

Quality Assurance & Standard Operating Procedure



Peoples Empowerment Group

ISBM College of Engineering Pune

(Affiliated to Savitribai Phule Pune University)

DTE Code: EN6622



S.No 44/1, 44/1/2, Nande Village,
Ahead of Pashan Sus Road, Pune -412115, Maharashtra

 <https://www.isbmcoe.org/>

P R E F A C E

ISBM College of Engineering is committed to society for providing quality education and enhancement of our students' intellectual property through continuous improvement in teaching and learning processes which is guided by National Educational Policy 2020. Institute believes in freedom in thought and expression and provides unique atmosphere for ensuring personal professional growth. Quality Assurance is tactfully utilized at our institution as an effective instrument for objective, expert-based examination, evaluation, and self-evaluation of how successfully the institute is operating in order to promote greater levels of achievement and quality inside the organization, as well as for action planning and continuous improvement. Excellence, dependability, consistency, suitability for the intended use, adherence to specifications, achievement of goals, and satisfaction of stakeholders' expectations and demands are all considered as key aspects of quality. The practice of taking deliberate action to continuous improves the efficacy and efficiency of the teaching-learning process is a successful implementation towards quality education. The foundation of quality assurance is the idea that all facets of an institution's, department's, or faculty's work may be continuously improved. Continuous activities like appraisal and self-evaluation (both internal and external stakeholders) help to raise the standard. In addition to being descriptive and evaluative, quality assurance is also evidence-based and data-driven, with supporting data gleaned from a variety of cited sources.

One advantage of quality assurance, which is a collaborative process, is that goals, objectives, and expected outcomes can be agreed upon creating a baseline set of standards that can be used to plan and assess the work of the faculty, department, or institute. Staff members examine best practices in their own and others' work as they work toward making consensus. The institute shall guarantee, through this Quality Assurance Manual, that all planned and methodical actions are assembled in order to provide Standard Operating Procedures to the faculty, department, and institute in order to achieve the institute's vision and mission in accordance with specified quality requirements. The Manual will assist the institute in developing a quality-conscious culture.

Dr. Pankaj K. Srivastava
Principal
ISBM College of Engineering
Pune-412115, Maharashtra

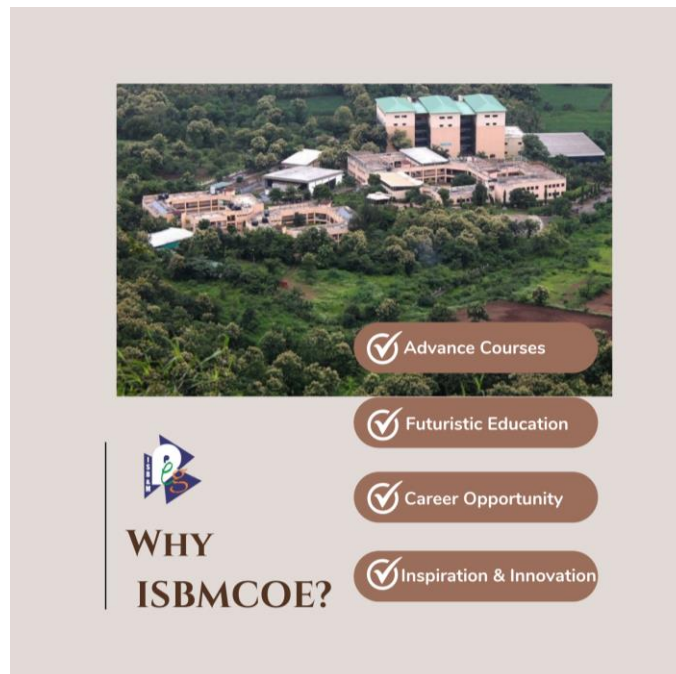
Institute's Vision and Mission

Institute Vision

To empower efficient and innovative technocrats for fitting into global competency.

Institute Mission

1. Ensuring state of the art outcome based engineering educational scenario.
2. Fostering a strong industry-institute partnership which leads to a long life career.
3. Imparting leadership qualities to aspirants through multidimensional capacity building and soft skills enhancement.
4. Linking the students with societal challenges by means of exposure to the techno-societal arena.



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Chapter 1

Introduction

1.1. About the Trust

- a) Name of the Trust: Peoples Empowerment Group, Pune
- b) Registered Address: 44/1, 44/1/2, Nande, Tal -Mulshi, Dist-Pune, 412115
Tel: +91-020-6675, Fax. No. : 91-020-16633918
URL: www.peg.org.in
- c) Registration Number: 1. MH/1581/2003/PUNE, 22/12/2003,
2. F22249/PUNE, 26/05/2007
- d) Board of Trustees: ISBM College of Engineering, Pune is running under the umbrella of PEG trust. Rules and regulations for governance are framed by the governing body and the Board of Trustees is the apex governing body.
- e) Management Committee: The trust and society has a Management Committee which assist Board of Trustee for effective management of the trust activities which include employment, planning and policy development, accountability and reporting, publicity and public relations, maintenance of premises and all financial and legal requirements.
- f) Scientific Advisory Committee: The Scientific Advisory Committee comprises of scientist of national repute, renowned academicians and eminent personalities. The committee assumes a role of scientific and intellectual leadership and evaluates new scientific perspectives. It evolves policies and strategies for generation of innovations & development of technical programs. The main work of this committee is to give vision about new technology and courses that are to be initiated at the institute and to do mentoring of faculty.
- g) Information of Office Bearers: Office bearer is the team who carries the office administration task and activities. The team comprises of Executive Director / Principal / Dean /Management Nominee, Registrar, Deputy Registrar, Assistant Registrar and Office superintendent.

1.2. About the ISBM College of Engineering Pune

ISBM College of Engineering (ISBMCOE) started its journey in the year of 2010 with visionary goal and holistic objectives of Dr. Pramod Kumar under the flagship of PEG. It is affiliated to Savitribai Phule Pune University (SPPU), approved by AICTE-Delhi and DTE-Mumbai, recognized by Government of Maharashtra and, NAAC accredited institute. Situated in Pune, Maharashtra, India, ISBMCOE achieved its success by nurturing individual's intellect, academic excellence, personal growth, and social responsibility during fourteen glorious years. We offer Bachelor of Engineering (BE) program with advances courses which is affiliated with Savitribai Phule Pune University. We provide unique education system which is not confined to traditional classroom but extends to efficient amalgamation dream, thrust

of knowledge, and innovation. Our focus of education is flexible, multidisciplinary, and inclusive. Moreover, we made integrated approach of futuristic teaching and technology to ensure every student equipped with skill and knowledge. Our campus environment is compatible for physical and mental growth and it also helps to flourish extracurricular activities, sports, arts, cultural activity, and community service. We prioritize experiential learning as a true essence of learning. ISBMCOE is recognized for making smooth bridge between academia and industry which not only accelerates the career growth of our student but also makes them a potential candidate for the future. We staunchly advocate the transformative process of growing the mind-set of our students, affording them the invaluable opportunity for self-exploration and the rekindling of their innate potential. Embracing a holistic paradigm, an ISBM College of Engineering student imbibes the art of navigating through arduous schedules with consummate ease, delivering performances that are nothing short of inspiring. Notably, our institution has set precedents by spearheading extended library hours and laboratory access initiatives in Pune. We believe in the process of reshaping the attitude of students and giving them an opportunity to explore and rediscover themselves. As a holistic approach, an ISBMCOE Student learns to work under very demanding schedules and perform in the most inspiring way.

1.3. List of Courses Offered at College

The college conducts SPPU affiliated courses leading to the degree of Bachelor of Engineering (BE) in nine engineering streams and honors courses in five subjects.

UG Courses	Intake
1. Computer Engineering (CE)	180
2. Computer Science (CS)	60
3. Artificial Intelligence & Data Science (AIDS)	120
4. Artificial Intelligence & Machine Learning (AIML)	120
5. Electronics & Telecommunication (E&TC)	30
6. Electronics Engineering (VLSI & Design Technology)	60
7. Mechanical Engineering	60
8. BBA	120
9. BCA	120

Choice-Based Honors Courses (UG)
1. Honors in Robotics
2. Honors in Cyber Security
3. Honors in AIDS
4. Honors in AIML
5. Honors in Electric Vehicle

1.4. About the Departments

(i) Department of Applied Science

Branch Introduction

First Year Engineering is an important stepping stone in the life of an aspiring engineer. We aim to nurture & mold the young minds to enter the race of the advancing & ever changing technology and yet have the sensitivity necessary towards the society. The teaching learning methodology implemented by the staff boosts the student's potential and improves their critical analyzing skills. As most of the students hail from different social environments, it is the motto of the department that they are mentored by the staff with whom they can share their thoughts, expectations, express themselves and would feel comfortable away from home. The department is equipped with highly qualified and experienced staff who is always on their toes. The faculty members have impeccable academic record and are highly regarded among students. We motivate our students to dream big and ensure to equip them with the right spirit and necessary talent to realize their objectives. We also constantly strive to instill ethical values in them so that they become responsible citizens of tomorrow. The Institute ensures that our students would be asset to the organization through their technical and managerial capabilities. We at ISBM COEP, aim to actively assist students in attracting and identifying the individuals best suited to their needs and developing a successful recruitment relationship right from the beginning. That are the above reason that we are now known as among of the Top Engineering Colleges of Pune, Maharastra. The activities like Expert Lectures, Site Visits, Technical Events, Sports and Cultural Events, Soft Skills etc widens their horizon and avert them from being monotonous with academics. To conclude, the department catalyzes and assures a very healthy, amicable but a competitive ambience for our future engineer.

Scope for Employment

Graduates in applied science have diverse job opportunities. It includes roles in research and development, positions in quality assurance & testing, opportunities in sales and marketing of technical products where a deep understanding of the applied sciences can be beneficial, roles in data analysis and data analytics, roles involving research, development, and production of pharmaceuticals, medical devices, or biotechnological solutions, jobs related to developing and testing new materials for various applications, including aerospace, construction, or electronics, opportunities in developing and implementing medical technologies, equipment, or techniques through a deep understanding of applied science principles.

Significant Laboratories at Applied Science Department

- (a) Physics Lab
- (b) Chemistry Lab
- (c) Language Lab
- (d) Basic Electrical Lab
- (e) Basic Electronic Lab
- (f) Engineering Mechanics Lab

(ii) Department of Computer Engineering

Branch Introduction

In our daily lives, computer technology has become indispensable, forming a crucial part of education for present and future students. Its impact on society has been revolutionary, demanding continual learning due to rapid technological advancements. Proficiency in computing isn't limited to computer engineering students; it's equally essential for students across engineering branches. Our aim is to cultivate skilled engineers who possess not only technical expertise but also a sense of professionalism and responsibility towards society. ISBMCOE boasts a proficient team of qualified teaching and non-teaching staff, fostering an environment conducive to excellent teaching and learning experiences. Our cutting-edge computer hardware and networking facilities complement this environment. The curriculum prioritizes aspects such as information management, storage, communication, and presentation. Our teaching methodology equally emphasizes theoretical understanding and hands-on practical application, aligning closely with the industry's requirements. This ensures that our students are well-prepared to meet the demands of the professional world.

Scope for Employment

Various job roles include Programming and software Development as Systems Analyst, User Interface Designer, Database Analyst, Information Systems Operation and management as Database Administrator, Computer Security. It also includes roles in telecommunications and networking as Network Engineer or Consultant. There are positions like Internet Applications Programmer, Web Designer and web Developer as well. Other job opportunities or roles includes in the area of Graphics and Multimedia as a Computer Game Designer/ Programmer, Animation/Special Effects Developer.

Significant Laboratories at Computer Engineering Department

- (a) Programming Lab
- (b) Database Lab
- (c) Project Lab
- (d) Hardware Lab
- (e) Cyber Security Lab

(iii) Department of Artificial Intelligence & Machine Learning Engineering

Branch Introduction

Artificial Intelligence (AI) and Machine Learning (ML) are indeed buzzwords in today's tech landscape. Machine Learning operates as a subset of AI, focusing on the creation and implementation of algorithms capable of learning from historical data. ML essentially revolves around designing algorithms that can discern patterns and make predictions based on past instances. The premise is that if a particular behavior

or trend occurred previously, the algorithm can predict the likelihood of its occurrence again in similar circumstances. However, it's crucial to note that without historical data, there's no basis for making predictions using machine learning algorithms. From foundational theories to the latest advancements, we empower students to explore the vast potential of these technologies and prepare them to tackle complex real-world challenges. Our interdisciplinary approach encourages collaboration with diverse fields, enabling students to leverage AI and ML to drive innovation in multiple industries.

Scope for Employment

The employment prospects in the Artificial Intelligence & Machine Learning Engineering field are robust and diverse, offering a wide array of opportunities. Within this domain, roles span across various specialized areas. AI & ML Engineers or Developers play a pivotal role in creating, implementing, and optimizing AI algorithms and machine learning models. Data Science has emerged as a key domain, with Data Scientists utilizing AI and ML techniques to extract valuable insights from complex datasets. Their expertise in analyzing data and building predictive models contributes significantly to informed decision-making processes within organizations. The landscape also includes research-oriented roles such as AI Research Scientists, focused on pushing the boundaries of AI capabilities by exploring new algorithms and enhancing existing ML models. Additionally, specialized roles like AI Ethics and Policy Analysts are gaining importance, ensuring responsible and ethical deployment of AI technologies.

Significant Laboratories at AIML Department

- (a) Artificial Intelligence Lab
- (b) Deep Learning Lab
- (c) Data Structure & Algorithm Lab
- (d) Robotics Lab
- (e) Advance Machine Learning Lab

(iv) Department of Artificial Intelligence & Data Science Engineering

Branch Introduction

Data Science, a blend of various fields, specializes in extracting valuable insights from diverse data types such as structured, unstructured, and semi-structured information. Combined with artificial intelligence, it enables the development of more effective methods to uncover meaningful information from vast datasets sourced from multiple origins like sensors, images, streaming video, satellites, medical imagery, and cloud platforms. This advanced program extensively covers the practical application of mathematical principles in the realms of data science and artificial intelligence. It aims to equip students with the abilities to analyze, create, and test problem-solving solutions. The course focuses on developing technical and design proficiencies, a deep understanding of AI, and the necessary skills to proficiently employ strategic analytical techniques and data handling tools. Ultimately, the goal is to foster the capacity to devise inventive strategies to tackle complex real-world issues.

Scope for Employment

AI and Data Science engineering present extensive employment prospects spanning diverse sectors

including technology, healthcare, finance, e-commerce, automotive, media, and manufacturing. Roles encompass software development, healthcare analytics, financial modeling, e-commerce enhancement, autonomous vehicle design, media content analysis, among others. Companies focusing on software development, tech services, and AI-driven solutions consistently seek skilled professionals in AI and Data Science. The expanding demand ensures a dynamic career landscape for proficient professionals in these fields. Overall, the expanding application of AI and Data Science ensures a robust and diverse scope for employment, catering to those with expertise in these fields across various industries.

Significant Laboratories at AIDS Department

- (a) Data Structure and Analytics Lab
- (b) Object-Oriented Programming Lab
- (c) Data Visualization Lab
- (d) Natural Language Processing Lab

(v) Department of Mechanical Engineering

Branch Introduction

The Mechanical Engineering department at ISBM College of Engineering stands as a fundamental and enduring discipline within the engineering field, serving as a pioneering department at ISBMCOE, Pune. Notably, the mechanical engineering workshop is a standout feature, recognized for its unique truncated inverted pyramidal shape and construction with glass walls. This workshop encompasses various sections including a machine shop, welding shop, fitting shop, and carpentry shop. A diverse range of static and sorting models are provided to students, aiding in understanding fundamental principles in thermodynamics, kinematics, machine design elements, and the creation of heat engineering equipment. The Department of Mechanical Engineering is proud to offer abundant opportunities through the student chapter of The American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE). This platform is committed to facilitating student excellence by enabling interaction with industry experts, fostering a bridge between academia and industrial expertise.

Scope for Employment

Mechanical Engineers have diverse career paths, branching into sectors like defense, government, medicine, law, and education. However, the primary domain for employment is manufacturing. Within this sector, they are often employed by equipment manufacturers, utilities, material processing plants, transportation and petroleum companies. A degree in mechanical engineering opens doors to various industries including automotive, chemical, construction, defense, fast-moving consumer goods, marine, and more. This wide-ranging degree offers plentiful job opportunities and a broad scope for future career prospects. The scope for employment in mechanical engineering is extensive and spans various industries and roles. One also has the opportunities for entrepreneurship by starting engineering firms or consulting businesses. Consulting firms seek mechanical engineers for their expertise in solving technical problems and offering solutions.

Significant Laboratories at Mechanical Engineering Department

- | | |
|-------------------------------|--|
| (a) Dynamic Machinery Lab | (g) Heat Transfer Lab |
| (b) Theory of Machine Lab | (h) Mechatronics Lab |
| (c) CAD Lab | (i) Refrigeration & Air Conditioning Lab |
| (d) Solid Mechanics Lab | (j) Engineering Metallurgy Lab |
| (e) Fluid Mechanics Lab | (k) IC Engineering Lab |
| (f) Applied Thermodynamic Lab | |

(vi) Department of Electronics & Telecommunication

Branch Introduction

The Electronics and Telecommunications department at ISBM College of Engineering provides advanced facilities and knowledgeable faculty for students. Our infrastructure includes well-equipped labs and a comprehensive library housing various technical journals and reference materials. The faculty specializes in cutting-edge technology areas like signal processing, mobile communications, VLSI, embedded systems, power electronics, and electronic devices. These fields are crucial for thriving in today's modern society. Students are encouraged to undertake additional projects to deepen their understanding and cultivate a keen interest in the subject. The department ensures robust support for faculty research and enriching student curriculum through multiple laboratory resources. This platform fosters networking among peers and offers valuable opportunities such as field trips and specialized training sessions. Through the IEEE chapter, students benefit from both technical advancements and social engagement, contributing to their holistic development.

Scope for Employment

Electronics and Telecommunications Engineers have a wide array of employment opportunities spanning diverse sectors. They can secure positions in consumer electronics manufacturing, radio, television, defense, space, IT industries, healthcare equipment manufacturing and, mobile communication sectors. Additionally, opportunities exist in governmental roles within central and state governments, as well as in public enterprises like All India Radio and Indian Telephone Industries. This breadth of options underscores the versatile skill set and applicability of E&TC Engineers across both public and private sectors. There is opportunity in aerospace industries involving communication system, radar technology, satellite communication and electronic warfare systems. The breadth of opportunities highlights the multidimensional nature of Electronics and Telecommunication Engineering, providing a wide range of career paths for graduates in this field.

Significant Laboratories at Electronics & Telecommunication Department

- (a) Audio-Video Engineering Lab
- (b) Analog Electronics & Communication Lab
- (c) Data Structure & Algorithm Lab
- (d) Digital Signal Processing Lab
- (e) Electrical Technology lab
- (f) Hardware Lab
- (g) Microprocessor Lab
- (h) Optical Fiber Communication Lab
- (i) Telecommunication Switching Lab
- (j) Project lab
- (k) VISI Lab
- (l) Simulation Lab

Chapter 2

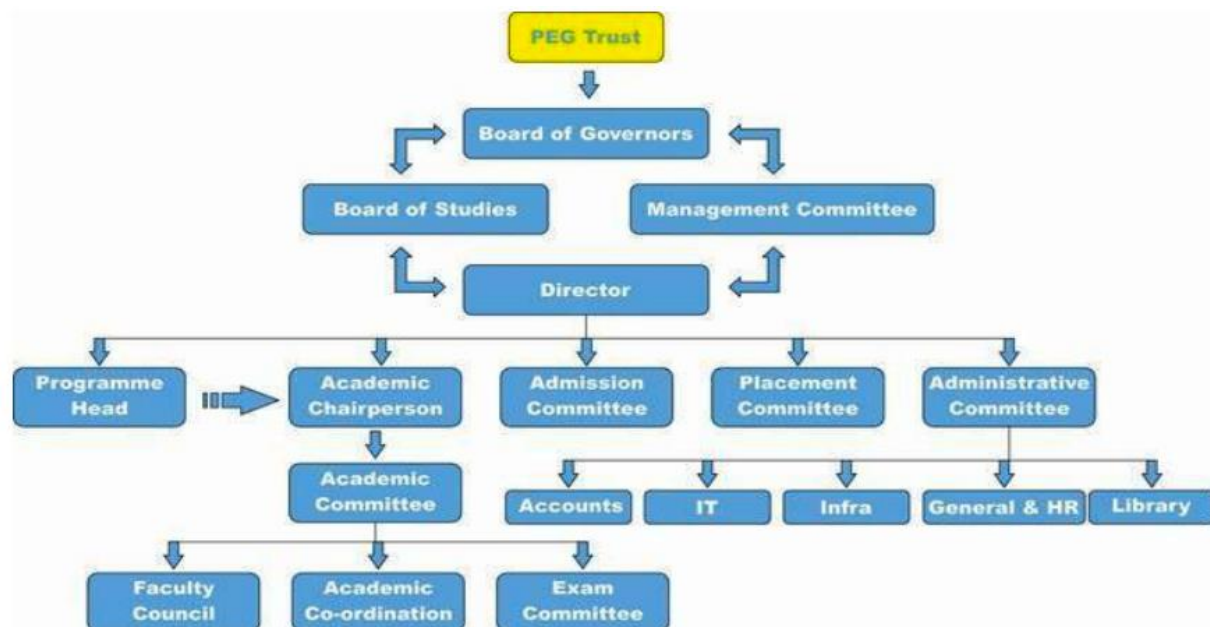
Organization and Governance

The institute is dedicated to putting in place an administrative framework with thoughtfully well-planned mode of communication. There will be cross-line exchanges and open, transparent communication routes. The institute's daily operations are conducted according to a hierarchical organizational structure. We adhere to the fundamental tenet of governance, which states that every individual has an equal role within the system of governance. The organization treats each person with the utmost respect and acknowledges them as valuable and dignified individuals who are capable of handling important duties. The institute has following core values for making integrated effort in teaching-learning process.

Core Values

- (a) Leadership and Organized Effort
- (b) Integrity and Honesty
- (c) Freedom of thought and Expression
- (d) Right to Equal Opportunity in education
- (e) Quality Education
- (f) Accountability and Transparency
- (g) Innovation and Excellence

2.1. Organization Flow Chart



2.2. Formation of Trustee Board

Trustee Board Bearers		
Sl. No.	Name of the Members	Designation
1	Dr. Pramood Kumar	President
2	Dr. Saroja Asthana	Secretary
3	Mr. Subramaniam Jayaraman	Trustee Member
4	Mr. Pramodh Mokashi	Trustee Member
5	Dr. Bhishmaraj	Trustee Member
6	Dr. Mukund Kale	Industrialist/Technologist from Region as Nominee of the AICTE
7	Prof.(Dr.) Suhas Joshi	Educationist Nominee from the Region nominated by the State Government
8	Dr. P. K. Srivastava	Principal ISBMCOE
9	Mr. Chandrakant Khemkar	Asst. Prof. ISBMCOE

Frequently of the board meeting and Academic Advisory Body

Name of the Committee	Frequently of the Meeting
Society / Governing Board Committee	The Meetings of the Managing Committee are held at 2 to 3 times in a year or whenever required
Academic Advisory Body	The Meetings of the Governing Body are held at 2 to 3 times in a year or whenever required

2.3. Formation of Governing Body

Governing Board Bearers		
Sl. No.	Name of the Members	Designation
1	Dr. Pramood Kumar	President
2	Dr. Saroja Asthana	Secretary
3	Mr. Subramaniam Jayaraman	Member
4	Mr. Pramodh Mokashi	Member
5	Dr. Bhishmaraj	Member
6	Dr. Mukund Kale	Member
7	Prof.(Dr.) Suhas Joshi	Member
8	Dr. P. K. Srivastava	Principal ISBMCOE

2.4. Formation of Departmental Advisory Board (DAB)

As per the guidelines provided by AICTE/ UGC, the Departmental Advisory Board (DAB) is constituted as follows;

Departmental Advisory Board Bearers		
Sl No.	Designation	DAB Position
1	HOD	Chairman
2	Senior Faculty Member of the dept.	DAB Coordinator
3	Post	Industry Representative
4	Professor	Invited Academician
5	Post	Alumni Representative
6	Post	Parent Representative
7	Academician	Faculty Representative
	Academician	Faculty Representative
8	BE	Student Representative
	TE	Student Representative
	SE	Student Representative
	FE	Student Representative

Roles and responsibilities of DAB

- (i) Suggest improvement in academic plans and recommend standard practices/systems.
- (ii) Encourage for industry-institute interactions to bridge up curriculum/industry gap and suggest quality improvement initiatives to enhance employability.
- (iii) To propose necessary action plan for skill development of students, required for entrepreneurship development and quality improvement.
- (iv) To identify and suggest thrust areas to conduct various activities (final year projects, training courses and additional experiments to meet PEOs.
- (v) DAB assures the departmental quality of teaching and learning process hence helps to achieve departmental vision and mission.

2.5. Organizational Process

The Hon. Secretary represents the Management of the Society. He is assisted by the college Governing Body, College Development Committee (CDC) and the Principal is responsible towards academic activity and Management of the college. The college is divided in 3 main areas;

- (i) Engineering Education Program
- (ii) Management & Administration
- iii) Overall Management

The engineering programs are run through the department. The department activities are divided in 8 sub-activities:

- (i) Computer Applications
- (ii) Departmental Library
- (iii) Laboratory Development
- (iv) Services
- (v) Student Related Activities and Alumni
- (vi) R&D
- (vii) P.G. Co-ordination
- (viii) Testing & Consultancy

The day to day management & administration of the college is divided in 4 main areas namely:

- (i) General Administration
- (ii) Finance
- (iii) Personnel
- (iv) Materials

The overall management of the college is divided in 7 main areas namely:

- (i) Organization & Governance
- (ii) Financial Resources
- (iii) Physical Resources
- (iv) Human Resources (Faculty & Staff)
- (v) Human Resources (Students)
- (vi) Teaching & Learning
- (vii) Research and Development (R&D)

Nature and Extent of Involvement of Faculties and Students in Academic Affairs /Improvements

The teaching faculty and the students of the college are deeply involved in continuous improvement of the academic standard. This involvement is a continuous process which takes place through the following forums:

- (i) Department-wise Students' Organizations
- (ii) Department-Wise Meetings of Guardian Faculty Member with the Students (Periodic)
- (iii) Departmental Faculty Meetings on Weekly Basis
- (iv) Meetings of Heads of Department with Principal on Weekly Basis
- (v) Meetings of Departmental Faculty with the Principal on Weekly Basis

(vi) Representation of Faculty Member in College Development Committee (CDC). The Meetings of all These Forums Take Place Regularly and Minutes of Meetings are Maintained.

(vii) Students' Council.

Mechanism/Norms and Procedure for Democratic/Good Governance

The Management & administration of the college is totally transparent. All issues related to the academic development, career development of teachers, development of infrastructure, training and placement of students are thoroughly discussed in the departmental meetings and meetings of Heads of the departments with the principal, before implementation at the college level.

Student Feedback on Institutional Governance/Faculties Performance

The Students' feedback on the institutional aspects and faculty performance is obtained at the end of each term i.e. twice a year. The feedback is analyzed at the level of heads of the department and corrective measures are taken whenever appropriate.

2.6. Formation of Internal Quality Assurance Cell (IQAC)

As per the NAAC guidelines, ISBM College of Engineering established an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. IQAC becomes a part of the institution's system to develop a mechanism to build and ensure quality culture at institute level. The Prime objective of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

Roles & Responsibilities of IQAC

- (i) Development of quality benchmarks/parameters for various academic and administrative activities of the institution.
- (ii) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- (iii) Documentation of the various programs/activities leading to quality improvement.
- (iv) Development and maintenance of institutional database for the purpose of maintaining/enhancing the institutional quality.
- (v) Development of quality culture in the institution.

IQAC Members		
Sl. No.	Category	Designation
1	Chairperson	Head of the institution
2	Coordinator	Senior faculty members
3	Management	Campus director
4	Representative	Trustee board member
5	Administrative	Head of the departments
6	Officers	Non-teaching staff
7		Coordinator of NAAC at institute level
8		Teaching faculty
9		Faculty Members
10	Members	Industry representative
11		Employers representative
12		Parent representative
13	Student Member	Student representative
14	Alumni Member	Alumni representative

2.7. Formation of Institutional Committees and Their Functioning

Institute has proper strategic plans with its benevolence governance and leadership policies to ensure excellent teaching-learning process, infrastructural growth, innovation and, effective collaboration with outside network. Institute provides unique education system which is not confined to traditional classroom but extends to efficient amalgamation of dream, thrust, knowledge and, innovation. The governance structure includes Governing Body, College Development Committee, Internal Quality Assurance Cell, Departmental Advisory Board, Academic Monitoring Committee wherein all the stakeholders are engaged to fulfill the vision and mission of the institute. The institute adopted transparency in decentralized process, collaborative decision making and, participative management with the guidance of various governmental statutory and regularity bodies. At institute level, Governing Body is the supreme decision making body who takes suggestion from different institute committees/ councils. The members/ coordinators of such committees are nominated by principal and these are constituted with faculty members, non-teaching staffs, industry representatives, parents and, students. Institute also defines the role and responsibilities of these committees where collaborative effort of the elected members plays a crucial role in the administrative set up. Thus it maintains peace, harmony, social integrity, cultural diversity, human ethics and, code of conduct inside the campus. Students are provide administrative and financial support from admin office, exam section and, scholarship section. Institute administration also ensures all the facilities provided by both central and state government to the students. Internal Quality Assurance Cell (IQAC) continuously regulates overall quality of education and standard of campus life. Based on the situation, it proposes modified academic regularity protocols which are implemented after getting approval from Academic monitoring committee (AMC) and Departmental Advisory Board (DAB). If any discrepancy or cause of clash arises, Governing Body solves this issue by amicable coordination with Student Council. Various cell/committee coordinators help in decision making process and policies are formulated under the leadership of Principal who receives support from Dean Academics

and Head of the Departments (HODs). To provide amicable learning atmosphere and better community life, institute formed various proactive committees like Internal Complaint Committee, Grievance Redressal Committee, SC/ST Committee, Women Grievance Committee and, Anti-Ragging Committee with proper plan of action. These committees continuously monitor the internal environment by changing the guidelines as per current scenario and strongly prohibit reprehensible phenomenon like sexual harassment, discrimination based on caste and gender, mental torture, physical abuse etc. through their zero tolerance policy.

(i) Anti-Ragging Committee

Ragging in any form is a criminal offence and strictly prohibited inside and outside the institute. As per the directives of Hon. Supreme Court, All India Council for Technical Education (AICTE) and Govt. of Maharashtra. Strict actions are recommended against the concern student for indulging and abetting ragging. Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institutional shall on conviction, be punished as per the rules.

(i) All India Council for Technical Education (AICTE), New Delhi notification dated July 1, 2009 for prevention and prohibition of ragging in technical institutions, universities including deemed to be universities imparting technical education.

(ii) Hon. Supreme court of India order dated May 8, 2009 regarding prohibition of ragging in education institutions.

(iii) Maharashtra prohibition of Ragging Act, 1999.

Anti-Ragging Committee Members		
Sl. No.	Category	Designation
1	Chairman	Head of institution
2	Vice-Chairman	Senior faculty
3	Faculty Member	Faculty representative
4	Faculty Member	Faculty representative
5	Non-Teaching Member	Non-teaching staff
6	Parent Member	Parent representatives
7	Student Member	Student representative
8	Student Member	Student representative
9	Student Member	Student representative
10	Student Member	Student representative

(ii) Internal Complaint Committee

In order to comply with the AICTE/UCC/SPPU regulation for addressing students, faculties and other stake holders in a technical institution, “Internal Complaint Committee” of ISBM College of Engineering,

Pune is constituted with following staffs in different positions to enquire the nature and extent of grievance and solve the problem.

Internal Complaint Committee Members		
Sl. No.	Category	Designation
1	Chairperson	Faculty representative
2	Faculty Member	Faculty representative
3	Faculty Member	Faculty representative
4	Non-Teaching Member	Non-teaching staff
5	Non-Teaching Member	Non-teaching staff
6	Student Member	Student representatives
7	Student Member	Student representative
8	Student Member	Student representative
9	Student Member	Student representative

Roles and Responsibilities of Internal Complaint Committee

- I. To develop a policy against sexual harassment of women at the Institute.
- II. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- III. To uphold the commitment of the Institute to provide an environment free of gender based discrimination.
- IV. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
- V. To create a secure physical and social environment to deter any act of sexual harassment.
- VI. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.

(iii) Grievance Redressal Committee

In order to comply with the AICTE/UCC/SPPU regulation for addressing students, faculties and other stake holders in a technical institution, “Grievance Redressal Committee” of ISBM College of Engineering, Pune is constituted with following staffs in different positions to enquire the nature and extent of grievance and solve the problem.

Grievance Redressal Committee Members		
Sl. No.	Category	Designation
1	Chairperson	Senior Faculty
2	Faculty Member	Faculty representative
3	Faculty Member	Faculty representative
4	Faculty Member	Faculty representative
5	Non-Teaching Member	Non-teaching staff
6	Parent Member	Parent representatives
7	Student Member	Student representative
8	Student Member	Student representative

Women Grievance Committee Members		
Sl. No.	Category	Designation
1	Chairperson	Head of institution
2	Faculty Member	Woman faculty representative
3	Faculty Member	Woman faculty representative
4	Non-Teaching Member	Non-teaching staff
5	Student Member	Student representative
6	Student Member	Student representative

Objectives of Grievance Redressal Committee

- I. To develop a responsive and accountable attitude among all stakeholders, thereby maintaining a harmonious atmosphere in the campus.
- II. To advise stakeholders to respect the right and dignity of one another, and not to behave in vindictive manner towards any of them for any reason.
- III. To ensure the grievance and resolve promptly, neutrally and complete confidentially.

Functions of Grievance Redressal Committee

- I. To receive complaints of students and redressal of grievance of students. The case will be attempted promptly on receipt of written grievance from the students.
- II. This committee will deal with all the grievances directly which are related to the common problems at the institute level in both academic and administrative. In addition, this committee will also certain the appeal filed by the student against the decision of the HOD/ Registrar.

III. The committee will review all the cases and will act accordingly.

IV. The committee will give report to the authority about the cases attended and number of pending cases, if any, which require direction and guidance from the higher authority.

(iv) SC/ST Committee

In order to comply with the AICTE/UCC/SPPU regulation for addressing students, faculties and other stake holders in a technical institution, “SC/ST Committee” of ISBM College of Engineering, Pune is constituted with following staffs in different positions solve the problem and overall progress of backword class people.

SC/ST Committee Members		
Sl. No.	Category	Designation
1	Chairperson	Senior Faculty
2	Faculty Member	Faculty representative
3	Faculty Member	Faculty representative
4	Non-Teaching Member	Non-teaching staff
5	Student Member	Student representative
6	Student Member	Student representative
7	Student Member	Student representative

Roles and Responsibilities of SC/ST Committee

I. To ensure there is no caste-based discrimination in the institution.

II. To take up measures for achieving the objectives and targets laid down by the Government of India for the SC/ST/OBC students and employees.

III. Guide the SC/ST/OBC students of the Institute, to optimally utilize the benefits of the schemes offered by the State Governments, Government of India (GOI) and UGC.

IV. Sensitize all the sectors of Teaching/non Teaching staff towards the Constitutional mandate, UGC Guidelines for the Cell and its functioning at the institute.

Chapter 3

Academic Development and Monitoring Process

3.1. Infrastructure & Learning Resources

The institute dedicates enormous effort for providing, maintaining, updating, and modernizing all infrastructure needed to carry out student instruction and learning.

(i) Administration

There is an adequate administrative area which is accessible to all. Administrative offices, principal cabins, admission cell, conference rooms, waiting areas, exam control rooms, pantries, medical rooms, training & placement cell are all included in the administration space.

(ii) Academic Area and Laboratories

Infrastructure for well-ventilated classrooms and laboratories, including enough desks, a blackboard, a podium, a platform, LCDs, CPUs, sufficient power system, internet connection, fans, and tube lights, are provided in accordance with AICTE and SPPU standards. Classroom strength is limited to 60 seats as per the norms.

(iii) Faculty/Staff Rooms

Every department has a sufficient number of well-ventilated staff rooms with tables, seats, cabinets, telephone connections, fans, tube lights, and PCs with Internet access, as well as display boards.

(iv) Library

A separate floor space is made available for the library, which includes the reading room, digital library and, reference journals. The reading room and library are open from 9 a.m. to 11 p.m. There is a availability huge collections of e-books with for SPPU exams and competitive exams.

(v) Computer Center

There is a central high performance computer center with enough computers connected to the internet. Computer laboratories are available for teaching and learning purposes in the computer and other departments in accordance with the requirements of the curriculum.

(vi) Workshop

A workshop featuring areas dedicated to carpentry, fitting, welding, and blacksmithing is provided for the execution of skill development projects and practical.

(vii) Hostel/ Common Room Facility

For girls (100 spaces) and boys (185 beds capacity), there is a separate hostel facility with nicely furnished, well -ventilated rooms and a mess area. Separate girls and boys common room is made available to the student with sufficient facilities. All the students and staff members can avail canteen nearby to hostel.

(viii) Playground and Lawn

There is a playground where people can practice their outdoor sports. A large stage with amphitheatre and pleasant atmosphere can be found on the green lawn, which can be used for a variety of student events, such as annual social gatherings. Indoor sports facilities are also available.

(ix) Medical Facility

Students and staff have access to a medical room that is furnished with 1st air material and other medical supplies in case of emergency. In college campus, MD Doctor is appointed by management for 24 hours which provides treatment to students and staffs at free of cost.

(x) Gymkhana and Cultural Cell

The gymkhana has fitness equipment as well as indoor games including chess, carom, table tennis, and other sporting goods. There is a dedicated space for cultural cell with musical instruments for practicing cultural events.

(xi) Laboratory Equipment

According to the affiliating university's curricular requirements, every lab is furnished with the newest tools, experimental kits, and models.

(xii) Library and Digital Learning

A sufficient quantity of textbooks, reference books, and educational CDs are made accessible in accordance with the university's curriculum and AICTE standards. A variety of publications, magazines, handbooks, and journals are available in the library's reference area. As advised by the AICTE, a sufficient number of national and international hard copy and online journals are subscribed here. NPTEL video lectures, Science Direct and various reputed international and national journals are available in the digital library.

Procedures and Policies for Maintaining and Utilizing Physical Facilities

The maintenance and upkeep of the infrastructure is done by various committees in the college. Heads of the different committees align schedule for routine and preventive maintenance and allocate duties to the respective staff. These schedules are executed with the help of internal and external agencies. The Administrative officer maintains all the consolidated report of the yearly maintenance for reference. This policy has been approved for implementation by the Faculty coordinator after consultation with key stakeholders.

Physical, Academic, Support facilities are as follows:

- (a) Library
- (b) Laboratory
- (c) Sports
- (d) Suggestion box
- (e) Classrooms
- (f) Centralized Computer Laboratory

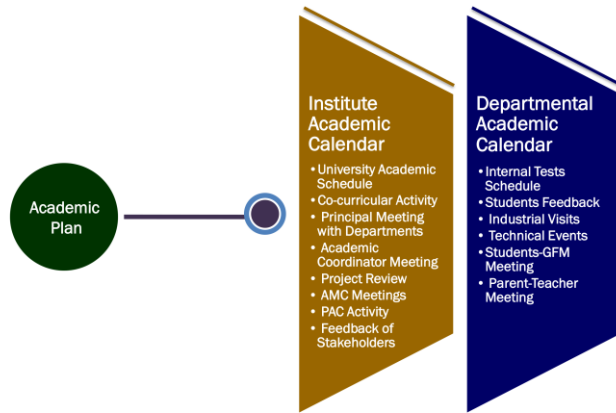
Sl. No.	Physical Facility	Procedures	Policies
1	Library	All the requirements regarding books & other contents in the library are taken from all staff by each department and all Head of Departments are involved in the process. The finalized list of required books is duly approved and signed by the Principal.	Student would issue two books per week and renew these books as per availability & requirement of that book.
2	Laboratory	All the records related to the Lab such as equipment, furniture and other material are maintained by respective Lab In-charge or the concerned teacher/staff.	Student should enter in Lab with sign in log book. All the experiments performed under observation of concerned staff
3	Classrooms	A "Building Committee" work for maintenance and upkeep of infrastructure. Requirement regarding Classroom furniture and other are submitted by Head of the Department to the Principal. The College Development Fund is utilized for classroom maintenance and minor repair of furniture and or other electrical equipment.	Full time housekeepers are appointed for cleanliness of class rooms. Technicians, carpenters also deputed by management to ensure the maintenance of classrooms and related infrastructure.
4	Sports	A sports in charge is appointed for the utilization and maintenance of the institutes sports facilities. Cricket, Table Tennis, Baseball,	To encourage the students to participate in sport, a Sport event "Kuruksheetra" has been arranged every year in the college, so also

		Volleyball, and Badminton Court, carom, chess are few of the highlights.	get participated in inter college as well as university level. First three winners get felicitated with award & certificate. All indoor & outdoor Sport related equipment are provided to students. For physical fitness, a Yoga Trainer also appointed by management.
5	Computer Laboratory	Centralized computer laboratory established by University funds and more funds are used to maintain computers in the college. Computer maintenance through annual maintenance contract is done regularly and non-repairable systems are disposed off.	Students are not to disconnect the computers or monitors power supply either from the computer itself. Students will be held liable for any damage caused should they do so. Removal of documentation, software, or equipment from the labs is prohibited. Software in the labs is subject to copyright licensing agreements. Copying or removing software from the labs is considered theft and is a violation of U.S. copyright laws.

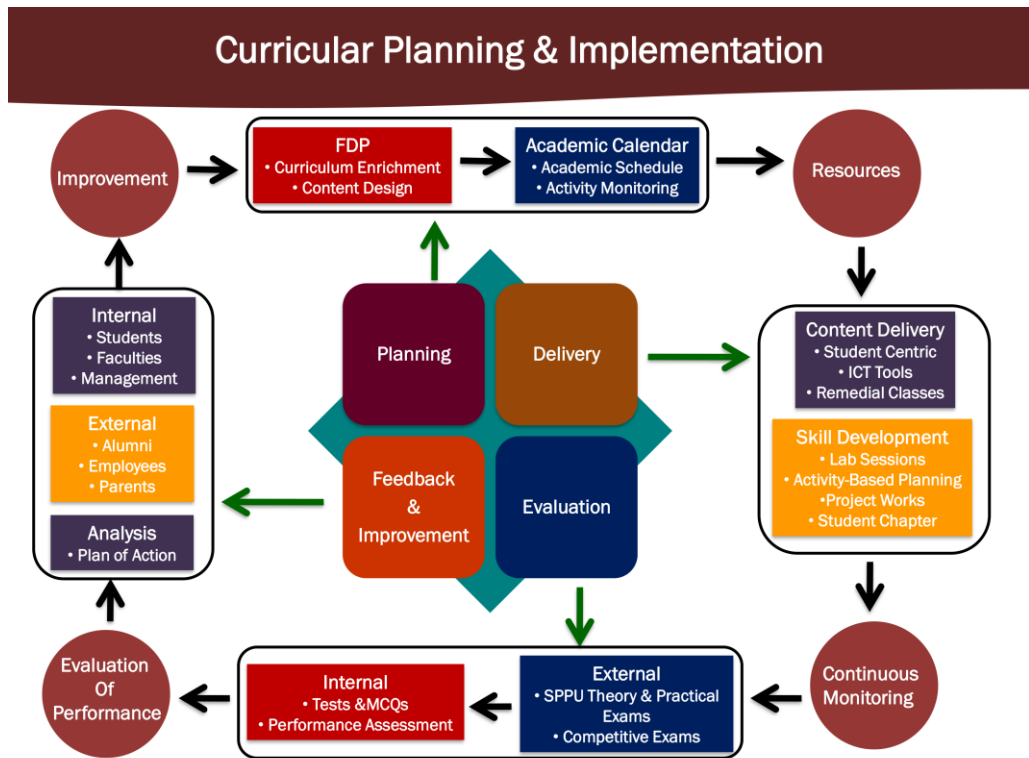
3.2. Academic Planning

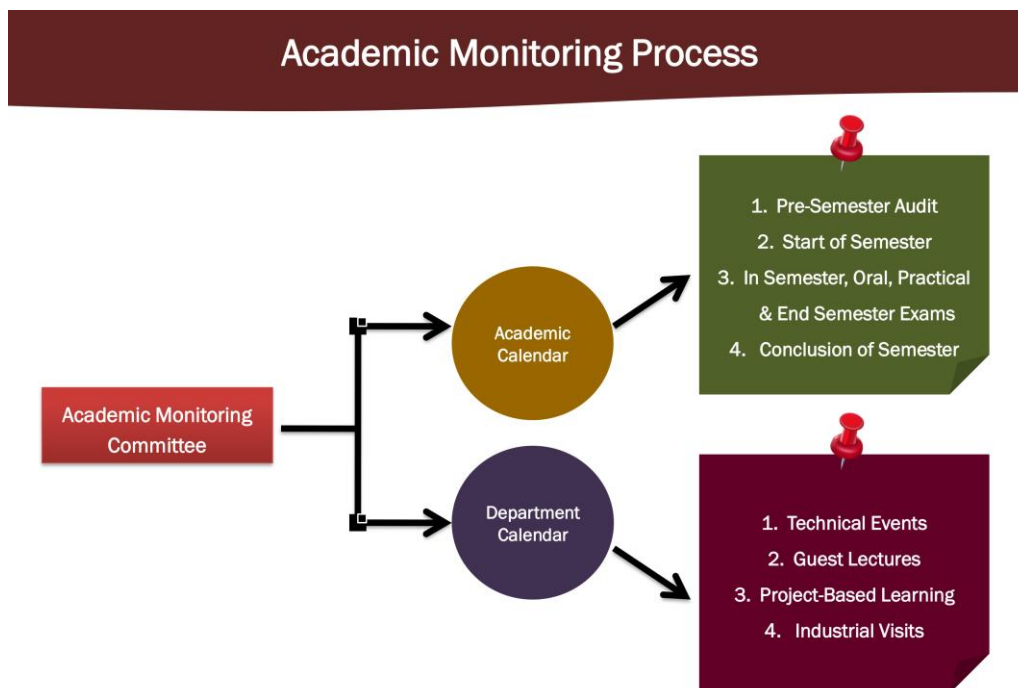
The institute prepares the academic planning as per the recommended syllabus of SPPU. Our focus of education is flexible, multidisciplinary and, inclusive which is guided by the principles of NEP 2020. Moreover, we made integrated approach of futuristic teaching and technology to ensure every student equipped with skill and knowledge. Institute implemented NEP 2020 in association with affiliating university SPPU in which experiential learning is prioritized as a true essence of learning. ISBMCOE is recognized for making smooth bridge between academia and industry which not only accelerates the career growth of our student but also makes them a potential candidate for the future. Academic planning of this institute is illustrated in following figure.

The Institution Adheres to the Academic Calendar for the Conduction of CIE



3.3. Curricular Planning, Implementation and, Monitoring





List of forms and formats to be used (Following formats are to be used as issued by Institute-Academic Coordinator/HODs time to time):

- 1) Academic Calendar
- 2) Load Distribution Format
- 3) Time-Table Format
- 4) GFM Meeting Record Form
- 5) Daily Academic Monitoring (DAM) Sheets
- 6) Unit Test Question Paper Format
- 7) Assignment Format
- 8) Course-File Index
- 9) Graduate Exit Survey
- 10) Course File Verification
- 11) GFM File Verification Forms
- 12) Result Analysis

Role of Guardian Faculty Members (GFM)

- (i) Making sure that the roll call list, batches, and student and parent/local guardian data—including address, phone number, and email address—are all in order.
- (ii) Gathering and keeping track of theory and practical attendance records from subject teachers via ERP, as well as creating a list of defaulting students every two weeks.

- (iii) Regularly observing the lectures and practicals, preparing backup plans in the event that a faculty member is absent, and ensuring that the absence is made up by the subject matter expert by attending additional lectures as needed. When a faculty member is on leave, he will also let the department head know of the need to find substitutes for lectures and practicals.
- (iv) Presenting the list of defaulters and scheduling the make-up lessons.
- (v) Notifying students of the schedule for internal/university exams and other academic activities.
- (vi) In conjunction with the DAC and HOD, creating the preliminary and final detention list and posting it on the notice board.
- (vii) Checking the theory and practical syllabus completion every two weeks and sending the report to the HOD.
- (viii) Gathering documentation from makeup sessions.
- (ix) Preserving any unofficial student comments.
- (x) Keeping an eye on students who report late in class and labs.

Role of Subject Teacher

Subject Teachers will be responsible for all the academic programs for;

- (i) Setting up and keeping up the course record, recording attendance for each lecture and practical.
- (ii) Updating the daily attendance log and notifying absentee parents via phone call.
- (iii) Giving students homework, subject-specific question banks, and subject notes.
- (iv) Regular internal exams, make-up lessons, lectures for students who learn slowly, etc.
- (v) Course file updating.
- (vi) Setting up of the depth of knowledge.
- (vii) Assistance in the student's overall development.
- (viii) Training, visits, and industrial liaison.
- (ix) The creation of educational materials, lesson plans, lab and experiment setup, unplanned teaching

activities like student counseling, setting and grading test papers, organizing and carrying out exams, administering local and university examinations, and carrying out student projects are all examples of this.

(x) Curriculum development as a result of the growing need for information of industries.

Role of Laboratory in-Charge

(i) Sharing the lab's vision and mission statements.

(ii) Keep a record of dead-stock register.

(iii) Writing the guidebook for the laboratory.

(iv) Information on the lab timetable, total cost of the lab, major equipment list, lab area, and standard operating procedures (SOPs) should be displayed.

(v) To keep an eye on the state of the equipment, perform predictive and preventative maintenance, calibrate the equipment, and arrange for an annual maintenance contract for the laboratory equipment.

(vi) Before implementing any new syllabus, make suggestions for new equipment to fulfill instructional needs, as well as for the erection, installation, and commissioning of new equipment and the procurement of consumables.

(vii) Establish the batch size, number of sets, demonstration kits, etc. that needs to be set up.

(viii) Compiling the Continuous Assessment Sheet for the assigned batch.

(ix) Maintaining a sample copy of the journal.

(x) Take a practice oral or practical exam for the batch you were assigned.

(xi) Keep track of the equipment used in the lab and its utilization for particular tasks.

(xii) Preserve the records of any testing and consulting work done in the lab. Regular student input regarding how the instruments function and any specific needs. Create a budget for the lab. Keep an eye on cleanliness and safety in the lab.

Preparation of Teaching Plan

The syllabus, which outlines the number of lectures, a list of suggested readings, and the internal and external mark evaluation system, is prescribed by the university. When allocating the teaching load, the HOD takes into account the faculty members' compliance in that subject. To provide seamless curriculum management, the Head of Department distributes workloads based on faculty proficiency. In order to

provide faculty members enough time to prepare for their allocated subject for the following semester, the activity is conducted just after the previous semester ends. Each faculty member follows the department's academic calendar while creating their semester-long lesson plan. Internal assessment schedule, unit test exams are periodically displayed over the semester. Teaching curriculum is prepared by keeping in mind outcome based education. Beyond the conventional classroom teaching, creative thinking is cultivated on young aspiring mind by our faculty member. NEP 2020 is followed while preparing teaching plan at this institute. Bridging course, expert lecture, industry expert talks are organized to make the teaching process effective. Guidelines are provided for periodically updating the innovative and creative teaching and learning process, methodology, tools, and techniques through the use of cutting-edge pedagogy concepts, ICT, learning management systems, student-centric approaches, participatory learning, etc. in order to improve the teaching and learning process.

Curriculum Delivery

In order to ensure that the curriculum is implemented effectively, expert lectures, presentations, seminars, mini-projects, in-house and industry-supported projects, tutorials, group assignments, tutorials, case studies, industry visits, industrial training, internships, and other activities are added to the outside of classroom instruction. Practical lessons, online courses, NPTEL lectures, MOODLE, knowledge base, technical tests, homework, and internal assessments etc. are conducted to make curriculum delivery successful and effective. Special attention is given for developing communication skill which reduces learning barrier. To fill the gap, faculty members are urged to participate in training, seminars, workshops, short-term training programs (STTPs), faculty development programs (FDPs), etc. In order to introduce students to current developments in the business, content beyond the curriculum is selected and taught in both the classroom and the laboratory.

3.4. Students Assessment

Mechanism of Students' Assessment

To ensure preparedness, the institute has implemented a parallel mechanism, maintaining complete transparency in all internal evaluations. Term work (TW) assessments are based on students' performance during practical sessions, and project work assessments occur twice a semester, with project exhibitions arranged for the Bachelor of Engineering (BE) program. The assessment process includes continuous assessment (CA) and an end-semester examination. Continuous assessment is carried out through various evaluation methods, such as written tests, Internal examinations, seminar presentations, short quizzes, assignments, and mini-projects.

The mechanism adopted for internal assessment emphasizes transparency, incorporating various techniques as elaborated below:

- (i) Assessment policies are planned by the Internal Quality Assurance Cell (IQAC) and communicated to students in advance.
- (ii) Assessment of activities like seminars, mini-projects, and projects, along with third-party reviews, enhances transparency in the process.

(ii) Declaration of assessment results, along with specific remarks provided to students, justifies the assessment and highlights transparency.

The robustness of the mechanism is reflected in consistently in teaching learning process. The following factors contribute to its strength:

(i) Specification and declaration of the expected level of outcomes to assessors, aiding them in setting question papers, and assignments accordingly.

(ii) Declaration of the assessment method, including assessment schemes and complete solutions for assignments, provided to students after assessment.

(iii) The declared university guidelines help assessors evaluate students within the expected domain, ensuring consistent outcomes regardless of the assessor.

(iv) Practical assessments are based on results obtained by experts conducting experiments under specified conditions. In some cases, the focus is on outcomes, such as solving real-life problems.

To facilitate improvement, the frequency of assessment is determined based on the principles outlined below:

- Unit-wise assignments: Tentatively every two/three weeks.
- Practical assessments: Weekly.
- Seminars and projects: Weekly (minor) or monthly (major).
- In Sem tests: Once per semester students
- Internal/ External Oral Examination: Once per semester
- University Theory Examination: Once per semester
- Preliminary tests: Once per semester.
- Assessment of Internships and in-plant training: Once per year, particularly for the Training and Placement Office (TPO).

This comprehensive approach to assessment ensures transparency, fairness, and continuous improvement in the learning process for our students.

Activities for Advanced Learners

(i) Promotion of interdisciplinary Honor courses offered by the university.

(ii) Provision of well-designed additional self-learning materials, including NPTEL/UDEMY/COURSERA video links on advanced topics and topics beyond the syllabus.

(iii) Identification, design, development, and offering of add-on/certification courses beyond the curriculum.

(iv) Organization of value-added courses linked with the curriculum.

- (v) Encouragement for advanced learners to undertake mini-projects, internships in industry, and industry-sponsored projects.
- (vi) Facilities provided for filing patents, writing research papers, or product design.
- (vii) Promotion of advanced learners' participation in technical events held at the national and international levels.
- (viii) Support and encouragement for students to prepare for civil service examinations such as UPSC and MPSC.
- (ix) Participate in the programs organized by the Entrepreneur Development cell at the institute level to raise awareness about entrepreneurship.
- (x) Promotion of students to pursue exams like GATE, GRE, TOEFL, GMAT, CAT, JRF, and PSU.
- (xi) Encouragement of interdisciplinary projects and participation in interdisciplinary competitions such as Hackathons, Robotics, and Go-Karting, Drone workshop.

Process to Identify Slow Learners

Throughout their time in college, students are monitored, and extra efforts are taken to help slow learners those with specific learning disabilities in catch up to or surpass the average group of students. Students with strong backgrounds and abilities are encouraged to take on difficult objectives and are guided to greater success levels. To assess whether a student is a slow learner or an advanced learner, the team of first-year Guardian Faculty Members and Mentors is given access to the learning level data. The GFM/Mentors conduct discussions based on analysis records available about students' levels, abilities, characteristics, skills, attitudes, and examination results (both internal and external), as well as their current day-to-day interactions and experiences, during weekly meetings with all faculty members of the respective classes. Students receive comments and extra programs/activities are implemented in response to this evaluation. The GFMs/Mentors of the classes refer this data analysis completed at the entry stage, and it is also handed on to the GFMs/Mentors of the succeeding classes. The activities are continued at each department by the GFMs and Mentors at all level. Every week, Daily Academic Monitoring (DAM) tracks student attendance, and a list of defaulting students is posted on the department notice board. Parents are regularly notified of their children's attendance via the phone call. In-depth soft skill training and specialized counseling were provided by the college to help slow and advanced learners plan their careers and placements. This technique identifies slow learners, who then receive the appropriate activities.

Activities for Slow Learners

- (i) Coverage of prerequisite content before starting each topic.
- (ii) Organization of training programs by the first-year department to familiarize students with engineering aids like drafting tools, scientific calculators, and basics of computers.

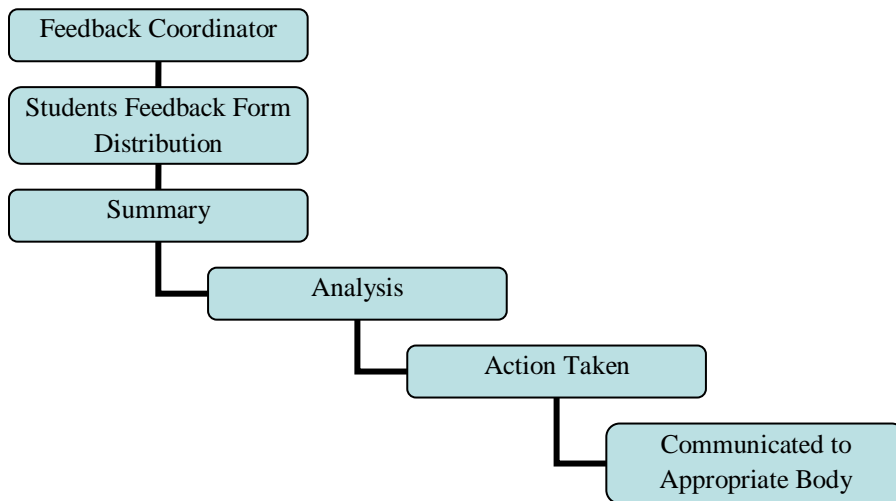
(iii) Conducting internal tests, assignments, practice sessions, and remedial lectures to ensure learning up to the required extent.

(iii) Personal counseling on academics by subject teachers and counseling on other stress-related issues by the GFM, along with regular Parent-Teacher Meetings.

(iii) Provision of a self-learning lab equipped with a department library, Virtual lab, NPTEL videos, and recorded video lectures on various topics available in the digital library.

These initiatives cater to the diverse learning needs of our students, ensuring that both advanced and slow learners receive the support and resources necessary to excel in their academic journeys.

3.5. Students' Feedbacks



Chapter 4

Students' Section

4.1. Admission Process

Mention the admission test being followed, name and address of the Test Agency and its URL (website)	1) MH-CET : Entrance test conducted by DTE, Mumbai, Govt of Maharashtra, State Common Entrance Test Cell, Maharashtra State Mumbai (Website – www.dte.org.in and www.mahacet.org)
	2) JEE Main: Central Board of Secondary Education, New Delhi.
	4) JEE Advance: Central Board of Secondary Education, New Delhi.
Number of seats allotted to different Test Qualified candidate separately (JEE/CET (State conducted test) University tests /CMAT / GPAT) Association conducted test)	1) MH-CET: 65% of sanctioned intake of each course.
	2) JEE Main & JEE Advance: 15% of sanctioned intake of each course.
	3) Institute level seats : 20% of sanctioned intake of each course.

Criteria and Weightage for Admission

(i) CAP Admission: 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, Chemistry and Mathematics and Secured Minimum 150 marks out of 300 marks (minimum 45% marks i.e. 135 marks out of 300 marks in case of candidates of Backward class categories belonging to Maharashtra state only) in the PCM added together and Obtained non – Zero Score in Physics, Chemistry and Mathematics at MH – CET/JEE.

(ii) Institute Level and Vacant Seat Admission: 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, Chemistry and Mathematics and Secured Minimum 150 marks out of 300 marks (minimum 45% marks i.e. 135 marks out of 300 marks in case of candidates of Backward class categories belonging to Maharashtra state only) in the PCM added together and Obtained non – Zero Score in Physics, Chemistry and Mathematics at MH – CET/JEE. 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, Chemistry and Mathematics and Secured Minimum 150 marks out of 300 marks (minimum 45% marks i.e. 135 marks out of 300 marks in case of candidates of Backward class categories belonging to Maharashtra state only) in the PCM added together. Diploma holders who have passed the Diploma course in Engineering / Technology with minimum of 50 % marks

and medium of instruction as English from Polytechnics affiliated to MSBTE or AICTE approved autonomous Polytechnics situate in or outside the Maharashtra state.

(iii) Minimum Level of Acceptance (if any): 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, Chemistry and Mathematics and secured minimum 150 marks out of 300 marks (minimum 45% marks i.e. 135 marks out of 300 marks in case of candidates of backward class categories belonging to Maharashtra state only) in the PCM added together and obtained non – Zero Score in Physics, Chemistry and Mathematics at MH – CET/JEE.

4.2. Orientation Program

The Orientation Program is designed to welcome the fresh batch of our students at ISBM College of Engineering, Pune and it introduces them to the syllabus structure and importance of Engineering. It is a welcome to the beautiful campus & environment, which will propel their desire to let loose their personal boundaries for an active life and joyful companionship with new friends. It is a carefully crafted program which is a blend of demanding professional commitment, information and an enjoyment towards learning as well. When new students enter an institution, they come with diverse thoughts, backgrounds and preparations. It is important to help them adjust to the new environment and inculcate in them the ethos of the institution with a sense of larger purpose. An Orientation Program is a significant process for bringing students into the Institute & provides an introduction to the working & curricular environment inside the institute. It is intended to invoke the student to be a all rounder, integrated member of college because we believe that it is essential to understand that how to march towards goal of becoming quality engineer. The major objective of the program was to make the parents and students aware of the academic aspects of the course, the rules and regulations of the Institute and ensuring parental participation in monitoring the performance and progress of the students. Mainly students are introduced about the overall culture and code of conduct of the college. Besides, eminent persons from both academia & industry are invited to inspire the young aspiring mind.

Aim of Orientation Program

- (i) Build student's perspective towards industry and professional career in engineering.
- (ii) Provide opportunity to interact with accomplished leaders from high profile industry. Students often choose some of them as their role model for a good professional endeavor.
- (iii) Set a new standard in aspiration, professional discipline and life.
- (iv) To indulge them in ISBM lifestyle from the very 1st day. Rediscover themselves with a brand new perspective.

Institute's Commitment

- (i) We are committed to give minimum 80% all clear results.
- (ii) We are committed for providing state of the art facilities, implementation based education system and a dynamic approach of teaching-learning process.
- (iii) We are committed towards grooming the over-all personality of the students.
- (iv) We are committed to encourage & inculcate Innovative Ideas amongst the students and boost-up the research activities in the institute.
- (v) We are committed towards making grooming the institute and producing entrepreneurs rather than producing engineers.

4.3. Learning Resource Management

Library Rules & Regulations (for Students)

1. All readers are required to maintain discipline in the library.
2. Smoking, eating, sleeping and talking loudly are strictly prohibited in the Library.
3. The patron should submit his/her Identity card at the counter while entering the library for any purpose.
4. The Library remains open on MON – SAT: 09:00 AM – 09.00 PM. Changes, if any, in the timings will be notified whenever necessary.
5. Every person who enters the library will sign the visitor a register.
6. Deposit your personal belongings at the property counter.
7. Switch off Mobile phones or to keep on silent mode in the library premises.
8. Journals will not be issued in any circumstances; however some part of it can be photocopied on considering the copyright law.
9. Reference material will also be not issued in any case.
10. Outsiders are not allowed to use the library.
11. Books will be issued for a period of 7 days at first instance.
13. Return the issued book on or before the due date.
14. Renewal is compulsory before the due date otherwise the fine will be charged ah Rs.1/- per day.

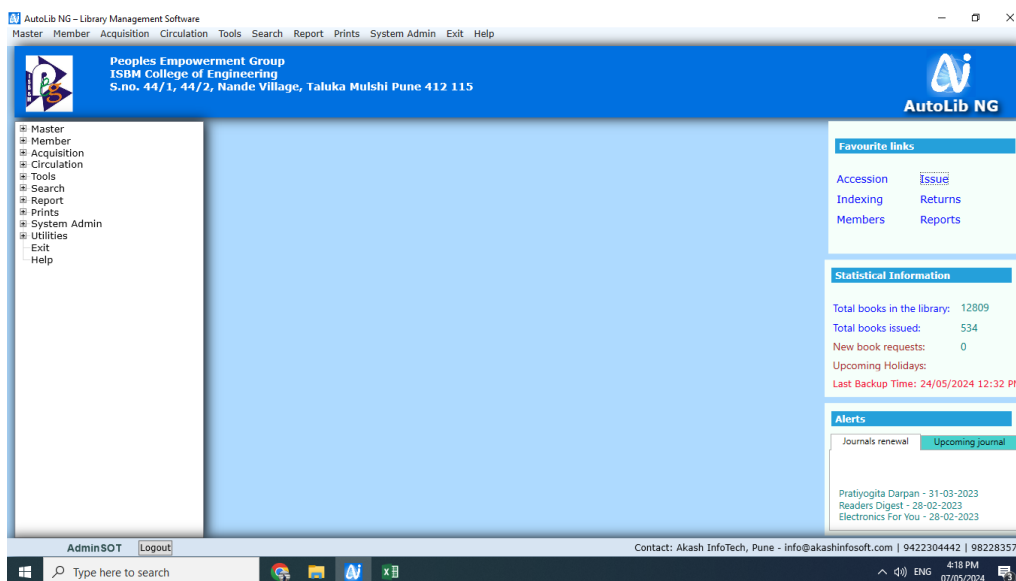
15. In case of lost or damage of book, replacement of book has to be made by the user.
16. Borrowing library card are not transferable.
17. Students are not permitted to sit in the library during their lecture and practical hours.
18. Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
19. Members must satisfy themselves whether the books are in good condition, before they leave the counter. If any damage is noticed, the same must be immediately intimated. Otherwise they will be held responsible for any damage.
20. Students should compulsorily carry their identity cards to the library.
21. Library books are issuing on online barcode based circulation method, hence it informed to produce student ID cards for all library transaction. No transaction will be done without student ID card.
22. Books borrowing limit: Staff – 7, Student – 2.
23. Principal is empowered to increase additional issue of books to whomever he feels necessary.
24. If the due date falls on holidays, return can be done on the following working day without fine.
25. Misbehavior in the library will lead to cancellation of membership and serious disciplinary action.
26. A member who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs. 100/-
27. The student will consult the Catalogue/OPAC to locate the books on the shelves arranged according to the Call Numbers in the Catalogue. In case of any difficulty the Librarian may be consulted.
28. Students may also borrow from SC/ST Book Bank on submission of eligibility certificate.

Library Rules & Regulations (for Teaching & Non-Teaching Staff)

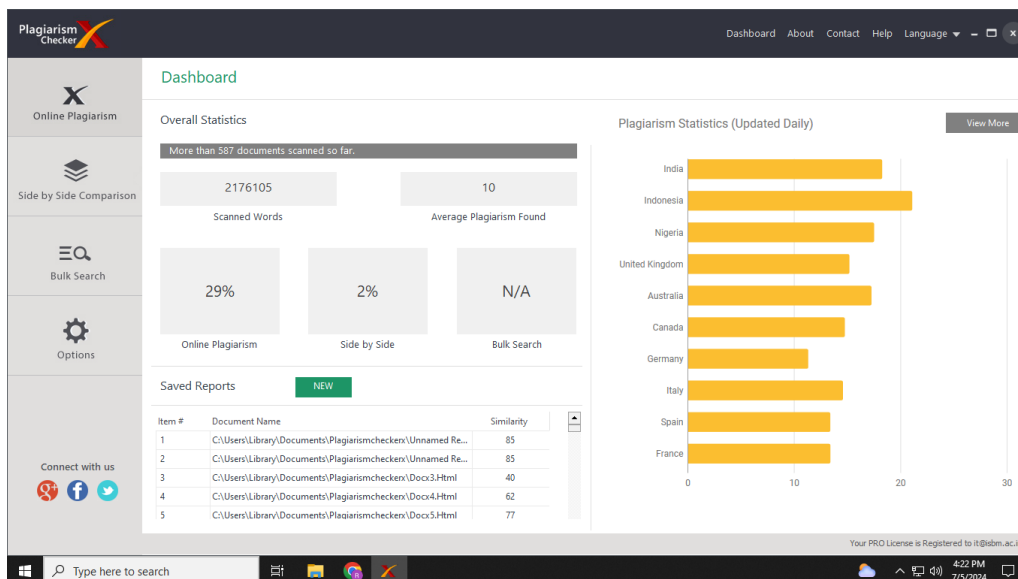
1. A teacher can borrow 07 books should be related to his/ her subject (including text books), 02 books on fiction/ general interest and 1 book of any subject (excluding text-book)
2. Every reader should sign in the entry register and the same time should give finger impression on biometric machine.
3. In case a teacher wants text -book/reference book of a subject other than his/her own, a written permission (explaining the reason for borrowing) should be obtained from the principal.
4. A teacher can borrow one subject -related and one other magazine/journal from the reading room for 21 days.

5. A non-teaching staff member can borrow two books; one general and one fictions and one magazine for 21 days. Text -books and reference works will not be issued to them on any ground.
6. Periodicals will be issued fifteen days after their entry.
7. Books/periodicals not returned within due date will be fined at the rate of Rs.1/- per week. The maximum fine will be Rs. 100/-
8. All the books/periodicals borrowed should be returned on or before April 30, otherwise twice the amount of the original price or the current price will be deducted as deposit from the salary of May. Minimum deduction will be Rs.50/- (even if the current price or twice the price of the original edition is less than Rs. 50/-) It is better to replace the lost book/periodical before July 31, else the deposit will be forfeited.
9. Deducted deposit will be refunded to the concerned staff member a month after replacing/giving back the book/periodical etc.
10. Syllabus, question paper sets, guides etc. will not be issued. However, employees can borrow and go through them in the reading room.
11. Encyclopedia, Dictionaries, Annual Issues, Bound Volumes of Articles/Magazines and Rare Books will be not issued out.
12. Wards of teaching/non-teaching staff will be given a set of text books free of charge only if it is available.

Library Management Software (AutoLib NG)



Plagiarism Detection Software (Plagiarism Checker X)



List of Research Journals Available in the Library

Sr. No.	Journals Name	Frequency
Applied Science		
1	Indian Journal of Chemistry	Monthly
2	Indian Journal of Pure & Applied Physics	Monthly
3	Global Journal of Pure and Applied Mathematics	Half-yearly
Artificial Intelligence and Data Science		
4	Intl Journal of Computing Programming and Data Base Management	Half-yearly
5	Journal of AI and Data Mining	Quarterly
6	Journal of Cloud Computing and Database Management	Quarterly
7	Journal of Cloud Computing and Data Management	Half-yearly
8	Journal of Data Mining and Management	Quarterly
9	Journal of Data Science	Quarterly
Artificial Intelligence and Machine Learning		
10	Computational Intelligence and Machine Learning	Quarterly
11	Indian Journal of Multimedia Computer Vision and Machine Learning	Half-yearly
12	International Journal of Computing and Artificial Intelligence	Half-yearly

13	Journal of Advanced Research in Applied Artificial Intelligence and Neural Network	Half-yearly
14	Journal of Current Development in Artificial Intelligence	Quarterly
15	Journal of Image Processing and Artificial Intelligence	Quarterly
16	Journal of Research in Robotics Networking and Artificial Intelligence	Half-yearly
Computer Engineering		
17	Global Journal of Computer and Internet Security	Quarterly
18	Global journal of Networks and Applications	Quarterly
19	Global Journal of Prigramming Languages	Quarterly
20	Indian Journal of Mobile Computing	Half-yearly
21	Indian Journal of Advance Computer & VLSI Design	Half-yearly
22	Indian Journal of Information Security and Computer	Half-yearly
23	Indian Journal of Networks and Applications	Half-yearly
24	INFOCOMP Journal of Computer Science	Half-yearly
25	Intl Journal of Advance Computational Engineering and Networking	Quarterly
26	Intl Journal of Computer and Cloud Computing	Half-yearly
27	Intl Journal of Research Studies in Computer Science and Enagineering	Half-yearly
28	Journal of Advanced Research in Computer Engineering	Half-yearly
29	Journal of Advanced Research in Computer Technology & Software Applications	Half-yearly
30	Journal of Computer Science and Information Technology	Half-yearly
31	National Journal of Mobile Communication & Networking Research	Half-yearly
E&TC Engineering		
32	Indian Journal of Electronics and Communication Engineering	Half-yearly
33	Indian Journal of Digital Electronic Technologies	Half-yearly
34	Journal of Wireless Communication and Simulation	Quarterly
Mechanical Engineering		
35	Indian Journal of Mechanical Engineering	Half-yearly
36	Indian Journal of Mechanical Engineering & Research	Half-yearly
37	Indian Journal of Engineering and Manufacturing Science	Half-yearly
38	Indian Journal of Fluids Dynamics	Half-yearly
39	Indian Journal of Material Sciences and Technology	Half-yearly
40	Indian Journal of Mechanics and Thermodynamics	Half-yearly

Magazines		
41	Electronics For You	Monthly
42	India Today	Weekly
43	Pratiyogita Darpan	Monthly
44	Readers Digest	Monthly

Useful e-Resources

SI No.	e-Resource	Web link
1	e-Journal	https://jgatenext.com/
2	e-Sodhganga	https://shodhganga.inflibnet.ac.in/
3	e-SodhSindhu	https://ess.inflibnet.ac.in/
4	National Digital Library of India	https://ndl.iitkgp.ac.in/

4.4. Policy on Code of Conduct

Introduction

ISBM College of Engineering, Pune later referred to as Institute, is pleased to declare its policy of Code of Conduct and Ethics to be abided by the Faculty Members and Students. This Policy indicates the standard procedures and practices for appropriate Conduct and Ethics for the entire Faculty as employees and all the students who have enrolled in this Institute to study various Programs. It is binding on them to strictly adhere to and follow this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing from it. This document lays down guidelines and norms to be followed to ensure good conduct and ethical practices in the Institute. The document is made available in both the forms- soft and hard. All the stakeholders are expected to be well conversant with the Code of conduct and academic ethics, which can also be reviewed on the official website of the Institute. The Institute's endeavor by means of enforcing this Code is to pioneer and administer the student and staff discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes their growth through individual and collective responsibility.

Jurisdiction

- The Institute shall have the jurisdiction over the conduct of the stakeholders associated /enrolled with the institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the campus or in connection with the institute related activities and functions.
- The Institute may exercise jurisdiction over conduct which occurs on campus violating the ideal student conduct and discipline as laid down in this Policy which shall include
 - a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.

- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute.
- c) Possession or use of weapons, explosives, or destructive devices on campus.
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off campus community. The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

Ethics and Conduct

This Code of conduct shall apply to all kinds of conduct of the students that occurs on the Institute premises including in university sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the interest of the Institute or reputation. At the time of admission, each student must sign a statement accepting the policy on Code of conduct and ethics and by giving an undertaking that

- a) He/she shall be regular and must complete his/her studies in the Institute.
- b) In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the Institute on written direction of the Principal.
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and the fees of the Institute if any. The Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc. All students must deter from indulging in any and all forms of misconduct including partaking in any activity which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:
 - Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
 - Intentionally damaging or destroying the property of the Institute or property of other students and/or of faculty members.
 - Any disruptive activity in a class room or in an event sponsored by the institute.
 - Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards, teachers and the staff.

Prohibiting of activities including;

1. Organizing meetings and processions without permission of the institute
2. Accepting membership of terrorist groups banned by the Government.
3. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to the law or the policy.
4. Use of harmful chemicals and banned drugs.
5. Smoking on the campus of the Institute.
6. Possessing, Consuming, distributing, selling of alcohol and drugs in the Institute and/or throwing empty bottles on the campus.
7. Use of plastic in any form in the Institute premises.
8. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.
9. Rash driving on the campus that may cause any inconvenience to others.
10. Theft or unauthorized access to others resources.
11. Misbehavior at the time of student body elections or during any activity of the Institute.

Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, and medical condition.

Regulation of the Violation of the Codes

If there is a case against a student for a possible breach of code of conduct, then the committee handling grievances and its redressal, is forwarded for a suitable disciplinary action and shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

Academic Integrity

As a premier Institute for advanced studies in multi-faculties, research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

(I) Cheating, Cheating includes, but is not limited to:

- a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- b) Allowing or facilitating copying, or writing a report or taking examination for someone else.
- c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- e) Creating sources, or citations that do not exist.
- f) Signing another student's name on an assignment, report, research paper, and thesis or attendance sheet.

Individual and Collective Responsibility: The responsibility varies with the role one plays.

a) Student roles: Before submitting a Project Report to the department, the student is responsible for checking the report for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy, he/she is strongly encouraged to report the misconduct in a timely manner.

b) Faculty roles: Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

c) Institution roles: A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the Institute, and this can lead to various sanctions. In the case of a student the

first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the department. Upon receipt of reports of scientific misconduct, the Principal may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis.

Anti-Ragging

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutes, 2009'. The UGC Regulations have been framed in view of the directions issued by the Honorable Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutes and Institutes. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to follow the codes strictly.

- 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 any 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 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 a student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student.
- e) Any act of financial extortion or forceful expenditure burden put on a student by other students.
- f) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- g) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student.
- h) Any act that affects the mental health and self-confidence of 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 other student.

Anti-Ragging Committee

The Anti-Ragging Committee, as constituted by the Institute and headed by the Principal shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by the Principal and the Convener shall regulate the affairs along with the members, the senior faculty of the Institute as its members.

Anti-Ragging Squad: (The Discipline Committee)

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise visits in hostel and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- Suspension from attending classes and academic privileges.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Suspension/ expulsion from the hostels and mess.
- Cancellation of admission.
- In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to the Principal of the Institute.

Sexual Harassment

The Policy of the Institute on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the Institute. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

Student Grievance Procedure

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal Cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee members to enforce this Code, in cases of any sexual harassment complaints.

Student Representation & Participation in Grievance

As Students are members of the Institute campus, they have a substantial interest in the governance of the Institute. The code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student representation and participation is encouraged and must be strengthened through the involvement of students at all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this code and appended policies.

4.5. Rules for Hostel

General hostel rules applicable for both boys and girls

1. Students have to follow ISBMCOE code of conduct strictly.
2. Students should undertake utmost care to keep their room and hostel premises neat and clean.
3. Student suffering from contagious disease, injury or sickness should immediately report the matter to the hostel warden immediately.
4. Any electrical equipment without permission is strictly prohibited.
5. It is mandatory that students must present for flag hoisting on 15th August and 26th January.
6. Any kind of ragging or sexual harassment is strongly punishable by the law.
7. Late night party is not allowed.
8. Drinking of alcohol and smoking is not allowed inside the hostel.
9. Students should responsible to take care of their own furniture during hostel stay.
10. Students should maintain peace and harmony at the hostel.
11. Boys are not allowed to enter girls' hostel and vice versa.
12. Students are not allowed to bring or use crackers, hand bombs or any explosive articles inside the hostel.

13. Entry of guest, parents or relatives of the student are restricted. They can be allowed after prior permission of admin office or warden.
14. Students have to make entry in the register kept at the entrance of the hostel while going out or coming in. They are not allowed for night stay outside without permission from warden.
15. Students have to take permission from warden when they will be out of the hostel during leave period or any emergency reason. Hostel authority will inform their parents and inquire the reason of leaving.
17. Students should strictly follow the in and out timing of the Hostel. After 9:30 pm, they are not allowed outside the hostel.
18. Any kind of misbehavior, breaking of hostel rules, damage of hostel property and internal conflicts are punishable by the authority.

4.6. Administrative Support

Students get administrative support from admin office for mark sheets, bona-fide certificate, address proof, Wi-Fi access, Scholarship forms, admission forms, bank challans for payments, sponsorship letters for placement in industry, transcripts, fees certificate, return of original documents, testimonials, hall tickets, identity cards, fee receipts etc.

Operational Process of Admin Office

1. The student must submit a written request for the necessary documentation to the office superintendent, Principal, Administrative Officer, or Dean. The application and any observations should be forwarded to the relevant office section by the Principal, Dean, or Office Superintendent.
2. The necessary document must be prepared by the section in charge of pupils. He/She will present this paper, together with the supporting documentation that the document is based on, to the Administrative Officer, Dean, Office Superintendent, or Principal.
3. Using the available records as a guide, the Adm. Officer, Registrar, Office Superintendent, or Principal will verify the information in the document. He/ She will sign the papers that he has been given permission to sign.
4. The concern section shall forward the document to Principal for his signature where Principal's signature is mandatory.
5. Every document must have an office copy kept under the recipient's signature as a proof of receipt.
6. Affidavits to that effect and payment of the appropriate cost are required before a duplicate copy of a document can be delivered.

Role of Office Superintendent

1. Office Superintendent shall supervise the transaction of documents to ascertain that the system responds within a reasonable period.
2. In any time he/ she can call for meeting of the administrative staff to assess the effectiveness of the administrative support system and discuss areas for improvement.

4.7. Financial Support

Students of this institute can avail all the following governmental/ non-governmental financial benefits. Admin office ensures all kind of helps to the students without any biasness.

Name of the Scheme	Government/Non-government	Governing Body/ Organization
Government of India Post-Matric Scholarship	Government	Govt. of India
Post-Matric Tuition Fee and Examination Fee (Freeship)	Government	Govt. of Maharashtra
Post Matric Scholarship to OBC Students	Government	Govt. of Maharashtra
Tuition Fees and Examination Fees to OBC Students	Government	Govt. of Maharashtra
Post Matric Scholarship to VJNT Students	Government	Govt. of Maharashtra
Tuition Fees and Examination Fees to VJNT Students	Government	Govt. of Maharashtra
Post Matric Scholarship to SBC Students	Government	Govt. of Maharashtra
Tuition Fees and Examination Fees to SBC Students	Government	Govt. of Maharashtra
Minority Scholarship	Government	Govt. of Maharashtra
Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulkh Shishyavrutti Yojna(EBC)	Government	Govt. of Maharashtra
DrPunjabrao Deshmukh Vastigruh Nirvah Bhatta Yojna(DTE)	Government	Govt. of Maharashtra
Students benefited by the institution's schemes	Non- Government	People Empowerment Group

4.8. Grievance Redressal

Committees Involved

1. Grievance Redressal committee is formed for addressing grievances of student and staff.
2. Women grievance committee is formed for addressing grievances of female student and staff.
3. Anti-Ragging Committee is formed for addressing ragging related grievances of students.

4. Grievance Redressal committee as per AICTE/UCC/SPPU norms.

Grievance Handling System

1. Prompt accessibility.
2. Quick action in resolving the issues.
3. The grievance shall be handled confidentially to respect the right to privacy.
4. The respondents shall be treated respectfully and shall not be victimized or discriminated.
5. The system shall give due importance to students fraternity.
6. Written records of all significant grievances and solutions shall be maintained.
7. Efforts taken to resolve the issue in amicable and effective manner.

4.9. Gender Equity & Women Empowerment

ISBM College of Engineering Pune has undertaken several measures in promoting gender equity in education system, guided by core values of fundamental human rights. The college administration strongly believes in “Freedom of Thought and Expression” to foster the unbiased education from the prospect of religion, caste, economic background and sexual orientation. Gender equality is nurtured at the college campus via awareness campaign, seminar, poster display, teacher-student interaction, open discussion and other activities. Students are encouraged to learn self-defense, essentials of human rights and gender sensitization at every sphere of social and profession life. The institute provides safe campus life by utilizing 24x7 CCTV camera surveillance throughout the campus and other adequate security measures like checking of ID cards to all employees and students, in-depth monitoring of every visitors at the campus, time to time regulation of incoming and outgoing students across the premises. Campus environment is extremely benign which helps to flourish academic, emotional, social and cognitive growth of every student.

For this purpose following strategies were implemented by the institute during last five years;

- (i) In accordance with regulatory bodies, this institute constituted Anti-Ragging Committee, Grievance Redressal Committee, Internal Complaint Committee, SC/ST Student Welfare Committee to prevent any kind of discrimination in education. These committees deeply investigate the root cause of problems and take prompt action when such problem arises.
- (ii) This institute has dedicated Women Grievance Committee to provide safe and harassment-free education environment for women students and women staff of this institute.
- (iii) Separate common rooms for boys and girls are provided to foster a sense of community, relaxation and female-related affairs. This space also helps to engage students in unwind and socialized bonding beyond the academic pursuit.

(iv) Women students and staffs are provided separated washroom and sanitary napkin facility is available there.

(v) Women students are provided separated and modern equipped security-enabled hostel with women security officer to provide them safe and comfortable residence.

(vi) For counseling, this institute offers a supportive mechanism with a majority of female mentor team where gender related issue is solved (if arises) through amicable way. It encourages the participation of all types of students to maintain the peace and harmony at the campus.

Apart from these initiatives, this institute adheres diverse protocol to ensure the principle of gender equity. Institute continuously investigates the internal environment and updates the policies and guidelines as per the needs. Classroom teaching is also made gender neutral where women students are encouraged to participate in interactive teaching as a part of holistic development. Gender audit by institute monitoring committee reveals the increasing female students admission since past five years. To empower women, startup and incubation cell encourage them in entrepreneur activity by enhancing critical thinking and real-time problem solution ability through innovative ideas. The proactive training & placement cell is continuously engaged to provide them skill development training in collaboration with industry personnel. As a part of ongoing effort, this institute encourages women participation at sports and cultural activity.

4.10. Cultural Activities

Cultural activities are monitored with cultural cell of this institute. It provides a separates room for practicing cultural events. Annual Social gathering event “Orion”: Every year, the institute organizes an Annual Social Gathering and Excellence Award Ceremony “Orion”. The students whose performance are excellent in various activities like o-curricular & cultural activities like dancing, singing, drama, painting etc. with trophy and certificate during the ceremony. During the function the students organize the variety entertainment programs also.

4.11. Sports Activities

1. Gymkhana: Gymkhana plays a pivotal role in over all development of students. Gymkhana provides a platform to students to explore their potentials in extra and co-curricular activities in several cultural and sports areas. Students of all departments take active participation in various activities conducted through gymkhana. Gymkhana also motivates and supports the students to participate in sports and cultural activities of high reputed outside the College. Our College students participates in various sports and cultural events organized by various colleges.

2. Gymkhana organizes following sports events every year: Inter – Collegiate Sports and Cultural Competition at Inter – Engineering College level-“VIRASAT”: ISBMCOE organizes Inter Collegiate sports and cultural fest for aspirants assembling from various engineering colleges’ with a high competitive spirit to participate with strong determination to include their achievements & accomplishments. Our Institute conducts an intercollegiate event every year named “VIRASAT” (A

Blend of Cultural and Sports events). VIRASAT is an Annual Sports and cultural event which is the 8th event in succession. It does include sports events like Box Cricket, Volley ball, Kabaddi, Chess, 5-A Side Football and cultural events like DJ War, Band competition, Dance, Singing, Poetry, Painting and Elocution. Students from different institutions participate enthusiastically in every activity.

3. Institute conducts an Inter – Collegiate Sports and Cultural Competition at every year named “KURUKSHETRA” comprising various sports.

4. “Nande Premier League”: a state level Inter-Collegiate T-20 Cricket tournament on our College grounds for Professional Colleges like engineering, management and, commerce.

4.12. Training and Placement Cell

The Training and Placement (T&P) Cell attempts to match the aspirations of the future managers with the expectations of the corporate sector. Placement Cell identifies potential companies, makes presentations before select companies and co-ordinates with students in terms of matching their aspirations.

Some of the focused activities are:

- Maintaining a high quality professional environment.
- Career counseling by faculty and trained professionals in different functional areas.
- A structured personality development program, wherein interviewing skills are imbibed by trainers and industry experts.
- Developing and implementing effective training modules.

VISION of T&P

To satisfy youth aspirants to serve globe through technological development.

MISSION of T&P

To provide, nurture & maintain environment of high standards for skill development

OBJECTIVE of T&P

Bridge the gap between industry and institute by providing excellent training and motivating them and making them aware of latest technologies to make them employable.

Functions of T&P

- We, at ISBM COE try to connect with as many companies as possible for placement of students.
- Our Alumni are performing well in the industries where they are placed. Hence we could get the recognition from industries.
- Backbone of our PAC (Placement Assistance Cell) is our student coordinators, who work very hard with full enthusiasm for all PAC activities.

- All these coordinators develop their management skills, interpersonal skills and above all Leadership skills.
- Student coordinators become Project leaders /Managers earlier in their career as compared to their other counterparts because of these skills.
- We assure all stakeholders Industry, students and Parents to be happy.
- We at ISBMCOE, transform our students for industry (New Generation).

Chapter 5

Service Rules & HR Policies

5.1. Discipline

I. Uniform and I-card: The staff should wear uniform on every Monday and Thursday. If any particular staff member is found not wearing uniform, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her.

II. Reporting on duty upon arrival: Every day staff members are required to register their attendance in the Attendance Muster as well as Biometric system.

III. Late arrival: Staff members are expected to report on duty 05 Minutes prior to reporting time on all working days. 15 Minutes delay is permissible. Only two times late arrival of 30 Minutes is permissible per month with intimation to the Head of the department (or his/her deputy). For 3 late arrivals one day leave is considered. Repeated incidences of late arrival is recorded in personal file and attracts negative points in performance evaluation.

IV. Leaving the campus before time: In general, staff members are not allowed to leave the campus before the official working hours. The only exception to this rule is Special concession or On-duty leave. Authorized persons perform a random check and the irregularities are reported to the disciplinary committee for further necessary action.

V. On Duty leave: All staff members should fill up the printed ON DUTY form and take Head of the Department / appropriate authority's authentication and submit the same to Principal for approval. The form, duly approved and signed by Principal should be submitted in college office for records. In case of Head of the Department, the On Duty form should be submitted directly to Principal for approval. The On Duty form must be accompanied by suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

5.2. General Principles

I. Leadership

The institute's leadership at all sites and in all capacities, communicates the institute's goals and values; facilitates teamwork, collaboration, and partnership; rewards achievement of desired outcomes; supports continuous learning and improvement; and encourages innovation and the capacity to respond to change. In doing so, the Institute's leadership encourages each employee to take active responsibility for the mission and vision of the Institute and foster the development and use of each employee's capability.

II. Quality of Employment

The institute is committed to create a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work for all and one that encourages to balance work and personal commitments.

III. Compensation, Reward and Recognition

The institute's compensation program is administered fairly and equitably strengthening the tie between pay, performance and organizational success.

IV. Continuous Learning and Development

The institute values and supports continuous learning, while understanding that continual learning is a core responsibility of each employee. To that end, it will provide structured development that integrates institutional mission, organizational and individual needs, and performance expectations.

V. Response to Change

(a) The institute is constantly preparing itself for the challenges of the future. In doing so, during periods of changing needs, the Institute creates opportunities for employees to acquire the needed skills to continue to advance the mission of the institute.

(b) During times when reduction or change in the nature of the workforce is required, the institute will rely on attrition, to the extent possible.

(c) In support of these principles, the Institute commits adequate resources for equitable support of employee development, compensation, reward and recognition across all units and among all employee classifications.

5.3. Classification of Employees

(a) Hierarchy of Reporting

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

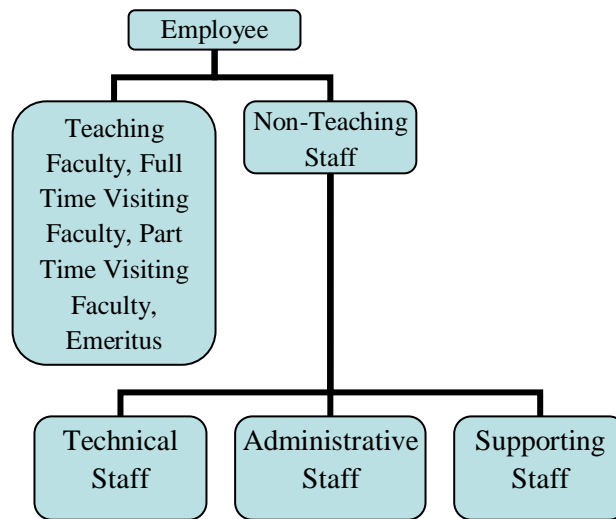
Hierarchy of Reporting	
Staff	Reporting authority
Director	Director Executive Director
Principal	Director/ Executive Director
Dean	Principal/ Director
Head of the Department	Principal/ Director
Registrar / Deputy Registrar	Principal/ Director

Training & Placement officer	Principal/ Director
Librarian	Principal/ Director
Coordinator	Head of the Department
Teaching Staff	Head of the Department
Laboratory Staff	Head of the Department
Office Staff	Head of the Department
Library Staff	Librarian
Stores Staff	Stores In-charge
Peons / Non-teaching Staff	Head of the Department/ Registrar

In absence of reporting authority as defined above, the staff members shall report to next nominated person in charge. The decentralization of responsibilities document is enclosed.

(b) Classification Based on Position

At ISBMCOE, Pune employees are classified on a functional basis to optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level. Employees are broadly classified as:



1. Teaching Faculty: It comprises of persons who are involved in teaching Research at the institute on a full time basis i.e. all whose salaries are paid on a monthly basis.

(a) Full Time Faculty

- I. Faculties enrolled on institutional pay roll.
- II. Salary is granted as per the pay scale declared by government time-to-time.
- III. Applicable for yearly Appraisal, increments, and government rules and regulations.

IV. Teaching faculties are categorized as follows (as per UGC norms):

For Science and Humanities

1. Professor

A. (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.

(ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.

(iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

(iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this Regulation in Appendix III.

OR

B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

2. Principal

(i) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University.

(ii) A Ph.D. Degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance.

(iii) Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.

(iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in this Regulation in Appendix III for direct recruitment of Professors in Colleges.

3. Associate Professor

(i) Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.

(ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).

(iii) A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.

(iv) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.

(v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this Regulation in Appendix III.

4. Assistant Professor

(i) Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.

(ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

(iii) Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause 4.4.1, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions.

(iv) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

For Technical Subjects

1. Assistant Professor

(i) Essential First Class Master's Degree in the appropriate branch of Engineering (Engg.) & Technology (Tech).

(ii) Without prejudice to the above, the following conditions may be considered desirable: 1. Teaching, research industrial and / or professional experience in a reputed organization; 2. Papers presented at Conferences and / or in refereed journals.

2. Associate Professor

(i) Essential: A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of eight years in teaching, research and / or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree.

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential: 1. First Class Master's Degree in the appropriate branch of Engg., & Tech.; 2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of eight years in a position equivalent to the level of Lecturer, Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

(iii) Without prejudice to the above, the following conditions may be considered desirable: 20 1. Teaching, research industrial and / or professional experience in a reputed organization; 2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports; 3. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.

3. Professor

(i) Essential: 1. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of ten years in teaching, research and / or industry, out of which at least five years at the level of Assistant Professor Reader or equivalent grade.

OR

(ii) In the event the candidate is from industry and the profession, the following shall constitute as essential: 1. First Class Master's Degree in the appropriate branch of Engg., & Tech.; 2. Significant professional work which can be recognized* as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of ten years, out of which at least five years at a senior level of Assistant Professor / Reader, Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

(iii) Without prejudice to the above, the following conditions may be considered desirable: 1. Teaching, research industrial and / or professional experience in a reputed organization; 2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports; 3. Experience of guiding the

project work / dissertation of PG / Research Students or supervising R&D projects in industry; 4. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and 21 5. Capacity to undertake / lead sponsored R&D, consultancy and related activities.

(b) Part Time Faculty

A part time faculty is appointed on the clock hour basis and the remuneration is given as per the rate.

(c) Visiting / Experts

A visiting faculty is appointed on the clock hour basis, and the remuneration is given as per the rate.

(d) Emeritus Faculty

A retired expert employee (Educational/ Industrial) as a faculty in the honor of his expertise.

2. Non-Teaching Staff

(a) Technical Staff

It comprises of Technical assistants, Lab assistants, Workshop Instructors, Network administrators, Computer Programmers, Librarian and Library Assistants, Internet Centre Receptionists, Electricians.

(b) Administrative Staff

It comprises of Registrar, Human resource Executive, Accounts and Finance Officer, Head of Students' Section, Stores and Purchase Officer, Medical officers, Executive Assistants, Hostel Rectors, Accountants, Assistants, Clerks, Data Entry Operators, and Front Office Executives and receptionist.

(c) Supporting Staff

It comprises of Lab Attendants, Peons, Electricians, Drivers, Watchmen, Sweepers, Gardeners, Plumbers and Assistants to Hostel Rectors.

5.4. Staff Pattern/Position Wise Number of Positions

(i) Teaching (Subject wise & Cadre wise full time faculty):

Teaching Load: The teaching load in hours (minimum) is assigned cadre wise to each faculty as per his / her post and position as follow:

a. Principal:

b. Professors:

c. Associate Professors:

d. Assistant Professors:

ii. Cadre Ratio: As per AICTE norm the cadre ratio is 1:2:6.

iii. Teacher Student Ratio: As per AICTE norm the cadre ratio is 1:15.

(ii) Non- Teaching Technical (Department wise & cadre wise):

The desirable ratio of non-teaching (Lab/Technical Assistant) staff should be one lab assistant per lab or essential one lab assistant per two labs.

(iii) Non-Teaching non-technical (Department wise & Cadre wise):

The recruitment for Non-teaching (non technical) comprises all staff except non teaching (Technical). It comprises Registrar to Peon recruitment.

The recruitment of this category staff is as follow:

i. Registrar / Deputy Registrar / Assistant Registrar: 01

ii. Office superintendent: 01

iii. Office Assistant: As per office requirement with the recommendation of Principal & Local Management Committee.

iv. Librarian: 01

v. Library Assistant: As per Library requirement with the recommendation of Principal & Local Management Committee.

vi. Clerk / Junior. Clerk:

vii. As per various sections requirement with the recommendation of Principal & Local Management Committee number of post can be created.

a. For office it is as per the requirement and with the recommendation of Local Management Committee.

b. Each department, library and store may have one clerk for departmental office.

viii. Other than above essential posts other category of the posts can be created with the recommendations of Principal & Local Management Committee.

5.5. Duties and Responsibilities of Employees

Each and every employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him with the full of his ability,

A. Principal

As the figure head of the institute, principal should have the vision and leadership ability to keep a college developing.

Academic

- i. To monitor and conduct academic activities of the institute under the guidance of the management and assistance of the Deans and Head of Departments.
- ii. To take institute and faculty feedback and accordingly take the remedial actions.
- iii. To plan and take the necessary actions for improvement of college results and academics.
- iv. To promote industry institution interaction and research & development activity.

Administration

- i. To conduct the periodical meetings of the faculties for effective administration of the college.
- ii. To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
- iii. To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by University of Pune.
- iv. To approve vendors for resources as required in the institute.
- v. To sanction the leave of the staff as per the norms.
- vi. To monitor and update the institute website with complete information about the institute.
- vii. To communicate with University of Pune, Directorate of Technical Education, All India Council for Technical Education and University Grants Commission for compliance.

viii. To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body and Local Managing Committees and maintain minutes of the meeting.

ix. To execute any other work assigned by the management.

Finance

i. To recommend allocation of budget for the departments as requested by the Head of Departments to Governing body.

ii. To authorize for cash advances for urgent purchases required in the institute. iii. To ensure that all financial transactions are conducted as per the norms.

Promotion of co-curricular and extracurricular activities

i. To monitor and promote technical and non-technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events with assistance of Dean Students Welfare.

B. Dean -Academic & Research

Research Work

i. To carry out admission process of PhD students of the college.

ii. To organize effective training program for Ph.D. students of the college.

iii. To monitor timely completion of the Ph.D. work of the students.

iv. To encourage and promote publishing of research work in reputed, high impact factor research journal / Publications.

Industry Linkage and Consultancy

i. To formulate policy and facilitate the consultancy work in the institution.

ii. To encourage Industry Institute Linkages, Collaborative Research programs and formation of new incubation centre.

iii. To monitor Research projects on periodical basis and effective utilization of grants of research projects and timely completion of these projects.

iv. To apply for intellectual properties generated from research at college and to market these patents in industry.

Faculty Development

- i. To initiate and organize various faculty and staff development programs for continual education.
- ii. Motivate faculty for exploring new avenues for research work, consultancy and projects.
- iii. To assist faculty for applying to different agencies of Government of India & other agencies like Directorate of Technical Education, All India Council of Technical Education and University of Pune etc for research projects.
- iv. To form policies with consultation of the management for sponsoring faculty for attending conferences/seminars/workshops.

C. Dean - Students affairs

- i. Responsible for maintaining the students discipline within college premises with respect to attendance, college uniform, smoke and alcohol free environment with the help of Head of Departments.
- ii. To assist students for effective organization of extracurricular & co curricular activities in and outside the campus.
- iii. To keep watch on hostel and campus for ragging free environment. iv. To counsel students for any issue that may arise.
- v. To assist the Principal in all students related issues.

D. Dean — Examination

- i. To execute all Internal Examinations of undergraduates and postgraduate courses and declare their results.
- ii. To carry on all work connected with the conduct of University Examinations in accordance with the procedure laid down by the University of Pune.
- iii. To be the custodian of all question papers and examination scripts pertaining to examinations.
- iv. To monitor Central Assessment Process and is responsible for all matters connected with the conduct of examinations.
- v. To execute any other work assigned by the Principal and management.

E. Management Representative

- i. To establish documents and records for Quality Management System and maintain them.
- ii. To ensure the functioning of the institute as per documented Quality Management System.
- iii. To coordinate all activity towards achievement of Quality Objectives.
- iv. To liaison with external agencies for establishment & certification of Quality Management System.
- v. To educate and motivate all faculty and staff on Quality Management System.
- vi. To facilitate implementation of the Quality Management System and report to the Executive Director on performance of the same.
- vii. To plan, schedule and conduct internal audit with respect to ISO: 9001.
- viii. To coordinate and organize Management Review Meeting at regular intervals. ix. To ensure implementation of corrective and preventative actions.
- x. To execute any other work given by the management / Principal.

F. Head of Department: Academic

- i. To monitor and conduct academic activities of the department under the guidance of the Principal.
- ii. To take department and faculty feedback and accordingly take the remedial actions.
- iii. To plan and take the necessary actions for improvement of department results and academic performance.
- iv. To coordinate term work assessment and conduction of practical /oral examinations as laid down by University of Pune.

Administration

- i. To maintain discipline and enforce rules as laid down by the institute, in the department.
- ii. To monitor the day to day activities of the department.
- iii. To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.

- iv. To conduct regular meetings with teaching and non teaching staff as well as the Class Representatives to sort out any issue and queries related to academics.
- v. To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by University of Pune.
- vi. To execute any other work assigned by the management/Principal.

Finance

- i. To prepare the department requirements and budget needed.
- ii. To oversee the purchase and deployment of any resource allotted for the department.

G. Teacher

Teacher includes all cadre categories as Professor, Associate Professor & Assistant Professor.

The Duties and responsibilities are as follow

- i. To understand the Quality Management Policy and Quality objectives of ISBM-COE, Pune.
- ii. To follow all rules and regulations as laid down by the institute which includes working time in the institute, signing of the muster, college uniform, leaves updating, submission of tax documents etc.
- iii. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and to maintain the Course file and personal file in appropriate format.
- iv. To use innovative teaching aids and adopt innovative teaching -learning methodologies.
- v. To counsel students and conduct extra lectures/ revision lectures for students requiring help.
- vi. To organize/ coordinate/ attend various seminars/ workshops/ STTP/ training programs.
- vii. To participate proactively in any research and development activities conducted in the department.
- viii. To perform other academic/ administrative duties assigned by Head of the Department / Principal.

H. Non-teaching technical staff

a. In-charge: System and Technical Support

- i. To update and maintain institute website with institute data.

- ii. To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
- iii. To initiate purchasing of equipment's.
- iv. To provide support for various software servers.
- v. To ensure continuous internet during assigned hours.
- vi. To give support to On-line exam, Seminar, Workshop, technical training program.

b. Laboratory/Technical Assistant

- i. To prepare the laboratories for smooth conduction of laboratory session.
- ii. To assist faculty and students during laboratory sessions.
- iii. To maintain dead stock register, Instrument Issue register and maintenance register. iv. To conduct installation of new equipment's and maintenance of existing equipment's.
- v. To maintain and update the approved supplier list for equipment's.

I. Non-teaching non-technical staff

a. Registrar / Deputy Registrar/ Assistant Registrar

- i. To provide secretarial support to the trust & the Executive Director.
- ii. To maintain general discipline, safety, cleanliness of premises, hostels, dress code etc.
- iii. To handle the student section, Establishment Section, Stores and Purchase section, maintenance related activities and Control of Centralized activities of college.
- iv. To ensure the documented Quality Management System is followed at various stages of administrative processes.
- v. To execute the admission process and University Examination process of students. vi. To handle student grievance and taking remedial actions.
- vii. To execute attendance monitoring, salary payments to faculty & staff.
- viii. To handle of customer complaints and ensuring corrective actions.

- ix. To ensure corrective actions and preventive Actions as initiated are implemented w.r.t. all non conformities.
- x. To execute any other work given by management.

b. In charge-Library / Librarian

- i. To implement all library rules as defined by the management.
- ii. To ensure the documented Quality Management System is followed at various stages of library processes.
- iii. Responsible for overall functioning of the library.
- iv. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines.
- v. To display all technical articles, literature and new arrivals.
- vi. To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
- vii. To execute any other work given by management.

c. Training and Placement Officer

- i. To maintain complete information regarding student appearing for placement activities.
- ii. To conduct placement activities smoothly.
- iii. To decide and arrange for personal development programs for student.
- iv. To update and maintain the contact details of companies interested in recruitment activities.
- v. To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
- vi. To take feedback from industry about the students recruited.

5.6. Recruitment Process of Employee

Recruitment Procedure: Teachers: (Asst. Professor /Associate Professor /Professor/ Principal)

- i. Manpower planning is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institute. Staff employment during the

semester will be avoided as far as possible. Planning the process is concern of the Head of the Department. He will put up the requirement for his / her respective department to the Management during the semester. The Management then determines if the vacancy is to be filled through in-house staff or a new employee has to be selected. As far as possible the Management will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. Definite guidelines are to be followed for calling the qualified candidate. Head of the Department calculate the Human resource requirement: Consolidation of subject wise teaching load Calculation.

Student — Teacher Ratio (as per NBA guideline) For UG: 1:15

ii. Succession Plan is a process, involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant. In this process Assistant Professor may be promoted as Associate. Professor, Associate Professor may be promoted as a professor.

The succession can be:

a. Absolute Succession: The identified candidate full fills all conditions required for appointment; hence, no special conditions are involved in the appointment.

b. Conditional Succession: The identified candidate full fills minimum conditions but the appointment against the special conditions must be fulfilled during agreed time period. Special conditions may comprises of Acquiring higher qualification, certifications etc.

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

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

v. Creating a New Position: Description of a new position must be completed by the Head of the Department and submitted to the Principal, who reviews and assigns the most appropriate title according to the job specifications in consultation with the competent authority. Reclassifications of vacant positions can be requested at any time during the academic year. If a classification is chosen which is not on the current pay plan, a pay grade will be assigned based on available market data. As far as possible, post titles should match with All India Centre for Technical Education, Directorate of Technical Education and University of Pune nomenclatures.

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

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

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

a. Verification: Verification of Roster & finalization of approval for backward class reservation for the posts to be advertised.

b. Publishing the Advertisement: The advertisement should be published in 1. Newspapers, 2. Web site

ix. Employee Selection:

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

b. When a position closes: Department's senior staff shall shortlist candidates as per to All India Centre for Technical Education/ Directorate of Technical Education and University of Pune norms. A selection panel consisting of Principal, Head of the Department and few senior staff members will interview the candidates. There is at least one Head of the Department / senior faculty member from other department. Panel will interview the candidates as per norms already laid down. A personal interview is always conducted.

x. Selection Committee: UGC Committee: A UGC Committee established for the selection of the post of Principal and university approved teachers under the Maharashtra University Act 1994 Chapter VIII-Committees, Preamble Section-78.

a. There shall be a selection committee for making recommendations of suitable candidates for appointment to the posts.

b. Institute level committee: The institute level committee is made 3-5 eminent/ senior faculty members. This type committee is formed for 1. Walk in interviews and, 2. Emergency recruitment.

xi. Schedule and Venue:

a. SPPU Interview:

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

b. Institute Level Interview:

i. Schedule, as and when requirement is raised, and possibility of UGC interview is not sure due to technical reason of university end,

ii. The venue is decided by management/ Principal.

xii. Invitation:

a. Invitation letter to UGC Committee members comprises schedule, venue, etc to assure the availability of committee members as per the schedule.

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

xiii. Call letter:

- a. Interview Call Letter is process to call the shortlisted candidates through post.
- b. The call letter comprises: 1. Candidate Name, 2. Post for which he/she has been Short listed, 3. Day, date & Time for interview 4. Venue.
- c. A candidate must present the call letter at the time of Interview.

xiv. Interview Conduction:

- a. Conduction of interviews and Report of Selection Committee recommending names of candidates.
- b. Eligible candidate should attend interview with all necessary documents and Educational testimonials and must produce when demanded by Interviewer.
- c. The interviewer's committee should submit interview reports with recommendations for the appointment.
- d. Preparation of a Consolidated Statement in detail in respect of recommended candidates.
- e. Office should submit interview selection committee report to University within hrs. for further process.

xv. Appointment Order:

- a. Selected candidates are finalized and appointments orders ought to prepare.
- b. Approval of the Management for issuing appointment Orders.
- c. Issue of appointment orders by office staff.
- d. Appointment against category post is valid for one year only.
- e. Acceptance Letter: Candidate should submit acceptance letter tier appointment order.
- f. Joining Report: At the time of joining, faculty should submit joining report to the Office, with the signature of Respective Head of the Department and Principal.

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

Appendix XI - Request for recruitment form

The interview panel develops an applicant evaluation form, which lists the advertised and preferred qualifications and experience. Evaluators indicate whether the applicant possesses the credentials to qualify for further consideration for the applied position. A form is already designed made by the administration for the same,

Appendix XII — Evaluation form

xviii. Interview Guidelines:

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

xix. Induction and Orientation: Every newly inducted employee has to undergo a formal orientation session as soon as possible. Orientation sessions provide necessary information concerning the history, facilities and major policies of the Institute, staff responsibilities, faculty and stair benefits, and educational opportunities etc. Head of the Department are responsible for providing each new

faculty / staff member with the necessary on job orientation. The Registrar intimates all concerned whenever a new employee joins the Institution. Establishment section makes the newly joined staff aware of all the working procedures and leave rules, etc.

Recruitment Procedure: Non-Teaching Staff

i. Vacancy Finalization: All Head of the Department present their requirement to Principal/ Human Resource Manager / Deputy Registrar in the Head of the Department meeting.

ii. Succession Plan: A process, involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant. In this process Peon may be promoted as Clerk, Laboratory Assistant may be promoted as a Technical Assistant; Clerk may be promoted as Head clerk & office superintendent, etc. The succession can be absolute succession if the identified candidate fulfills all conditions required for appointment; and hence no special conditions are involved in the appointment.

iii. Advertisement: Publish advertisement, if required.

iv. Application: Eligible candidate for advertised posts should apply in the Performa application, available on the institutional webmail.

v. Scrutiny:

- a. Collection of application & preparation of its database.
- b. Scrutiny of data and short listing of eligible candidates.

vi. Selection Committee: The institute level committees are made of department wise eminent/ senior faculty members (3 - 5). This type of committees is formed for: I. Walk-In Interviews, 2. Emergency recruitment.

vii. Schedule and Venue:

- a. Schedule, as and when requirement is raised.
- b. The venue is decided by Principal.

viii. Call Letter:

- a. Interview Call Letter is call to shortlisted candidates through post.
- b. The call letter comprises of: 1. Candidate Name, 2. Post for which s/he has been short listed, 3. Day, date & Time for interview 4. Venue.

ix. Interview Conduction:

- a. Conduction of interviews and Report of Selection Committee recommending names of candidates.
 - b. Eligible candidate should attend interview with all necessary documents and educational testimonials and must produce when demanded by interviewer.
 - c. The interviewer's committee should submit interview reports with recommendations for appointment.
 - d. Preparation of a consolidated statement in detail in respect of recommended candidates.
- x. Appointment Order:
- a. Selected candidates are being finalized and appointments orders ought to prepare.
 - b. Approval of the Management for issuing Appointment Orders.
 - c. Issue of appointment orders.
- xi. Acceptance Letter: Candidate should submit acceptance letter for appointment order.
- xii. Joining Report: Candidate should submit joining report at the time of joining.
- xiii. Induction/ Orientation Program:
- a. Induction is introduction to newly appointed employees to their jobs, colleagues/peers and the organizational.
 - b. After the candidate has joined, s/he is told of his/her duties and responsibilities by Head of the Department / Principal.
 - c. The Principal / Head of the Department take initiative to induct new employee.

5.7. Appraisal Policies

(i) Job Evaluation

It is a systematic method of determining the relative value of all jobs in the Institute. That value is based on job content, not on how well an individual performs the work. The staff must complete the 'Self appraisal form' after the completion of an academic year.

(ii) Performance Appraisals

Performance Appraisal is a benefit given to the employees in order to form a proper job matrix in the institute.

(a) Appraisal Factors

Factors used to appraise an individual's performance in a job are as follows:

- i. Education - Depth of knowledge normally acquired through education or specialized formal training.
- ii. Experience - Depth and breadth of knowledge or skill in terms of related work experience and on-the-job training.
- iii. Job scope - Decision-making requirements including job complexity, independence of action, analytical and creative job requirements
- iv. In campus relationships -Responsibility for contacting and dealing with administrative staff, faculty, students and others within the institute. Relationship with seniors, subordinates, juniors, etc.
- v. Out campus relationships - Responsibility for representing the institute.
- vi. Managerial responsibility - Influence the importance of decisions including responsibility for budgeting, managing human resources, utilization of assets, revenue control, planning, policy and strategy development.
- vii. Position conditions - Degree to which the position has certain undesirable working conditions present.
- viii. Integrity- Integrity with institute, initiative, ability to shoulder responsibility, etc.

(b) Parameters of Evaluation

Each employee of the Institute is evaluated in a systematic manner on an annual basis. The Head of the Department leads the performance appraisals which are further reviewed by Principal and the Management. Areas to be evaluated include adjustment to the position, attitude, cooperation, attendance, and punctuality, potential for future development, productivity, capability, goals and efficiency.

- i. Student Feed Back: Confidential student feedback shall be collected twice in semester and reviewed by the Principal. This will be maintained in Head of the Department /Principal's office.
- ii. Lecture monitoring: Once in a year, the lecture of each faculty is monitored. Principal, Head of the Department, one senior faculty of different department monitors and evaluate the lecture

of the concerned faculty and fills in the Lecture Monitoring form. It is then submitted to the Principal. This will be maintained in Head of the Department /Principal's office.

- iii. Result analysis: Result Analysis of subject taught by the faculty.
- iv. The following formulae may be used as guidelines for the Time Management for working at ISBMCOE
 - a. Teachers: 40% - teaching + 30% - institutional / departmental work + 30% - Self developmental work.
 - b. Others: 50% - Official + 30%-institutional / departmental work + 20% - Self developmental work.
 - c. Students: 75% - study + 15%-curricular / extracurricular activities + 10% - other administrative work.

(iii) Process of Performance Appraisal

A self-appraisal is the first step in the appraisal process. Employees are asked to sign appraisal forms. The employee's signature does not imply that the Management / employee agree with the appraisal, but that the employee has seen it. The employer can discuss the differences with the Management who will then do an independent analysis of the issue. Productivity and activity is the key word while evaluating any employee. It is the responsibility of the employee to ensure that he/ she has had at least one performance appraisal during twelve months of service. It is to be noted that all performance appraisals are used to provide a positive and developmental assessment of individuals and are not be used as tools of personal vendetta under any circumstances.

5.8. Grievance and Appeal Procedure

(i) General Grievance Cell and Its objectives

A Grievance is any complaint by an employee concerning any aspect of the employment. Every employee shall represent his/her grievance for Redressal only through proper channel. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institute and its employees. In addition, grievances may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status.

Employees who are adversely affected by re-organization, program modification or financial exigency, as approved or determined by the Principal or his designee, shall not be governed by the procedures described in Grievance and Appeals Procedures under the sections of this Manual.

(ii) Objectives

- i. To advise student leaders to refrain from inciting students against other students, teachers, college administration or Government.
- ii. To encourage the students to express their grievances/problems freely and frankly, without any fear of being victimized.
- iii. To advise teachers to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- iv. To advise teachers to consider the feedback received by the Grievance Redressal Cell about their punctuality, behavior, classroom teaching and other teaching methods used by them.
- v. To advise students of the college to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

(iii) Procedure of Working

Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or unit, a few require special attention. The procedures outlined apply to all employees of the Institute after the completion of two years of employment.

- a. First Level -The employee attempts to remedy the problem through consultation with his / her immediate superior. If, however, the problem pertains with the immediate superior he / she may proceed directly to the second level.
- b. Second Level-The second level includes the Head of the Department. If, however, the problem pertains with the Head of the Department he / she may proceeds directly to the third level.
- c. Third Level -If the grievance cannot be resolved satisfactorily at the earlier stages, the employee presents his / her grievance to the Principal.
- d. Fourth Level - If the grievance cannot be resolved at the third level, the employee presents his / her grievance to the Executive Director. Appendix XXII - Grievance form.

(iv) Grievances Redressal Cell

It is formed in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & parents to record their complaints and solve their problems related to academics, resources and personal grievances. This committee consists of:

- a. Anti Ragging Committee: Ragging complaints will be handled as per government guidelines.
- b. Anti Woman harassment Committee: Woman harassment complaints will be handled as per government guidelines by respective section.

Impact of this system should be to uphold the dignity of the college by ensuring strife free atmosphere in the college by promoting cordial relationship among all the stake holders.

Facility: Suggestion cum complaint boxes have been installed at different places in the college campus in which the students, staff can put in writing their grievances and their suggestions for improving the academics and administration in the college. Written complaints are encouraged; however one may choose to remain anonymous.

Composition		
Sl. No.	Committee Member	Designation
1	Chairman	Principal
2	Core Members	Faculty Members and Management Body
3	General Grievances Committee	Members as per AICTE/UGC/SPPU Guidelines
4	Anti-ragging committee	Members as per AICTE/UGC/SPPU Guidelines
5	Woman anti-harassment committee	A Woman faculty from each department
6	Member Secretary	Senior Faculty Members

(v) Mechanism of Action

1. Recommendation of the members of the grievance Redressal Committee is forwarded to the Principal for final decision. If the matter is not resolved to the satisfaction of the employee, he / she may file an application for review, in writing, to the Executive Director through the Registrar within twenty days following the written decision of the Principal. This appeal states the decision regarding complain of and the redress desired. The decision of the Executive Director on the appeal shall be final and binding on the employee.

2. Co-operation in internal investigation: All employees of the Institute cooperate to the fullest possible manner in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate superior or such other persons who have been given investigative authority

by the Principal. Failure to cooperate fully is often grounds for adverse action, including possible termination of employment.

5.9. Training programs for Teaching /Technical / Supporting Staff Member

All Staff' members are encouraged to take up various All India Council for Technical Education (AICTE) approved short-term training programs or attend reputed National or international conference /seminar/workshops (during vacation period. Staff members who have put in more than one year of continuous service at ISBMCOE are eligible for such deputations. The head of the dept. *decide* the usefulness of such programs and recommend the name of' staff members for attending the programs to Principal for approval. As far as possible, such recommendations should be avoided during active period of the semester.

(i) Submission of Proceedings /Documents Related to Training Programs

After attending conferences / workshops, it is mandatory for all deputed staff to submit a copy of the proceedings, documents, etc to the Central Library and the department library. In addition, the staff is required to make a presentation on the conference or training program attended to the department. This is also applicable to any kind of dissertation work tending to higher degrees.

(ii) Procedure to Seek Approval for Funds

The applicant must fill up the on duty form and submit it along with an application on the plain paper address to "The Principal" for requesting the permission for attending the seminar, workshop or conference. Attach the proof for the same.

(iii) Incentives or Reward for Special Noteworthy Achievement

The institute follows a unique point based incentive scheme to reward the research work carried out by faculty in the respective year. This is a one of its kind scheme initiated with the patronage of our Executive Director and serves as an effective motivation for faculty, to undertake research in their chosen areas of interest. The various points considered for additional increments are tabulated below.

Sr. No.	Type	Details	Points	
			Lead Author	Co Author
1	Parent Granted	US/Overseas Indian	100	50
2		Journals.	15	12
		Int. Conference	10	08
		National Conference	03	03
3	R & D and External Funded Projects	More than 10 Lacs	35	30
		More than 5 to 10 Lacs	25	20
		More than 1 to 5 Lacs	15	12
		Upto 1 Lacs	10	08
4	Consultancy/ Collaboration	International	20	

		National	10	
5	Innovative Products Development / Workshop Organized	International	20	
		National	10	
6	Ph.D Guide	International/ National	30	
7	Ph.D Guide to Co-Guide	National	20	

The points shall be noted while calculating the points for individual faculty.

1. (a) The points shall be equally distributed amongst all, if the number of people registering the patent is more than '1'.
 - (b) The patent shall irrevocably be registered in the name of ISBMCOE with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher.
2. (a) Publications in journals, with a ISSN No. shall only be considered.
 - (b) Publications in journals with greater impact factor shall be considered for additional points; after a presentation and justification by the faculty before the R&D cell.
 - (c) Conference publications shall be considered, only if the paper appears in the official proceedings (proof required) or has been presented; for which a certificate of participation/ presentation is mandatory.
 - (d) The institute's name ISBMCOE should appear in the affiliation of the author/s or least of all, in the acknowledgement section of the paper; for consideration of incentive points.
3. (a) All such projects that receive funding and grants from apex bodies, government or non-government funding agency, R&D organizations, industry, university, etc. are eligible to be considered.
 - (b) The points for externally funded projects shall be based on the actual amount received and not on the amount sanctioned.
4. The product designed should be a commercially viable one, and have had received acceptance from the industry with national/ international recognition.
5. (a) The points for organizing conferences, workshops, STTPs etc. shall be claimed only by the Convener/ Coordinator of the event.
 - (b) For all such events are funded by some agency, the points shall be increased to 30 and 20 for international and national events respectively. The funding in this case has to be $\geq 70\%$ of total expenses for consideration of additional points.

(iv) Incentive Criteria

The period to be considered is JAN 01 to June every year. The points to be considered for recommending additional increments are different for faculty with a doctorate and non-doctorate qualification. The details are tabulated herewith

Additional Increments	Total Points \geq	
	Non Ph.D	Ph.D
1	50	100
2	100	200
3	150	250
4	200	300

Note: The entire faculty eligible for R&D incentives shall submit the report with supporting documents to the respective Head of the Department by 1st of June every year. The Head of the Department along with some senior faculty members shall then carry out a rigorous scrutiny at the Department level: and ensure that their recommendations reach the R&D cell, latest by 10th of June every year. The faculty members who are actively involved in research and having the basic salary close to the upper limit or blocked, shall be eligible for a special/ research allowance. The number of incentive increments shall be calculated, and a proportional rise in salary, for a year arrived at. This rise shall then be paid on a monthly basis.

5.10. Deputation for Higher Education Policy**(a) For PG**

Staff members having Graduate qualification are encouraged to pursue Post Graduate (PG) qualification. Staff members who have put in at least three years of continuous service at ISB&M-SOT and whose performance is satisfactory, can request management to depute them for completing PG from recognized institutions. The grant of such request is considered depending upon merit of the case as judged by Head of the Department, Principal and the Executive Director. In case the Management decides to share the part of fees (limited to 50% of total course fees), the staff member is required to sign a legal bond, before starting of PG course. Head of the Department extends necessary support to such aspiring staff members in terms of adjustment of teaching load etc. Such support however is available to staff member for the specified minimum tenure of the PG course and it is expected that staff member completes the PG in this tenure only.

(b) For Ph.D

Staff members having Postgraduate qualification are encouraged to pursue Ph. D qualification. Staff members who have put in at least three years of continuous service at ISB&M-SOT and whose performance is satisfactory, can request management to depute them for completing Ph. D from recognized institutions. Such request is granted considering merit of the case as judged by Head of the Department, Principal and the Director. For staff members selected to pursue Ph. D through QIP at IIT, the management bears 50% of course fees or max Rs. 60,000/-. Such member is required to sign a legal bond before the start of Ph. D. They also have to submit the progress report

to college (through Head of the Department) at every interval of six months. For self sponsored staff members doing Ph. D at IITs, the entire expenses towards completion of Ph. D are borne by staff member. The staff member will have leaned on his/her current post for the period of three years/ completion of Ph. D (not exceeding 4 years). Such a lean shall be valid only after signing the legal bond wherein the staff member undertakes to serve ISB&M-SOT for a period of 3 (Three) years after completion of Ph. D.

5.11. Research & Development Policy

(i) Research & Development Cell and its Objectives

ISBMCOE believes in a judicious combination of teaching and research for the benefit of student community at large. The institute envisages innovation and technological development through its R&D cell. It has plans to cultivate academic and research collaborations with national and international universities, governments and industries to meet the immediate needs of society and the industry. The institute also remains committed to long-term research as the foundation for future development.

Objectives

- i. To enhance the research awareness by organizing national and international conferences, symposia, workshops on research methodology, IPR and patents, talks and discussions with eminent researchers.
- ii. To motivate faculty for doctoral and post doctoral assignments at various national and international universities and organizations of repute.
- iii. To encourage faculty to undertake research projects in, thrust areas in science and engineering funded by various national and international agencies.
- iv. To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work.
- v. To provide a creative atmosphere, complemented by adequate facilities and resources in which higher studies and research thrive amongst the faculty and students.
- vi. To convert College of Engineering into Center of Excellence.
- vii. To set up the incubation centers in the engineering discipline.
- viii. To adopt collaborative research with IIT, NIT, Research laboratory and industries.
- ix. To mentor the research projects to academics and industries.

- x. To publish the research works in renowned journals.

(i) Constitution of R&D Cell

The R&D cell comprises of faculty members from various departments in the institute. This committee oversees the smooth and efficient co-ordination of research and development activities in the institute, thus fostering overall growth. A senior faculty heads this cell in the capacity of Dean - R&D, with the Principal providing advisory support. Research Committee has been formed, viz. Central R&D Committee.

This Committee will contribute towards enhancing the inputs to research and developments at ISBMCOE. The R&D Committee will plan, promote & evaluate R&D activity like D projects, UG projects, etc. at the institute level. The committee meets once in every six months to discuss the status of ongoing projects & to plan for the future one. All records are prepared & maintained by Principal's office.

The Committee is formulated as;

Member	Designation
Chairman	Principal
Co-Chairman	Dean
Member Secretary (Two Members)	Single point contact (SPOC) from every dept.

5.12. Purchasing Policy

The staff members have to follow the defined purchase procedure as below:

- (i) Requisition (indent) for the required item/consumables/material should be raised by the staff/lab in-charge and submitted to the Head of Department for scrutiny and approval from the Principal.
- (ii) Head of Department will scrutinize the requirement and certify, taking into consideration the allocated budget of the department as approved by the Executive Director.
- (iii) The approved indent will be sent to Stores through Head of the Department and Principal for calling quotations from various vendors.
- (iv) The indenter will select best three quotations with the help of stores Department and will prepare comparison statement and forward the same to the Head of the Department and Principal. The purchase order will then be prepared. The purchase order, indent, 3 quotations, comparison statement, budget sanction document will be forwarded to the Principal for signature. The same bunch will be sent for approval of Executive Director. After the approval only the Purchase order will be sent to the supplier.
- (v) Once the material is received at Stores, the same will be forwarded to the concerned department for installation and testing. The department will check the material, certify and the

concerned Head/Authority will sign on the Installation/Testing Report supplied by the Supplier, then the same will be entered in the Dead Stock Register.

- (vi) Stores will receive the material, duly checking with the help of the indenter and issue the material to the concerned person. The invoice from the supplier will be submitted to the Stores for passing and forwarded to Accounts Dept. for payment. Without passing remarks by Stores Department, Account Department will not process for payment and the payment to supplier will be delayed.
- (vii) In case of urgent requirement of consumable / small items, the same may be procured verbally in consultation with Principal , HODs and, store in-charge. Then all the above procedure should be followed.
- (viii) While passing invoice, following documents in original are compulsory:
 - (a) Purchase order
 - (b) Invoice
 - (c) Delivery Challan
 - (d) Octroi fee pass containing comparative report & budget report
- (e) quotation
- (f) GRN report

Chapter 6

Institute-Industry Interaction

ISBM College of Engineering is committed to organize various activities like expert session, guest lecture, certification courses, seminar, webinar etc. in association with industries. Experts from industries are invited for guiding students through various activities which become helpful to improve student's skills, employability and, awareness about emerging trend in technology etc. It also aims to ignite creative thinking and nurture technical instincts within student's mind. The institute conducts several industrial visits at departmental level throughout the year. ISBM college of Engineering also engages industry participation through MOUs with different industries.

Objectives

1. To make students aware about need and benefits of industry/industrial culture for financial growth of country.
2. To minimize gap between academics and industry.
3. To enhance technical skill and entrepreneurship activity among the students.
4. To motivate and encourage student in applied research for solving real-time problems.
5. To create awareness about current trends of technology in industry.

General Guidelines to the Departments

1. At least two Industrial Visits for students per division in a semester shall be conducted.
2. At least two Guest lectures by industry experts per class in a semester shall be arranged.
3. Department shall motivate students to undergo industrial training during vacation and provide necessary support.
4. Faculty shall take initiatives to identify industry sponsored projects for Quality Assurance Manual.
5. Each department shall initiate formal collaboration with at least two industries in a year.
6. Department shall arrange industry training/visits for the faculty at least once in a semester.
7. Faculty shall initiate testing and consultancy works in the field of their expertise.
8. Departments should follow the guidelines given by DAC for enhancement of Industry-Institute Interaction.