. Create cell phone app to maintain / update alumni data.
14. Creating alumni directory and networking.
15. Capturing email/SMS contact so that we can greet alumni on birthdays, intimate about meets, college events, conferences etc.
16. Getting information about special achievements by alumni.
17. Fetching alumni feedback on various matters.
18. Enhance alumni involvement in college activities by receiving inputs; organize frequent seminars to promote alumni involvement in placement, career counseling, teaching pedagogy, guest lectures, projects, endowments etc.
19. College infrastructural facilities (Library/ Sports/Conference Halls/ Canteen etc.) may be made available to alumni for various purposes.
20. Explore and implement the efforts put in by other national/international institutes to develop alumni associations.

6.10.3 Research & Development Cell (RDC)

History has shown that educational institutions across the globe have played an indispensable role in the phenomenal progress of humankind. In medicine or space, in technology or economics, battle lines are being drawn. To remain as a vanguard of discovery, one should be inquisitive like a scientist, resourceful like an engineer and creative like an artist. To triumph one needs results – publishable and applicable results. Research and Development (R&D) flourishes where young minds and experienced faculty work synergistically. At BDCE, R&D is pursued with the following objectives:

- To acquire new scientific knowledge
- To design novel methodologies in all the fields of Engineering and Technology
- To develop new tools and techniques to expedite problem solving with special emphasis on rural and socially relevant issues

Functions:

1. To motivate the students and the faculty of the institution to update the knowledge that lead to further investigation and progress;

2. To give a hand to the industries in their product development;
3. To encourage faculty to do academic or industrial research so as to involve in innovation or development and to use the knowledge for consultancy with the industries.
4. To register the research scholars for Ph D under the aegis of RTM Nagpur University, conducting their Course Work and Pre-submission Seminars.
5. To strive for registering patents & copyrights as IPR activity, publications in journals & conferences under FIP, organizing conferences, seminars and workshops.
6. To send proposals to various funding agencies requesting for funds for lab modernization, symposiums, seminars, workshops, equipments and for long term research works.

6.10.4 Industry-Institute Partnership Cell (IIPC)

In order to develop a close link between industry and institute, BDCE has set up a separate Industry Institute Partnership Cell (IIPC) sponsored by AICTE, New Delhi by providing financial assistance under RIFD scheme of AICTE, New Delhi.

The Industry-Institute Partnership Cell (IIPC) of the College is a dedicated cell to promote the close interaction of industry and various departments of the institute. The IIP Cell facilitates consultancy, sponsored R&D projects, collaborative industrial projects, industrial and academic trainings to students & faculty members. IIP Cell of the college is committed to conduct Industry Institute Interaction Meet (III Meet) every year.

The initial focus of IIP Cell was to closely interact with industries situated in and around Vidarbha and later expand the efforts to move the partnership and activities across India. IIP Cell will enable the people and industries in particular to know about the facilities on training, testing and research activities in various department of the College. Industry Institute Partnership forms an important activity for the college as its stakeholders interact with the real world. Firstly, the students are benefited due to exposure to current industry practices, challenges and needs and update their skills when changes occur in technology, teaching faculty get sensitized to the latest practices leading them to blend practice with usual theoretical teaching methods. On successful interaction, Industry may realize that academia has more to offer by way of solving their short term and long term technical problems, provide a manpower resource pool with good industry orientation and a source for updating the knowledge sets of its personnel.

Functions:

- 1) To bring industry closer to the academic and vice-versa.
- 2) To develop a close link between Industry & Institute by interaction programs to gain the advantage of cross fertilization of ideas for system improvement.
- 3) To integrate industrial training and other inputs from the industry with the teaching learning process so as to develop student fraternities.
- 4) To assist the industry in the selection of suitable candidates to fill up job positions through campus interviews and other selection procedures.

- 5) To offer research, development, consultancy and testing services to solve industrial problems.
- 6) To create a holistic platform at BDCE for placement drive of undergraduate and postgraduate students.
- 7) To organize the collaborative value-based, need-based staff development program for industrial personnel and stakeholders of academia.
- 8) To promote entrepreneurship in technical institution.

6.10.5 Entrepreneurship Development Cell (EDC)

Prosperity of a nation and society is measured by the entrepreneurial spirit of its people. Entrepreneurship is a key element of industrialization and economic progress. Entrepreneurs are expected to play vital role in the process of development by introducing innovations and demonstrating leadership qualities in the dynamic situation. Entrepreneurship has been found as a low cost and long - term strategy for ensuring supply of right kind of entrepreneurs in the economy to sustain the development tempo. Educating and training students for developing entrepreneurial capabilities through positive training interventions is the core strategy of the Entrepreneurship Development Cell (EDC) founded at BDCE. It generally organizes programs for Final Year BE students so as create awareness about entrepreneurship sponsored by external agencies DIC, ISTE, DTE, MSME, UGC, AICTE, etc.

Functions

- 1) To motivate students to undergo Entrepreneurship Development Program (EDP), skill development training and enhance self employment opportunities.
- 2) To reach Science & Technology to the participants and motivate them to take up entrepreneurial ventures.
- 3) To organize seminars/ guest lectures / workshops/ industrial visits.
- 4) To transfer the technical know-how and assist the students in setting up entrepreneurial enterprises.
- 5) To identify the areas that are of importance to the people of Maharashtra in general and Vidarbha in particular in fostering Entrepreneurship and bringing down the attrition rate of qualified Science & Technology students from taking employment outside the state.
- 6) To organize program on financial assistance and sources of institutional assistance to entrepreneurs.
- 7) To carry out study to find out the entrepreneurial potential of region in selected industries.

6.10.6 National Service Scheme Cell (NSSC)

Popularly known as NSS, the scheme was launched in Gandhiji's Centenary Year 1969 as a sponsored public service program by the Government of India. Aimed at developing student's personality through community service, NSS is a voluntary association of young people in Colleges and Universities. The cardinal principle of the NSS program is that it is organized by the students

themselves, and both students and teachers through their combined participation in community service, get a sense of involvement in the tasks of nation building. BDCE has been granted a unit of NSS by the Rashtrasant Tukadoji Maharaj Nagpur University.

Functions:

1. To enable the students to understand the community in which they work.
2. To understand themselves in relation to their community.
3. To identify the needs and problems in the community in the solution of which they can be involved.
4. To develop among themselves a sense of social and civic responsibility.
5. To apply education- find practical solution to individual & community problems.
6. To develop competence required for group living and sharing responsibilities.
7. Gain skills in mobilizing community participation.
8. To acquire leadership qualities and democratic attitude.
9. To develop capacity to meet emergencies and national disasters
10. To practice national integration.

6.10.7 Continuing Education Program Cell (CEPC)

In view of rapidly changing industrial scenario an updating of knowledge and skills is the first and foremost prerequisite of the prevalent work culture. Taking into account the necessity of enhancing competency in the present employment market backdrop, it was decided to set up Continuing Education Program (CEP) Cell in the College as per the norms and guidelines of AICTE, DTE and RTMNU. The CEP Cell came into existence as a separate entity in the College in the year 2010. The prime intention of the cell has been to design and conduct continuing education programs for the development of soft skills, hard skills and managerial skills of students, executives, managers and other human resources of the society at large.

The College has signed Memorandum of Understanding (MoU) with Maharashtra Centre for Entrepreneurship Development (MCED), Aurangabad in order to support the entrepreneurship development as well as impart the necessary skills to unemployed youth in Wardha district in association with District Industries Centre (DIC), Wardha.

The College has also signed Memorandum of Understanding (MoU) with Indira Gandhi National Open University (IGNOU) and Indian Society for Technical Education (ISTE) to establish IGNOU-ISTE Program Centre (IIPC) at this College to conduct short term technical courses approved by ISTE.

Functions:

- 1) To instill value and quality based inputs on the minds of young learners in the field of life skill development.
- 2) To enhance knowledge, skills, attitude and awareness amongst students.

- 3) To design, develop and launch pedagogical training programs and courses based on present day needs of industries.
- 4) To provide short term training programs to develop entrepreneurial skills.

6.10.8 Academic and Social Counseling Cell (ASCC)

The Committee aims to motivate students to participate and excel in the curricular and extra-curricular activities, by ensuring that their psycho-social challenges are taken care of. This is ensured by holding counseling sessions with students facing such challenges, which is adversely affecting their performance. It is committed to helping all students to reach their fullest potential in and out of the classroom. It monitors the activities of various students associations which have been constituted in the college for overall development of the students.

Functions:

1. To support the students of the college in their personal, academic, and career endeavors by providing developmental, remedial, and preventive services to students.
2. To help the students to cope up more effectively with their problems in social functioning.
3. To advise the Students to prepare for competitive examinations.
4. To encourage the students to participate in curricular and Co-curricular activities.
5. To advise the students to become members of professional bodies like ISTE, IEEE, and IEE etc.
6. To motivate the students to improve their communication skills and guide them to participate at National/International Conferences organized by the institution and other institutions.
7. To assist the students to finalize their goal and motivate them to reach the goal. Also suggest the various ways and means to strike their targeted goal.
8. To motivate the students to attend the seminar classes without fail.
9. To instruct the students to attend the internal / external exams without fail.
10. Motivate the students to present papers in Conferences / Seminars at regional / national level.

6.10.9 Vishakha (Women) Cell (VC)

“Educate a man and you educate an individual. Educate a woman and you educate a family.” Vishakha Cell endeavors to empower women and at creating wider gender sensitivity so as to facilitate a congenial working environment. Its objective is to create awareness among women employees so that they are not subjected to gender-specific discrimination or sexual harassment and ensure that their fundamental rights provided by the Constitution of India are not violated.

Function:

1. To create social awareness about the problems of women and in particular regarding gender discrimination.

2. To encourage participation of NGOs working in the area of women's development in the activities of the Cell.
3. To organize activities particularly on issues pertaining to 'Gender Sensitization', 'Violence Against Women' and legal provisions under 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013', for general awareness and make their campuses adequately gender sensitive.
4. To provide a forum for discussion and interaction with eminent women
5. To coordinate Women's Day celebrations
6. To organize various types of training programs and create awareness about self-employment schemes for the encouragement of self-reliance among women.
7. To build self-esteem & dignity among girl students & ladies faculty member.
8. To offer services such as counseling, legal aid in case of atrocities against women.
9. To create awareness regarding women rights.
10. To arrange programs regarding health, personality development etc.
11. To avoid and prohibit sexual harassment at workplace

6.10.10 Backward Communities Cell (BCC)

Function:

1. To collect information and maintain records regarding the number of students belonging to SC/ST categories those are enrolled in the college.
2. To supervise and see that the admissions to the colleges and hostels are made in accordance with the reservation policy declared by the State Government from time to time.
3. To maintain a roster of teaching and non-teaching staff of the college as per reservation policy.
4. To scrutinize and approve the advertisements that may be issued by the Management for recruitment to both teaching and non-teaching posts.
5. To supervise the allotment and distribution of scholarships for various reserved candidates.
6. To deal with representations received from the SC/ST candidates regarding their admissions and recruitment, promotion and other similar matters in the colleges.
7. To circulate information regarding matter related to SC/ST persons to the teaching and non-teaching staff and the students of the college.
8. To review the present position of backlog in non-teaching categories. State details of nonteaching posts filled in, in the reported year.
9. To initiate any action or scheme su moto that is in consonance with the mandate of the State Govt. / U.G.C. reservation policy.

6.11 Motivation

Faculty and staff shall be motivated by exemplary leadership by Director, Principal, and HODs to work with a team spirit for betterment of the college, take active part in developmental activities.

- a. The Principal will conduct meetings of faculty and staff of various departments once in a quarter and explain Institution policies and the benefits derived out of it and also inform various incentive schemes available for faculty and staff; and counsel them for better performance,
- b. HODs shall constantly counsel the faculty and staff members for better performance, inform them regarding their performance appraisals, encourage the sincere and dedicated faculty/staff and counsel other faculty/staff for improving,
- c. HODs also shall inform the college mission, long and short term goals, and perspective plan; and motivate faculty, staff and students to work towards achieving these goals. They will address at least twice in a semester.
- d. HODs shall inform about various incentive schemes available to the faculty, staff and students and also about various facilities available to them.

6.12 Incentives

The college shall offer incentives in the form of Cash awards, Mementos, Certificates, and Scholarships to faculty, staff and students. The policy of incentives and the eligibility conditions shall be made known to all the concerned and all announcements in this regard will be made public. The following incentives shall be operative. The IQAC shall be responsible for recommending for these awards.

6.12.1 Incentives for Faculty

6.12.2 Incentives for Staff

6.12.3 Incentives for Students

6.13 Transparency

In order to promote transparency and to have access to information, complete administrative setup and timely updates of each functioning body / administrative unit is posted in the College Website. College keeps its Mandatory Disclosure on the College Website which can be accessed by the students, parents, general public and other stakeholders. The College Website is updated from time to time and all information can be accessed by the faculty, staff, students and

other stakeholders of the College. In addition to this, the college takes the following measures in order to ensure transparency.

6.13.1 Academic and Administrative Transparency:

- All the senior members of faculty shall be the members in the College Committees and Cells.
- All the issues shall be discussed in the meetings of the Heads of Departments, which are held periodically and the minutes of which are circulated to all the departments.
- The decisions taken and the issues discussed in meetings of the Heads of Departments shall be informed to the faculty in the department level meetings.
- All the decisions taken by the Statutory bodies pertaining to particular items shall be notified to all the staff
- All the important information shall be sent to the faculty, staff and students through notices and circulars.
- There shall be Notice Boards in all the departments and sections through which information is made available to the faculty, staff and students; and very significant notices/circulars shall be sent to the classrooms to be read out.
- Academic Calendar will be prepared well in advance and will be circulated to all the departments as well as placed on college website.
- Student Attendance will be placed every month by the respective members of faculty on the Notice boards for information to the students.
- The Mandatory Disclosure will be placed on the website including the academic regulations and syllabus.
- All the information about the college will be made crystal clear through the college web-site.
- Every parent can get information about his/her ward's attendance and academic performance.
- Uploading college information on its website related to extension of approval by the AICTE
- Making all the relevant documents available at the time of inspection to several bodies including DTE Committees, Social Welfare Departments, University Committees, UGC committees, NBA and NAAC.
- Since the college is not receiving any grant for running the institution, Right to Information Act 2005 does not apply to the college.

6.13.2 Students can get details about:

- Course Outcomes and Course Structure
- University Curriculum and Examination Scheme
- University marks and internal assessment marks
- Attendance in theory and practical classes
- Previous university examination question papers
- Notices and Circulars
- Department News
- Faculty and staff details
- Alumni Details

6.14 Decentralization & Delegation of Powers

The organogram indicates the hierarchical delegation of powers in the overall management structure. Apart from the administrative heads like Principal, HODs, Coordinators, etc., several committees and cells control and monitor the functioning of various activities in the College.

6.14.1 Institution level:

Several committees and cells are formed to plan, monitor, taking decisions and make recommendations to the Management in either academic or operational or developmental activities.

6.14.2 Department Level:

The responsibilities and duties shall be entrusted to various faculty members like timetable, examination, attendance, internal marks, lab in-charges, department library in-charge, department academic, departmental discipline, projects monitoring, etc.

6.14.3 Decision Making:

The HOD in consultation with the faculty shall form various committees and appoint in-charges to take charge of specified activities. They shall take their own decisions and fulfill the job transparently and report back to the HOD.

6.14.4 Governance:

The HOD will coordinate various activities like time tables, preparation of teaching plans, monitoring of teaching plans, conduction of class work and laboratory work, development of labs, departmental library, extra-curricular activities, professional bodies, R & D, student discipline, student attendance, counseling. academic plan for each semester to be prepared and submitted to the principal at the start of academic year.

6.14.5 Purchase:

HOD shall be responsible to obtain quotations for developmental work and lab equipment & instruments, prepare comparative statement and submit the same to the Principal through Purchase Committee.

6.14.6 Budget:

Operational, Maintenance and Development budgets of the department shall be prepared by the HODs at the departmental level and the Principal shall prepare these budgets at the Institute level through Finance Committee for presenting it to the management.

CHAPTER - VII

ACADEMIC NORMS

7.1 Programs

7.2 University Assessment

7.2.1 Examination Pattern:

The Degree of Bachelor of Engineering i. e. B E is awarded to an examinee who in accordance with the provisions of the University Ordinance/s qualifies himself/herself. It's a four year undergraduate degree program in the Faculty of Engineering & Technology of the University where first year (First and Second Semesters) is common to all disciplines of engineering whereas second year onwards students usually study the courses related to the respective discipline. The examinations are based on Semester Pattern and there is university examination after the end of every semester. The University implements Credit Based Semester Pattern Scheme and Examination from B.E. first to last semester. The medium of instructions and examination is English. Students appearing for the first time in examination of First / Third / Fifth / Seventh Semester along with the examination of Second / Fourth / Sixth / Eighth Semester shall be treated as regular examinees, provided they have completed the term work successfully in the relevant one academic year.

The academic evaluation of the students is based on 80% University Examination & 20% College Assessment in Theory Examinations whereas in Practical Examinations it is 50% each. All the subjects are compulsory except at Seventh & Eighth Semester where students choose Elective Papers, Project & Seminar. The minimum aggregate marks required for passing is 40% in Theory Examinations and 50% in Practical Examinations. Admission to higher semesters is governed by the University Ordinances in effect and amended from time to time. The University employs the Grade Point Average system. The Cumulative Grade Point Average (CGPA) equal to 6.75 and above is considered as equivalent to First Class and CGPA equal to 8.25 and above is considered as equivalent to Distinction on Grade Card of VIII Semester. Equivalent percentage calculation will be based on the following formula: Equivalent % = (CGPA-0.75) x 10.

The marks are allotted in all examinations which include college assessment (CA) and university examination (UE) and the total marks for each theory/practical is converted into grades as per the table given below. The Semester Grade Point Average (SGPA) is calculated based on Grade Points corresponding percentage of marks and the Credits are allotted to respective theory / practical as shown in the scheme for respective semester. SGPA is computed for every semester by the formula:

$$SGPA = [C1 \times G1 + C2 \times G2 + \dots + Cn \times Gn] / [C1+C2+\dots+Cn]$$

where C = credit of individual theory / practical, G = corresponding Grade Point obtained in the respective theory / practical, and n = number of subject / course heads in a given semester. The CGPA is calculated based on SGPA of VII and SGPA of VIII Semesters taken together by the formula:

$$CGPA = \{[(SGPA)VII \times (Cr)VII] + [(SGPA)VIII \times (Cr)VIII]\} / [(Cr)VII + (Cr)VIII]$$

where (SGPA)VII = SGPA of VII Semester, (Cr)VII = total credits for VII Semester, (SGPA)VIII = SGPA of VIII Semester, and (Cr)VIII = total credits for VIII Semester.

THEORY			PRACTICAL		
Grade	Percentage of Marks	Grade Points	Grade	Percentage of Marks	Grade Points
AA	80 ≤ Marks ≤ 100	10	AA	85 ≤ Marks ≤ 100	10
AB	70 ≤ Marks ≤ 80	9	AB	80 ≤ Marks ≤ 85	9
BB	60 ≤ Marks ≤ 70	8	BB	75 ≤ Marks ≤ 80	8
BC	55 ≤ Marks ≤ 60	7	BC	70 ≤ Marks ≤ 75	7
CC	50 ≤ Marks ≤ 55	6	CC	65 ≤ Marks ≤ 70	6
CD	45 ≤ Marks ≤ 50	5	CD	60 ≤ Marks ≤ 65	5
DD	40 ≤ Marks ≤ 45	4	DD	50 ≤ Marks ≤ 60	4
FF	00 ≤ Marks ≤ 40	0	FF	00 ≤ Marks ≤ 50	0
ZZ	Absent in Examination		ZZ	Absent in Examination	

7.2.2 Grace Marks:

- The grace marks are awarded for enabling an examinee for passing an examination or securing higher division/class or securing distinction in subject/s, as the case may be, and the examinee is eligible for award of maximum grace marks not exceeding 10 or 1% of the total aggregate marks prescribed for that examination, whichever is less.
- When an examinee fails to secure minimum passing marks in more than one head of passing then the maximum Grace marks permissible in one head of passing shall be as given below:

Maximum marks in a Head of passing	Permissible Grace Marks
000-050	2
051-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8
351-400	9
401 and above 10	10

- Where an examinee fails to secure minimum passing marks in only one head of passing but not being the head of aggregate marks, wherever prescribed, he/she shall be eligible for award of grace marks in that head of passing over and above the marks permissible under para (b) above. However, in such case the total grace marks shall not exceed 10 or 1% of the total aggregate marks of the examination whichever is less. The award of additional grace marks over and above the marks permissible under clause (b) shall be on the basis of 1 grace mark for every 10 marks secured by an examinee over and above the minimum passing aggregate marks.
- Subject to maximum permissible grace marks under Clause (a), in an examination in which distinction in a course is prescribed, an examinee shall be eligible to get grace marks, if his

/her score in a course falls short by not more than 3 marks for getting distinction in the course. Such grace marks can be awarded in maximum of two courses, provided, however, that an examinee shall not be eligible for the benefit of this provision if he/she has availed benefit under clause (b) above.

- e) An examinee shall be eligible for grace marks not exceeding 1% of the total aggregate marks of all the examinations of the Degree Program or 10 marks whichever is less, to secure a higher Division, provided that an examinee shall not be eligible to claim benefit under this rule if he/she has been granted benefit of grace marks under clause (b) or (c) above.

7.2.3 Allowed To Keep Term (ATKT) Rules:

- a) A candidate who fails in Semester-I of First Year B E, Semester-III of Second Year, Semester V of Third Year B E and Semester VII of Final Year B E are allowed keep term for Semester-II of First Year B E, Semester-IV of Second Year B E, Semester VI of Third Year and Semester VIII of Final Year B E.
- b) A candidate is allowed to keep term to III Semester of Second Year B E, if he/she has passed in 2/3rd of total subject heads of passing of Semester-I and Semester-II taken together.
- c) A candidate is allowed to keep term to V Semester of Third Year B E, if he/she has cleared all heads of passing of Semester-I and Semester-II of First Year B E and has passed in 2/3rd of total subject heads of passing of Semester-III and Semester-IV taken together.
- d) A candidate is allowed to keep term to VII Semester of B E, if he/she has cleared all heads of passing of Semester-III and Semester-IV of Second Year B E and has passed in 2/3rd of total subject heads of passing of Semester-V and Semester-VI taken together.
- e) For calculation of passing heads, any decimal fraction should be rounded off to lower digit.
- f) The passing heads shall include all the credit and audit subject heads.

7.3 Program Educational Objectives (PEOs)

No organization can fully flourish without setting its objectives. The promotion of true pursuit of technical education is the central objective of BDCE and this pursuit finds many outlets to develop ideas of various orientations in different fields of technical knowledge. Although Maharashtra is one of the most industrially and technologically developed state in India, the rural masses of Vidarbha in general and Wardha in particular are deprived from technical education. Without promoting the technical skills in them, it is impossible to make them the integral part of modern society. BDCE aims to bring them in the mainstream of technical education in order to make an educationally balanced society. Our broad Program Educational Objectives are:

- 1) To develop linkage with industry for system improvement.
- 2) To create the Centre of Academic Excellence.
- 3) To bring industry closer to the academic and vice-versa.
- 4) To integrate industrial training and other inputs from the industry with the teaching learning processes.

- 5) To offer research, development, consultancy and testing services to solve industrial problems.
- 6) To create a holistic platform at BDCE for placement drive of undergraduate and postgraduate students.
- 7) To organize the collaborative value-based, need-based staff development program for industrial personnel and stakeholders of academia.
- 8) To promote entrepreneurship in technical institution.

7.4 Program Outcomes (POs)

Program Outcomes describe significant and essential learning that learners have achieved, and can reliably demonstrate at the end of a program. Program Learning Outcomes identify what the learner will know and be able to do by the end of a program – the essential and enduring knowledge, abilities and attitudes that constitute the integrated learning needed by a graduate of a program. In conformation to our Vision and Mission we are committed to strive hard that the students who complete the B E Degree at BDCE will be able to:

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

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

7.5 Program Specific Outcomes (PSOs)

7.6 Course Outcomes (Cos)

7.7 Documented Processes for Measuring Attainment of POs, PSOs, & COs

7.8 Internal Assessment Tools

7.9 Admission Procedure

7.9.1 UG – Bachelor of Engineering (B E – 4118):

The following rules are applicable for Admission to First Year of Four Year Degree Courses in Engineering/Technology:

- The Director of Technical Education, Maharashtra State, shall be the Competent Authority for Centralized Admission Process (CAP) to fill up 80% of the seats of sanctioned intake through various CAP rounds.
- 20% of the seats of sanctioned intake shall be Institute Level Seats and the same shall be filled in by the College.
- Maximum 5% seats of sanctioned intake per shall be available for admissions against TFWS (Tuition Fee Waiver Scheme) quota. These seats shall be supernumerary in nature and to be filled through centralized admission process conducted by Competent Authority only.

- **Eligibility criteria:**

Candidate should be an Indian National and should have passed the HSC (Std.XII) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination with subjects English, Physics, Mathematics and Chemistry/Biotechnology/Biology/Technical Vocational subject

AND

Secured minimum 50 % marks (minimum 45 % marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only) in the subjects Physics, Mathematics and Chemistry/Biotechnology/Biology/Technical Vocational subject added together.

AND

Obtained a positive score in entrance examination conducted by the Competent Authority.

- Eligibility criteria of Candidates who have passed Diploma in Engineering/Technology and seeking admission to First Year of Engineering/Technology in Unaided Institutes:
Diploma holders should have passed the Diploma course in Engineering/Technology with minimum of 50% marks (45% marks in case of candidates of backward class categories and Persons with Disability belonging only to Maharashtra State) and medium of instruction as English from the AICTE approved Diploma Institutes affiliated to State Boards of technical Education.
- The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State are as per the norms of Government of Maharashtra.
- The interim fee structure approved by the Shikshan Shulka Samiti will be made available on the College website. The revision in the fees, if any, by the Shikshan Shulka Samiti will be binding on the students who will be admitted and the students taking admission in the College will have to pay the fees accordingly.
- Candidates shall be required to pay University Fees as prescribed by the RTM Nagpur University from time to time.
- Caution money deposits received from the students shall be refunded after successful completion of the course or after canceling the admission.
- The eligible candidate seeking for a change in course/shift after successfully completing the first year of studies will be allowed to do so subject to the availability of seats and changes will be carried out based on the marks of First Year.
- Fess concession and scholarship is applicable as per the rules and regulations of the Government of Maharashtra.

Documents Required:

- 1) SSC (Standard X) Mark Sheet
- 2) HSC (Standard XII) Mark Sheet
- 3) Entrance Examination Score Card
- 4) School Leaving Certificate after passing HSC
- 5) Certificate of the Indian Nationality of the candidate
- 6) Caste Certificate (for Backward Category candidates)
- 7) Caste/Tribe Validity Certificate (for Backward Category candidates)
- 8) Non-Creamy Layer Certificate (for VJ/DT-NT(A)/NT(B)/NT(C)/NT(D)/OBC/SBC categories)
- 9) Income Certificate issued by the Competent Authority (for EBC & Scholarship)

7.9.2 Direct Admission to Second Year (D2D – 4118):

The following rules are applicable for Admission to Direct Second Year of Four Year Degree Courses in Engineering/Technology:

- The Director of Technical Education, Maharashtra State, shall be the Competent Authority for Centralized Admission Process (CAP) to fill up all the available seats of lateral entry and vacant seats in Second Year of Degree Program through various CAP rounds.

- 20% of sanctioned intake in every course i.e. the Lateral Entry Seats, which will be over and above, supernumerary to the approved intake; and Seats remaining vacant within sanctioned Intake in a course will be the total seats available for CAP rounds.
- After completion of the CAP Rounds, if any vacancy remains from amongst the total number of seats available with the Competent Authority either due to non allotment, cancellations or due to non-reporting of Candidates, will be filled by the Institute with prior approval from the DTE.
- **Eligibility criteria:**
The Candidate must be an Indian National and should have passed Post-SSC or Post-HSC Diploma Course in Engineering/Technology with at least 45 % marks (40 % marks in case of candidates of backward class categories and Persons with Disability belonging only to Maharashtra State) in appropriate branch of Engineering / Technology from an AICTE approved Institution with English as the medium of instruction at Diploma level.

OR

- The Candidate must be an Indian National and should have passed B.Sc. Degree from a UGC/ Association of Indian Universities recognized University with at least 45% marks (40 % marks in case of candidates of Backward class categories and Persons with Disability belonging only to Maharashtra State) and passed XII standard examination with Mathematics as the subject and with English as the medium of instruction at B.Sc. level.
- However, the students belonging to B.Sc. Stream shall only be considered after filling the seats in this category with students belonging to the Diploma Stream. The students belonging to B.Sc. stream are required to pass the subjects of first year engineering viz. Engineering Graphics/Engineering Drawing, Engineering Mechanics and any other subjects specified by the affiliating university along with the second year subjects.
 - Admission of any Candidate made at the Institution shall be provisional, subject to the final Eligibility Certification from the concerned University and the final approval to the admitted Candidates of Second Year Degree Engineering Course by the DTE. If Candidate fails to get Eligibility, his/her Admission may be cancelled at any stage.
 - The reservation for Backward Class category candidates, persons with disability candidates, Female candidate, Son/Daughter of Defense Personnel shall be applicable as per the norms of Government of Maharashtra. The seats shall be distributed in such a way that the percentage of reservation shall be followed at state level.
 - The interim fee structure approved by the Shikshan Shulka Samiti will be made available on the College website. The revision in the fees, if any, by the Shikshan Shulka Samiti will be binding on the students who will be admitted and the students taking admission in the College will have to pay the fees accordingly.
 - Candidates shall be required to pay University Fees as prescribed by the RTM Nagpur University from time to time.
 - Caution money deposits received from the students shall be refunded after successful completion of the course or after canceling the admission.

- Fess concession and scholarship is applicable as per the rules and regulations of the Government of Maharashtra.
- Candidates admitted to a course in Engineering / Technology will have to produce the Eligibility Certificate from the University to which the College is affiliated. If Candidate fails to produce Eligibility Certificate his / her Admission will be cancelled at any stage.
- Candidate once admitted directly to the second year of a course in the College shall not be Eligible for transfer to any other Institution.

Documents Required:

- 1) SSC (Standard X) Mark Sheet
- 2) Diploma/B Sc Mark Sheet of Final Year/Semester
- 3) College Leaving Certificate after passing Diploma/Degree
- 4) Certificate of the Indian Nationality of the candidate
- 5) Caste Certificate (for Backward Category candidates)
- 6) Caste/Tribe Validity Certificate (for Backward Category candidates)
- 7) Non-Creamy Layer Certificate (for VJ/DT-NT(A)/NT(B)/NT(C)/NT(D)/OBC/SBC categories)
- 8) Income Certificate issued by the Competent Authority (for EBC & Scholarship)

7.9.3 PG – Master of Technology (M Tech – 4118):

The following rules are applicable for Admission to First Year of Two Year PG Degree Courses in Engineering/Technology:

- The Director of Technical Education, Maharashtra State, shall be the Competent Authority for Centralized Admission Process (CAP) to fill up 80% of the seats of sanctioned intake through various CAP rounds; whereas 20% seats shall be for sponsored category candidates and 60% seats shall be for non-sponsored category candidates.
- 20% of the seats of sanctioned intake shall be Institute Level Seats and the same shall be filled in by the College; whereas 5% seats shall be for sponsored category candidates and 15% seats shall be for non-sponsored category candidates.
- Basic Eligibility Qualification: The candidates should fulfill the following eligibility criteria:
 - 1) Candidate should be an Indian National
 - 2) Candidate should have passed/appeared Bachelor degree or equivalent in the relevant field of Engineering/Technology from State Governments/MHRD approved institutions, with at least 50% Aggregate marks (at least 45% marks in case of candidates of Backward class categories and persons with disability belonging to Maharashtra State only)
 - 3) The candidate should possess Bachelor degree in the relevant course of Engineering/Technology as specified in the eligibility criteria of the RTM Nagpur University for which admission is being sought to a particular Post graduate degree course/specialization.
- For admission through CAP, the candidate should have a positive GATE score in the respective qualifying branch.

- The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State are as per the norms of Government of Maharashtra.
- Stipend/Scholarship: For receiving Post Graduate scholarship a candidate must have qualified in GATE with valid GATE score, that is, must have marks (out of 100) greater than or equal to qualifying marks in respective caste category. The other scholarships will be offered to the GATE qualified candidates only.
- Candidates who have secured admission for M Tech program are required to pay the fees as approved by the Shikshan Shulka Samiti, Bandra (East), Mumbai.
- At the time of seeking admission, a candidate will be provisionally admitted to PG program subject to the production of the Provisional Eligibility Certificate from the RTM Nagpur University to which the college is affiliated and recognized, and its subsequent confirmation by the University.

Documents Required:

- 1) Certificate of the Indian Nationality in the name of the candidate
- 2) Statement of Marks of SSC and HSC
- 3) Statement of Marks of Bachelor's Degree Examination
- 4) Caste Certificate (for Backward Category candidates)
- 5) Caste/Tribe Validity Certificate (for Backward Category candidates)
- 6) Non-Creamy Layer Certificate (for VJ/DT-NT(A)/NT(B)/NT(C)/NT(D)/OBC/SBC categories)
- 7) Domicile Certificate of Candidate's Parents (if applicable)
- 8) GATE Score Card (if applicable)
- 9) Sponsorship Letter (if applicable)
- 10) College Leaving Certificate after passing Diploma/Degree
- 11) Non-Creamy Layer Certificate (if applicable)

7.9.4 PG – MBA (MBA – 4118):

The following rules are applicable for Admission to First Year of Two Year PG Degree Course in Management:

- The admission to the management courses is centralized and is covered under Centralized Admission Process (CAP) carried out by the Competent Authority of the State of Maharashtra.
- The Director of Technical Education, Maharashtra State, shall be the Competent Authority for Centralized Admission Process (CAP) to fill up 80% of the seats of sanctioned intake through various CAP rounds; whereas 65% seats shall be State Level Seats and 15% seats shall be the All India Seats.
- 20% of the seats of sanctioned intake shall be Institute Level Seats and the same shall be filled in by the College.
- Basic Eligibility:

The candidate should fulfill the following eligibility criteria:

Passed with minimum of 50% marks in aggregate or equivalent CGPA (45% in case of candidates of backward class categories and Persons With Disability belonging to

Maharashtra State only) in any Bachelor's degree awarded by any of the Universities incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under Section 3 of the UGC Act, 1956 of minimum three years duration in any discipline recognized by the Association of Indian Universities, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India.

OR

Appeared for the final year examination of any Bachelor's degree to be awarded by any of the Universities incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under Section 3 of the UGC Act, 1956 of minimum three years duration in any discipline recognized by the Association of Indian Universities, or an equivalent qualification recognized by the Ministry of HRD, Government of India. Such candidates can be considered for provisional admission subject to passing the Degree exam with minimum of 50% marks in aggregate or equivalent CGPA (45% in case of candidates of backward class categories and Persons With Disability belonging to Maharashtra State only).

- Eligibility Criteria for admission to Maharashtra State candidates through CAP: Candidate should be an Indian National and should possess basic qualification; and Appeared for MAH-MBA-CET conducted by the competent authority.
- Eligibility Criteria for admission against All India Seats through CAP: Candidate should be an Indian National and should possess basic qualification; and Appeared for CAT (conducted by IIMs)/ GMAT (conducted by GMAC, USA)/ CMAT (Conducted by AICTE)/MAT (conducted by AIMA)/ XAT (conducted by XLRI)/ATMA (conducted by AIMS)/ MAH-MBA/MMS-CET.
- Candidates securing Non Zero Positive marks/score in MAH-MBA-CET or GMAT/CAT/MAT/ATMA/ XAT/ CMAT (Conducted by AICTE) / Association CET/ Any other equivalent CET will be eligible to get admission to MBA course in the State of Maharashtra.
- The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State are as per the norms of Government of Maharashtra.
- Candidates who have secured admission for MBA program are required to pay the fees as approved by the Shikshan Shulka Samiti, Bandra (East), Mumbai.
- Fess concession and scholarship is applicable as per the rules and regulations of the Government of Maharashtra.
- At the time of seeking admission, a candidate will be provisionally admitted to MBA program subject to the production of the Provisional Eligibility Certificate from the RTM Nagpur University to which the college is affiliated and recognized, and its subsequent confirmation by the University.

Documents Required:

- 1) Certificate of the Indian Nationality in the name of the candidate
- 2) Statement of Marks of SSC and HSC
- 3) Statement of Marks of Bachelor's Degree Examination/Qualifying Examination
- 4) Caste Certificate (for Backward Category candidates)

- 5) Caste/Tribe Validity Certificate (for Backward Category candidates)
- 6) Non-Creamy Layer Certificate (for VJ/DT-NT(A)/NT(B)/NT(C)/NT(D)/OBC/SBC categories)
- 7) Domicile Certificate of Candidate's Parents (if applicable)
- 8) Entrance Examination Score Card
- 9) College Leaving Certificate after passing Diploma/Degree
- 10) Non-Creamy Layer Certificate (if applicable)

7.10 Duties and Responsibilities

7.10.1 Faculty Member (General)

- (a) The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
- (b) All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- (c) The work load of all the faculty members shall be fixed by the management in accordance with RTM Nagpur University norms. The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:

Principal	-	4 hours / week
Dean / Professor	-	8 hours / week
Associate Professor	-	12 hours / week
Assistant Professor	-	16 hours/week
- (d) For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour.
- (e) The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/Institution.
- (f) Faculty Members are expected to update their knowledge by attending seminars / workshops / conference, after obtaining necessary permission from the Principal.
- (g) Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- (h) The Faculty Member must strive to prepare oneself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- (i) Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- (j) Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

7.10.2 Faculty Member (Departmental)

- (a) The faculty member should always first talk to the HOD and keep the HOD in confidence about his/her professional and personal activities.
- (b) The teaching load will be allotted by the HOD after taking into account of the faculty member's as well department's interest.
- (c) In addition to the teaching, the faculty member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.
- (d) Every faculty member must give seminar on some topic at least once in each semester to other faculty members of the department.
- (e) Every faculty member should maintain student's attendance records and the absentees roll number should be noted everyday in the Master Attendance Register maintained in the Department as soon as the classes/laboratory hours are over.
- (f) Whenever a faculty member intends to take leave, he/she should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation, if any. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- (g) The faculty member should make ones presentable in a proper dress code in a professional manner.
- (h) The faculty member should show no partiality to any segment / individual student.
- (i) The faculty member must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.

7.10.3 Faculty Member (Classroom Teaching)

- (a) Once the subject is allotted the faculty member should prepare the lecture hour wise lesson plan.
- (b) The faculty member should get the lesson plan and course file – approved by the HOD and the Principal.
- (c) The course file may consists of preface, students' roll list / attendance sheet, previous year university question papers, teaching notes, hand outs, OHP sheets, PPTs, test/exam question papers, two model answer scripts for each test/exam, assignments (if any), feedback analysis report, etc.
- (d) The faculty member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
- (e) The faculty member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The faculty member should not merely dictate the notes in the classroom.
- (f) The faculty member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.

- (g) The faculty member should engage the full one hour lecture and should not leave the class early.
- (h) The faculty member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 50 minutes and in the last 3 minutes conclude and say what we will see in the next class.
- (i) The faculty member should cultivate to include humor in the lecture so as to break the monotony.
- (j) The faculty member should practice/rehearse the lecture well before going to the class.
- (k) The faculty member should make use of OHP, PPT, Live Models, Problem Based, etc. as teaching aids.
- (l) The faculty member should encourage students asking doubts / questions.
- (m) The faculty member should get the feedback from students time to time and act / adjust the teaching appropriately.
- (n) The faculty member should take care of academically backward/weak students and pay special attention to their needs in special classes.
- (o) In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
- (p) The faculty member shall give possible 5-mark questions with answers for each unit.
- (q) The faculty member should sign in the class log book every day after he/she finishes the lecture.
- (r) The faculty member should interact with the class coordinator or counselor and inform him/her about the habitual absentees, academically backward/weak student, objectionable behavior, etc.
- (s) The faculty member should always aim for 100% pass results in his/her subjects and work accordingly.
- (t) The faculty member should regularly visit library and read the latest journals and magazines in his/her specialty and keep oneself abreast of latest advancements.
- (u) The faculty member should make oneself available for doubt clearance.
- (v) The faculty member should have a good control of students.
- (w) The faculty member should motivate the students and bring out the creativity and originality in the students.
- (x) As soon as the Faculty Member enters the class, he/she should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual latecomers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class coordinator and/or HOD.
- (y) The faculty member should act with tact and deal with zeal with students maturely.

- (z) The faculty member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

7.10.4 Faculty Member (Lab Work)

- (a) The faculty member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- (b) Whenever possible, additional experiments to clarify or enlighten the students must be given.
- (c) The lab observations/records must be corrected then and there or at least by next class.
- (d) Faculty conducting practical/projects shall be responsible for the respective labs during their practical hours.
- (e) Faculty shall follow the guidelines/instructions as prepared by the Lab in-charge. However, faculty can suggest changes in these matters with the consent of the HOD.
- (f) In order to prevent theft, faculty members are advised to take the following action: (i) before starting the practical/projects, students shall be asked to check the PCs/equipment etc. and report in case of any missing items/irregularity to the lab In-Charge; (ii) as far as possible, allot the same PC to the same individual/same group of students in case of projects; (iii) students shall not be permitted to carry bags into the labs.
- (g) In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

7.10.5 Faculty Member (Test/Exam Work)

- (a) While setting question paper, the faculty member should also prepare the detailed answer and marking scheme and submit the same to HOD for approval.
- (b) During invigilation, the faculty member should be continuously moving around. She/he should not sit in a place for a prolonged time. She/he should watch closely so that nobody does any malpractice in the exam/test.
- (c) Whenever any malpractice is noticed, the faculty member should get a written statement from the student and inform the University Supervisor / Officer-in-Charge. (Class coordinator and HOD concerned in the case of class test / PUT).
- (d) The test papers must be evaluated within three days from the date of examination and marks should be submitted to the HOD for forwarding to the Principal with remarks.
- (e) The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

7.10.6 Class Coordinator

- (a) The class coordinator should display the session plan and portion for Class Test I/II on the respective Notice Board/College Website.
- (b) She/he should guide the students about rules of attendance (general), Industrial Visits, sports events, Wheelspin, Color, medical leave, etc.
- (c) She/he should address students' queries.
- (d) She/he should meet the parents of students, especially defaulters.
- (e) She/he should inform the HOD about making alternate arrangement for theory lectures and lab work when a faculty is absent.
- (f) She/he should coordinate with the Attendance Committee of the department to update attendance in case of medical leave, sports leave, etc.
- (g) She/he should collect information regarding weaker students in terms of academic and personal problems from the subject teachers and arrange remedial classes, counseling sessions in consultation with HOD.
- (h) She/he should identify good students and motivate them to excel.
- (i) She/he should update data regarding students' achievements in academics, sports, extra-curricular activities, etc.

7.10.7 Mentor

- (a) Mentor should facilitate the mentee's academic and professional growth.
- (b) He should organize and coordinate students' day to day learning opportunities and activities in the college.
- (c) He should create a positive counseling relationship and climate for open communication.
- (d) He should help students identify problems and guide them towards solutions.
- (e) He should share own thought process with the students and provide information, guidance and constructive comments.
- (f) He should evaluate the plans and decisions of students and support, encourage and critically assess their performance.
- (g) He should supervise students in learning situations and provide them with constructive feedback on their achievements.
- (h) He should assess a student's total performance – including skills, knowledge applied to profession, values, attitudes and behaviors relevant to the stage of the program.
- (i) He should maintain confidentiality.
- (j) He should respect the mentee's right to self-determination and independence.

7.10.8 Laboratory In-charge

- (a) Lab In-charge should maintain the Dead Stock Register and Consumable Registers.

- (b) Lab In-charge should find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- (c) Lab In-charge should plan for the procurement of equipment for the coming term well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
- (d) Lab In-charge should see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
- (e) Lab In-charge should organize the laboratory for oral and practical examinations.
- (f) Lab In-charge should identify the culprits responsible for any breakage/loss etc. and recover the cost.
- (g) Lab In-charge should ensure the cleanliness of the lab and switch off all equipment after use.
- (h) Lab In-charge should submit the requisition of consumables to the HOD, who in turn shall verify the same and forward to the Principal/Director for further necessary action.
- (i) Lab In-charge should perform any other duty as may be assigned by the HOD/Principal/Director/ from time to time.
- (j) Lab In-charge and Lab Technician/Assistant are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- (k) Lab In-charge and Lab Technician/Assistant in turn shall note down the missing items in the respective Lab Register.
- (l) If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own as compensation for the loss/missing item.

7.10.9 Technical Assistant/Lab Technician/Lab Assistant

- (a) He is required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
- (b) He should prepare the Stock registers in consultation with the concerned Lab In-charge.
- (c) He should maintain inventory of laboratory supplies.
- (d) He should set up, calibrate, operate and perform minor maintenance on a variety of laboratory equipment and instruments.
- (e) He should compile and record the information onto standardized worksheets and logs.
- (f) He should perform the physical verification of the material/equipment of the respective laboratory with the stock registers with the help of the concerned lab In-charge every year.
- (g) He should also take care of the Electric/Electronic appliances, taps, etc. and ensure not to misuse of the above in any circumstances.

- (h) He should repair the minor fault of the practical equipment with the help of the concerned Lab In-charge.
- (i) He should be available for maintenance and care of resources/services of the institute as and when required.
- (j) In coordination with the respective Lab In-Charge, he is required to report matters like maintenance/repairing, theft, damages, etc. within the respective labs to the HOD.
- (k) In coordination with Lab In-charge, he should display (i) List of Equipment/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Technical Assistant / Lab Technician / Lab Assistants etc. on the Lab Notice board.
- (l) It is his bounden duty to perform any other work assigned to them by the HOD/Principal/Director.

7.10.10 Lab Attendant

- (a) He should take care about the cleanliness/maintenance of the respective Laboratory.
- (b) He should also take care about the cleanliness/maintenance of the Electric appliances, Electronic Instruments, other machines, taps, wash basins, etc.
- (c) He should clean and maintain laboratory, equipment and instruments; washes, cleans and sterilizes glassware.
- (d) Laboratory Attendants can be assigned the duties of any laboratory.
- (e) If needed, the concerned head of the institution can reshuffle the laboratory attendants from one laboratory to other laboratory.
- (f) If needed, he will be liable to provide tap water in the respective laboratory.
- (g) Any other work as may be assigned by the concerned Head of the institution according to the availability of staff, ability and local convenience.

7.11 Departmental Committees

Various committees shall be formed in the department for the smooth and efficient management of various activities in the Department. It will also give the opportunity to the faculty to grow and develop in their extra-curricular activity/field and administrative skills. The committees shall be constituted by the HOD for one academic year or until new committees are constituted. The outgoing Coordinators/ In-charges of the committees shall hand over all the relevant documents/files to the new Coordinators /In-charges in the presence of the HOD.

CHAPTER - VIII

LEAVE RULES

8.1 General Conditions:

- (a) Leave of any description though due cannot be claimed by an employee as a matter of right and nothing in these rules shall be understood to limit the discretion of the authorities empowered to grant, refuse or revoke leave of any description at any time according to the exigencies of Institute service.
- (b) All applications for leave of absence should be previously made in writing and sanction obtained before it is availed of, except in the case of sudden emergency in which case the report of such absence must be sent in, if possible, on the very day the employee is obliged to absent himself/herself and in any case within three days of such absence unless he/she is prevented from doing so due to physical incapacity or any other unavoidable cause.
- (c) Unreported absence may involve the loss of pay and allowances, habitual irregularities or frequent absence without leave will be considered gross negligence of duty and may cause an employee's removal from service and decision of the Principal of the Institute in this regard shall be final and binding.
- (d) No employee on leave shall be permitted to accept any remunerative occupation or undertake professional work while on leave except with the written permission of the Principal, as the case may be.
- (e) These leave rules shall apply to all permanent employees of the Institute.
- (f) When an employee is granted study leave, leave on deputation or any other kind of long leave, he/she shall furnish clearance certificates regarding books, equipment/instruments, other assets and other dues before he/she actually avails the leave.
- (g) The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

8.2 Casual Leave (CL):

- (a) Casual leave is the leave on full pay which an employee is obliged to avail of for short period not exceeding three days at a time with or without previous intimation on account of certain emergency which may arise.
- (b) Every full-time/part-time employee shall be entitled for 10 days or as amended by the state government from time to time casual leave in a calendar year (academic year for faculty members) only with prior permission of the Head of the Institution.
- (c) Casual leave may be taken in one or more installments subject to the maximum of 3 days or as amended by the state government from time to time at a time.

- (d) Casual leave may be prefixed or suffixed with Sunday or a Public Holiday or it may be interposed in between the Holidays.
- (e) Casual leave cannot be combined with any other kind of leave.
- (f) Casual leave may be availed in such proportion of 12 days (10 days) commensurate with the period of duty rendered during the calendar/academic year. Any casual leave not availed during the year shall lapse at the close of the calendar/academic year.
- (g) Casual leave for half day can be granted.
- (h) Absence on Saturday, where it is observed as half working day shall be treated as Casual Leave for full day.
- (i) Special casual leave up-to 6 days may be sanctioned to any employee who has undergone vasectomy operation or IUCD insertic.
- (j) All applications of Casual Leave from teachers and officers shall be sanctioned by the Head of the Institution.
- (k) All applications of Casual Leave from the ministerial, technical and menial staff shall be sanctioned by the Head of the Institution. However, the head of the Institution may delegate the power to sanction casual leave of the technical, ministerial and menial staff to a responsible officer of the institution.
- (l) Leave sanctioning authority may refuse C.L., if it is requested on flimsy pretext/ground.

8.3 Compensatory Casual Leave (CCL):

- (a) It is a leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he/she is directed to do so by the concerned authorities of the college.
- (b) CCL can also be combined with CL
- (c) CCL must be availed within three months from the day of the duty carried out.
- (d) CCL can be availed as full day only and not as a half-day in any case.

8.4 Leave On Duty (DL):

- (a) This leave is permissible to the faculty members who are assigned a duty officially outside the campus of the college. The nature of duties and the number of days of O.D. permitted are as follows.
- (b) Faculty members will be permitted OD up to maximum 10 days per semester for the conduct of University Practical/Theory Examination and Valuation work.
- (c) Faculty members will be permitted OD up to maximum 5 days per semester for the Participation and/ or Presentation of paper in National / International Seminars / Conferences / Symposium / Workshops, or delivering Expert/Guest Lecture, etc.

- (d) Faculty members will be permitted to go on 'On Duty' up to maximum 5 days per semester for academic work of the University such as Board of Studies, Academic Council, Management Council, Selection Committee, Local Enquiry Committee, Accreditation Committee, and other committee/council formed related to the works of AICTE/DTE and other prescribed constituent statutory bodies, etc.
- (e) Faculty members availing O.D. are entitled to draw the salary in full for the entire period of O.D.
- (f) In all the cases, prior written permission has to be obtained from the Principal.
- (g) The Principal/Designated Authority shall have the right to cancel the OD sanctioned earlier, for any emergency work in the college.

8.5 Earned Leave (EL):

- (a) Earned leave is the leave which is earned by an employee by discharge of duties for a certain period and granted to him/her at the discretion of the authority on application being made by the employee at least 15 days prior to the date on which he/she proposes to go on leave.
- (b) Prior sanction should be obtained for extension of leave at least 7 days before expiry of leave of 30 days or more and 3 days for leave less than thirty days.
- (c) A member of non-teaching staff who is not entitled to vacation shall be eligible for earned leave at the rate of one eleventh of the period spent on duty; subject to the accumulation of maximum 180 days leave to his/her credit or as per the rules prevailing.
- (d) In case of compulsory recall to duty, the employee shall be allowed to enjoy the balance of his earned leave before expiry of the period of six months from the date on which proceeded on earned leave. The leave sanctioning authority shall grant leave to such an employee during the prescribed period, if he/she applies for it.
- (e) Earned leave shall be granted with full pay and allowances.

8.6 Leave on Half Pay (HPL):

- (a) An employee including an employee who is entitled to vacation shall be entitled to the leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without any limitation.
- (b) The employee shall be entitled to the leave on half pay during the first year of his service; however, the employee can not avail such leave till completion of one year of service.
- (c) The leave on half pay due may be granted to the employee either on medical ground or on private reasons. The leave requested on medical ground shall have to be supported with the certificates from the Medical Authority approved by the College.
- (d) If an employee is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.

8.7 Commuted Leave (CML):

The employee, with the approval of competent authority, may commute leave on half pay at his credit on medical ground on the following conditions:

- (a) The commuted leave shall be debited to the account of leave on half pay at the rate of twice the number of days actually availed of.
- (b) No commuted leave shall be granted under this rule unless the authority competent to sanction leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
- (c) Authority competent to grant leave shall obtain an undertaking from the employee that in the event of his/her resignation or retiring voluntarily from service he/she shall refund the difference between the leave salary drawn during commuted leave and that admissible during half pay leave.
- (d) Where an employee who has been granted commuted leave resigns from his service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered, provided that no such recovery shall be made, if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death.

8.8 Maternity Leave (ML):

- (a) A Competent Authority may subject to the provision of this rule grant to a permanent female employee, who does not have two living children on the date of application, maternity leave for a period of ninety days from the date of its commencement. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave, subject to production on maternity certificate. Such leave shall not be debited to the leave account. In the case of the employee entitled to vacation, if the confinement takes place during a vacation, the maternity leave shall not run concurrently with the vacation.
- (b) A female employee not in permanent employment who has put in at least one year of continuous service shall also be eligible for maternity leave referred to in sub rule (a) above.
- (c) The application for maternity leave shall invariably be supported by medical certificate as to the probable date of confinement, and an undertaking to the effect that the employee shall report the date of confinement supported by a medical certificate. In case of a Class-IV employee, where insistence on a regular medical certificate is likely to cause hardship, the authority competent to grant leave may accept such certificate as it may deem sufficient.
- (d) A female employee may be allowed leave of the kind due, including commuted leave, if she so desires in continuation of the maternity leave up-to a maximum of 60 days without production of a medical certificate.

- (e) Leave under this rule shall be admissible in case of miscarriage or abortion including abortion under the Medical Termination of Pregnancy Act 1971. Subject to the following Conditions: (i) The leave does not exceed six weeks and; (ii) The application for the leave is supported by a Medical Certificate.

8.9 Extraordinary Leave (EOL):

- (a) Extraordinary leave on without pay and allowance may be granted to an employee in special circumstances by the competent authority when no other leave is admissible.
- (b) The Extraordinary leave shall be debited to the employee's account and it shall postpone his/her date of confirmation if on probation and affect such other privileges as may be dependent on the period of such leave.
- (c) The Extraordinary leave may be availed in combination with any other kind of leave with the approval of the competent authority.
- (d) The Competent authority may commute respectively the period of absence without leave not exceeding five years on such occasion into extraordinary leave.

8.10 Study Leave (SL):

- (a) Study Leave may be granted by the Principal / Authority Competent for advancement of knowledge and learning for further study, Training or Research at a University or other Institution of higher education or place of learning to an employee either in this country or abroad. Study Leave may be granted only when it is in the interest of the Institute.
- (b) No employee of the Institute shall be eligible for study leave unless he has put in at least three years full time, continuous, active and approved service in a permanent post under the Institute and is not due to retire there from within five years of his return from such Leave and joining the Institute service.
- (c) Total period of Study leave should not be more than one year.

8.11 Leave not due (LND):

A permanent employee if he/she has no earned leave or half pay leave at his/her credit the leave sanctioning authority may grant leave not due for a period not exceeding 180 days during the entire service on production of Medical Certificate. This leave will be debited against leave on half pay that the employee shall earn subsequently. Leave not due will be granted by the sanctioning authority if satisfied that there is a reasonable ground of the employee returning to duty on the expiry of the leave.

8.12 Leave to Re-employed Employees:

In the case of a person re-employed after retirement, the provision of these rules shall not be applicable to him/her and shall be entitled for any kind of leave as will be decided by the Management at the time of re-appointment.

8.13 Restricted Holidays (RH):

Restricted Holidays are meant for celebrating local religious festivals. The total number of days of restricted holidays allowed in an academic year is 3, which shall be declared from time to time by the District Collector as vested in his jurisdiction as the case may be according to his discretion. RH may also be combined either with CL or CCL.

8.14 Permission to Leave (PL):

A faculty/staff member can be granted 2 permissions in a month by the Principal each of less than 3 hours duration to leave the campus provided he/she is not assigned any class work during that period. A faculty/staff member desirous of availing 'Permission' should submit an application to the Principal through proper channel. All permissions granted are to be registered in the concerned Department Register held in the Principal's Office.

CHAPTER - IX

CODE OF CONDUCT FOR STUDENTS

9.1 General Conditions:

- 9.1.1** Failure of the candidate in making full and correct Statements in the application form and/or suppression of any information and/or submission of false documents shall lead to disqualification of the candidate for admission or even at later date during the Admission Process. Such a candidate will be debarred from the entire selection process. Therefore the candidate is required to make only such claims which could be substantiated by relevant original documents.
- 9.1.2** If any of the statement made in application form or any information supplied or any certificate(s) submitted by the candidate in connection with his or her admission is later on at any time, found to be false or incorrect, his or her admission will be cancelled, fees forfeited and he or she may be expelled from the college.
- 9.1.3** Students while studying in the college, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or DTE, Mumbai in any activity contrary to rules of discipline, will be liable to be expelled from the college without any notice.
- 9.1.4** Principal of the college at his or her discretion may refer any candidate to the appropriate medical authority for ascertaining the physical fitness of the candidate to undergo the requirements of the course. The report of medical authority shall be submitted to the Regional Head of Technical Education for further necessary action. It is to be noted that Persons with Disability candidates are not provided with any additional facilities as far as the academic activities pertaining to the course is concerned.
- 9.1.5** The Principal of the college shall have the right to satisfy himself about the conduct and character of a candidate by verifying the antecedents of a candidate through the appropriate police-authority, before admitting him / her to the college.
- 9.1.6** Students must carry their identity card on person when in the institute premises and should produce it on demand.
- 9.1.7** It is mandatory for the students to wear their prescribed Uniform while entering the college premises.
- 9.1.8** It is compulsory for students to attend the college from the day of opening to the last day of each term during the academic year.
- 9.1.9** Regular attendance for theory and practical is must. In case the attendance is found to be less than 75 % of theory, practical classes, the term will not be granted and he/she will not be allowed to appear for the University Examination and may be finally detained.
- 9.1.10** Students who fail to submit satisfactorily all the assignments, jobs, journals, drawings, reports and term work files as specified by the university in syllabi within the stipulated time limit, will not be allowed to appear in the University Examination. In both the cases students

shall have to seek re-admission to the same class in the next academic year, if detained. Thus, he / she will lose one academic year.

- 9.1.11** Students should behave respectfully to the teaching and non-teaching staff within and outside the institute premises; otherwise they are liable for disciplinary action.
- 9.1.12** Students must pay the stipulated fees as approved by the Shikshan Shulk Samiti of Government of Maharashtra and the University within the given time span.
- 9.1.13** Students must report regarding their change of communication address, if any, to the departmental and principal's office. Institute will not be responsible for any loss of information due to any change of communication address.
- 9.1.14** All the students must participate in extra-curricular activities that the institute organizes from time to time.
- 9.1.15** All the students must convey about their absence to the concerned HOD, Coordinator/ Local Guardian in case of illness or any other emergency cases.
- 9.1.16** Any rule by the University such as 'imposing limits on the number of attempts permissible to pass any examination' shall be binding on the students.
- 9.1.17** Ragging is strictly prohibited within or outside the institute and hostel premises. Any student found guilty in this case shall be expelled from the institute. The fees will not be refundable in such cases. (Ref. Maharashtra Provision of Ragging Act 1999)
- 9.1.18** Any student found indulging in anti-social activities, creating nuisance or any other mischief like strikes, demonstrations etc. within the institute will be expelled from the institute. The fees will not be refundable in such cases.
- 9.1.19** Principal of the institute has the right to expel a student from the institute for any infringement of the rules of conduct and discipline prescribed by the institute or University or Government.
- 9.1.20** Parents are required to visit the institute / hostel whenever requested by the Principal.
- 9.1.21** Smoking, chewing tobacco, consuming alcohol or taking drugs is strictly prohibited in the institute as well as in the hostel premises. If any student is found in intoxicated condition, he/she will be suspended / expelled from the institute / hostel.
- 9.1.22** Students who seek admission to BDCE are bound to abide by the rules and regulations of institute as well as hostel as stated in brochure and also those prescribed by the Principal of the College from time to time.
- 9.1.23** Students should not keep their valuable items like mobiles, jewellery, etc. with them while in institute. The institute shall not be responsible for any loss of such valuable items.

9.2 Prevention and Prohibition of Ragging:

9.2.1 Preamble:

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and

eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (g) of AICTE Act, 1987, the All India Council for Technical Education has notified regulation for prevention and prohibition of ragging in AICTE approved technical Institutions vide No. 37-3/Legal/AICTE/2009 dated 01.07.2009. These regulations are accepted by ADCET. The regulations are as under:

- (a) These Regulations may be called the All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009.
- (b) They shall come into force on the date of the notification.

9.2.2 Objectives:

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.

9.2.3 What Constitutes Ragging?

- a. 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;
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. 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;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. Any act that affects the mental health and self-confidence of a 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.

9.2.4 Measures for Prevention of Ragging:

It shall be mandatory for every technical Institution, University, deemed to be University imparting technical education to take following measures for prevention of ragging at such institutions.

1. The advertisement issued for admission by a technical institution, University including Deemed to be University concerned and/or the admission authority/ affiliating University/State Govt./UT/Central Govt. as the case may be, shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
2. The 'Prospectus' and other admission related documents shall contain directions of the Supreme Court Affiliating University/admission Authority/State Govt/Central Govt. shall make it mandatory for the institutions under their jurisdiction to compulsorily incorporate such information in their 'Prospectus'. These Regulations shall be printed in the brochure of admission/instruction booklet for candidates.
3. The application form for admission/enrolment shall have a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
4. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
5. The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.
6. A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this

regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.

7. Every technical institution, University including Deemed to be University imparting technical education shall maintain a proper record of the affidavits obtained to ensure its safe up keep thereof, including digital copies of the affidavits and such digital copy should be made available to the AICTE or to an Agency identified/nominated by AICTE.
8. The AICTE or an Agency identified/nominated for the purpose and affiliating Universities and Directorate of Technical Education of the concerned State Govt./UT shall maintain an appropriate data base of the affidavits in the digital form obtained from every student at the time of admission to the technical institutions, Universities including Deemed to be Universities imparting technical education.
9. Each batch of fresher's should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.
10. In case of fresher's admitted to a Hostel it shall be the responsibility of the teacher Incharge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to fresher's accommodation is strictly monitored by wardens, Security Guards and Staff.
11. Every institution should engage or seek the assistance of professional counselors at the time of admissions to counsel 'fresher's in order to prepare them for the life ahead, particularly for adjusting to the life in hostels. At the commencement of the academic session the Head of the technical Institution, University including Deemed to be University imparting technical education shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.
12. Every fresher admitted to the technical Institution, University including Deemed to be University imparting technical education shall be given a printed information booklet detailing when and whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc.
13. The technical institutions, University including Deemed to be University imparting technical education through the information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
14. The information booklet mentioned above shall also tell the freshers about their rights as bona fide students and clearly instructing them that they should desist from doing anything

against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.

15. The information booklet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.
16. To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably with different colors for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.
17. The technical Institution, University including Deemed to be University imparting technical education shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institutions 's resolve to ban ragging and punish those found guilty without fear or favor.
18. The technical Institution, University including Deemed to be University imparting technical education shall identify, properly illuminate and man all vulnerable locations.
19. The technical Institution, University including Deemed to be University imparting technical education shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
20. The technical Institution, University including Deemed to be University imparting technical education shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.
21. The faculties/departments/units of the technical Institution, University including Deemed to be University imparting technical education shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.
22. Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.

9.2.5 Monitoring Mechanism:

- a. Anti-ragging Committee: Every institution University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, 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 shall have a diverse mix of membership in terms of level as well as gender.

- b. It shall be 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: Every institution University including Deemed to be University imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging Squad to be 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 shall be 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.
- e. It shall also be 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.

9.2.6 Key Provisions:

Maharashtra Prohibition of Ragging Act 1999 and Prevention and Prohibition of Ragging (Appendix 12 published in AICTE Approval Process Handbook 2011-12) and their amendments which may be published from time to time. The Maharashtra Prohibition of Ragging Act 1999 is in effect from 15th May, 1999 has the following provisions for Action against Ragging.

- a. Ragging within or outside of any educational institution is prohibited,
- b. Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty, which may extend to ten thousand rupees.
- c. Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

- d. Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance, prima facie, in the complaint received; he / she shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final.
- e. If the Head of the educational institution fails or neglects to act in the manner specified in section “d” above when a complaint of ragging is made, such person shall be deemed to have abetted the offence and shall, on conviction, be punished as provided for in section “b” above.
- f. Undertaking from the candidate be taken while admitting the candidate in the Institute. Any Acts or its amendments which may be published from time to time by AICTE, Government or Judgments by Hon. Supreme Court of India, Hon. High Court of Bombay etc will be applicable to Candidates and Institutions covered under these rules of admission. If any of the statement made in application form or any information supplied or any certificate(s) submitted by the candidate in connection with his or her admission is later on at any time, found to be false or incorrect, his or her admission will be cancelled, fees forfeited and he or she may be expelled from the college by the Principal/Director. An appeal against the order of expulsion, however, may be sent within 7 days to the Director of Technical Education, Maharashtra State, Mumbai, whose decision in such cases will be final. Such candidates are also liable for penal action as per the provisions in the law.