



Rajgad Dnyanpeeth's

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

CRITERION 7 – Institution Values and Best Practices

Key Indicator - 7.1 Institutional Values and Social Responsibilities

7.1.12 Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Handbook





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Policy for Leave

Policy for Vacation, Different Leaves, Academic calendar and Timings etc. for RDTC'S, SCSCOE with effect from Academic year 2015-16.

1) Policy for Vacation:-

The vacation is given against academic load during academic semester and the same is used for development of labs, preparation of next semester subjects and university duties like CAP, Supervision of theory and online exams, practical exams, etc. The record of vacation is to be kept with administrative office.

A. Teaching Staff:-

- Eligibility – minimum service of 2 years of completion at Institute.
- 70 days per year (30 days winter +40 days summer).
- This vacation is availed from the day declared by the SPPU'S academic calendar.

B. Non- teaching, laboratory staff, Administrative/ office staff, including TPO, Librarian:-

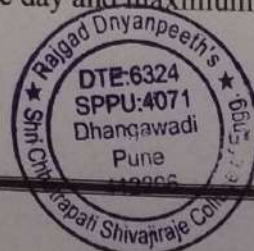
- Eligibility- minimum service of 2 years of completion at Institute.
- 30 days per year (15 days 1st sem. +15 days in 2nd sem as EL) Diwali vacation is a part of 15 days in first semester and declared by Head of the institute.
- Is availed from the day declared by the SPPU'S academic calendar.

2) Policy for Leaves:

Casual Leave (CL), Compensatory Off (CO), Detention Leave (DL), Medical leave(ML), Maternity Leave, Duty Leave, Study Leave, etc.

Casual Leave (CL) :

- Eligibility:- All regular staff (Teaching and Non-teaching).
- 15 days per academic year and 1 and 1/2 CL per month with prior permission from HOD, administrative office and Head of institute.
- Accumulated CL can availed more than one day and maximum 3 days in a single slot.
- Half day CL is permitted.



- Records in the institute office and respective department.

Compensatory Off (CO) :

- Eligibility:- To be given for non-remunerative work done beyond working hours and during holidays to teaching and non-teaching staff.
- 1 CO for every 8 hours of additional work.
- To be availed after 1 month from generation of the CO, with prior permission by HOD and administrative office and head of the institute.
- Records to be kept in institute office and in the respective dept.
- Extra working hours are to be calculated as follows. .
 - i) Worked for 8 hours on a holiday =1CO.
 - ii) If worked for more than 3 hours beyond regular hours on a working day= 3 hours.
 - iii) If worked for less than 3 hours, not counted for calculation of the CO.

Detention Leave:

- For detention leave, head of institute releases specific office order.
- This leave to be preferably availed by clubbing to next vacation slot.
- Not to be availed during academic sessions.
- 1 day for every 2.5 days (2 and half day) of detention during summer/winter vacation.
- To be availed with prior permission by HOD, sanction by head of institute.
- Record to be kept in institute office and respective department.

Medical Leave:

- 10 full days or 20 half days per year.
- Eligibility:- minimum service of 1 year of continuous at Institute.
- Cumulative in nature.
- At a time more than 3 days or minimum 3 days, should be availed.
- A Supporting certificate by a doctor (having minimum MBBS degree) and fitness certificate on joining is needed.
- Availed with permission from HOD and Head of Institute.

Maternity Leave:

- Eligibility –Minimum Service of more than 2 years continuous at Institute.
- 6 months (180 days) with full day.
- Additional leave if needed will be treated as leave without pay (LWP).



Duty Leave:

- 10 days per academic year for university and other related work like LIC, NSS, meeting except CAP work etc.

3) Policy for Timings:

- Minimum contact hours 42 per week.
- 2nd and 4th Saturday not working.
- Minimum 8 hours per day in the campus.
- Records to be verified by the principal on weekly basis.
- Signature on muster at office and at the respective dept.
- Late mark is considered after 10 minutes of stipulated reporting time.
- For every three such late marks considered as one CL if not available 1 LWP may be considered on monthly basis.

4) Uniform Academic calendar:

- Minimum 90 academic days per semester (excluding holidays) needs to be fulfilled.
- This is followed from the directions of SPPU at the start of each semester.
- 3 days per year optional / local holidays at the direction of the principal.

NOTE:-

Kindly follow the academic calendar as per the directions of SPPU, DTE and AICTE.





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Policy for Physical Facility

SCSCOE is committed to provide the physical facilities to all stakeholders like:-

- Playground
- Sufficient parking space
- Sufficient open space in campus
- Proper lighting and ventilation in the campus
- Water purifier and UV/RO in the campus
- Power backup facility
- Medical Aids
- Barrier free built environment for differently abled (Divyangjan)
- Adequate washroom facility for men, women and differently abled (Divyangjan)
- Lift
- CCTV
- Hostel for resident students
- Clean and green campus
- Mess

RD'S SCSCOE, adheres to the physical facilities/infrastructure norms as per AICTE/DTE.





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Policy for Support Facility

SCSCOE is committed to provide the supportive physical facilities to all stakeholders like:-

- Transport
- ATM
- Store in the campus
- Cafeteria in the campus
- Girls common room
- Boys Common room
- Medical / First Aid
- Indoor, outdoor games setup
- Fire and life safety measures
- Wi-Fi
- Counseling
- Gymkhana

RD'S SCSCOE adheres to the infrastructure and supportive norms laid down by AICTE.





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Policy for Maintenance

SCSCOE is committed to maintain clean, hygienic and up-to-date campus.

- Clean and green campus (Internal & External area)
- Scheduled and periodic maintenance of transport buses and LMV's
- Scheduled and periodic maintenance of electrical equipments and laboratories.
- Scheduled and periodic internal and external painting
- 24x7 hours security to the campus
- Scheduled and periodic maintenance of UV/RO and softening of water plant
- 24x7 maintenance of safety and hygiene in the campus

SCSCOE adheres to the infrastructure maintenance norms as per AICTE norms.





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Policy for Academic Facility

SCSCOE is committed to provide adequate academic facilities like

- Central library
- Digital Library
- Department library
- Seminar Hall with LCD
- Classrooms with LCD projector
- Secure Wi-Fi Facility
- Reprographic facility
- Centralized workshop
- Common computing facility
- Barrier free Academic Built environment for disabled stakeholders (Divyangjan)

SCSCOE, adheres to the Academic facility norms as per AICTE and DTE.





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Policy for Central Library

1) Policy for Book Purchase:-

- Purchasing the books as per the norms of AICTE.
- Purchasing the books according to the revision of syllabus
- Purchasing of the books should be before the starting of Academic year.

2) Policy for unused books:-

- Library committee and subject teachers will decide unused, out of syllabus books after every revision of syllabus by SPPU.

3) Books issue and Return policy for category students and all students and staff:-

- A set of books (5 books) for 3 category students (as per requirement)
- For all students
- For Teaching staff
- For non-teaching staff

4) Arranging various activities for inspiring utilization of library:-

- Reading at one place with maximum time
- Competition, Exhibition.

5) Flexibility of Time during Exam period:-

- Regular Timing – 9.30 am to 9.00 pm
- During Exam (on all working days) – 9.00 am to 9.00 pm
- During Exam 1st and 3rd Saturday – 9.30 am to 6.00 pm

6) Library committee for Upgradation, Verification & Effective Functioning:-

The composition of library committee includes –

- Chairman
- Librarian
- From each department, one faculty as member
- Student representative as member

7) All books and available facilities of library should be displayed in library.

8) Organize open book test at the department level for improving utilization of library.

9) Available a copy of question paper of all subjects of the examination like In- semester Exam, End semester Examination.





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Policy Document

Recruitment, service rules and promotional policy for Teaching and Non-teaching staff.

For effective administration and smooth functioning of the institute, management frames, the service rules and recruitment policy for employers.

Part I) Recruitment policy:-

A. The process of recruitment:

- As per the norms of SPPU/UGC/AICTE, considering cadre ratio, the requirement of teaching staff is calculated.
- The approval of required posts is taken from approval section and from reservation cell of SPPU and Govt. reservation cell.
- In leading newspaper, the advertisement for the posts viz. professor, Associate Professor, Assistant Professor is published.
- Application format is provided on institute website within the stipulated time, generally 15 days for eligible candidates.
- Application are also invited from-
 - a) SPPU employment exchange cell
 - b) Reservation cell of SPPU
 - c) Reservation cell of Government of Maharashtra.
- The received applications are sorted by post wise, department wise, category wise. and summary is prepared.
- Short listing of eligible candidates application is done by concerned HOD in consultation with head of the institute.
- From Savitribai Phule University of Pune (SPPU), selection committee is obtained.



- The date of interview is finalized, after coordinating with members of selection committee.
- The date, time and venue of interview is intimated to the shortlisted candidates in advance, generally minimum 15 days.
- Original document verification is carried out before candidates attend the interview, on the day of interview.
- A selection committee appointed by SPPU, conducts the interviews of the eligible candidates and selection report is submitted to university within 72 hours as per university rules.
- Rajgad Dnyanpeeth, issues the appointment orders to the selected candidates and they have given a time period of 15 days for joining the Institute Candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment Failing of this, it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled.
- The same process is carried out for the next candidate in queue.
- The reports of selection committee along with the required documents are submitted to the University for Approval.

B. Local selection committee, recruitment process:

- As per cadre ratio and requirement of teaching staff is reviewed at the end of academic year and requirement of faculties is calculated as per norms laid down by SPPU/UGC/AICTE.
- Category wise and post wise Viz. Professor, Associate professor, Assistant professor, Advertise is published in leading newspaper.
- Applications are invited and format is provided on institute website within stipulated time.
- The received applications sorted by post wise, department wise, category wise and summary is prepared.
- Short listing of eligible candidates application is done by concerned HOD in consultation with head of the institute.



- Principal and management forms the selection committee with two subject experts of other institutes which are on the university selection panel.
- The date of interview is finalized, after coordinating with members of selection committee.
- The date, time and venue of interview is intimated to the shortlisted candidates in advance, generally minimum 15 days, through telephone call/email/letter.
- Original document verification is carried out before candidates attend the interview, on the day of interview.
- Local selection committee conducts the interview of the eligible candidates.
- Selection committee reports, along with the required documents are submitted for approval to the university. The approval given by the approval section of SPPU, is for one academic year in case of local selection.
- Appointment orders issued by Rajgad Dnyanpeeth to the selected candidates and they have given a time period of 15 days for joining the Institute. Candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of this presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.

C. The process of recruitment of faculties on Ad-hoc:

- Immediate requirement of faculty is needed in some situations, then faculties are recruited on ad hoc basis.
- From reference or at Department level / Faculties / HOD / Principal, few candidates are shortlisted. At the college level, technical interviews are conducted by an internal committee consisting of senior faculty, HOD and Principal. The selected candidates are recommended for further approval from the management.
- After the approval /consent from the management, the recruitment of candidate is done on purely temporary ad-hoc basis for one academic year.



D. Technical/Non teaching staff recruitment process:

- As and when required, the availability and the requirement of technical and non-teaching staff is reviewed.
- The advertisement is published in leading news paper.
- Applications are invited in specific format and made available on Institute website within the stipulated time.
- The received applications are sorted and summary is prepared.
- As per the eligibility norms, HOD in consultation with the principal, shortlists the applications of eligible candidates.
- Management and the principal, forms the selection committee with subject expert and HOD.
- The date, time and venue of interview is intimated in advance to the shortlisted candidates through telephone /email/letter.
- Original documents are verified before candidates attend the interview, on the day of interview.
- Committee carries the interview of eligible candidates.
- Along with the required documents, the report of selection committee is submitted to principal and management.
- Appointment orders issued by Rajgad Dnyanpeeth to the selected candidates and they have given a time period of 15 days for joining the Institute. Candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of this, it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.

Part II) Service Rules for Teaching and Non-Teaching Staff as applicable:

The services of employees are governed by the Maharashtra Universities Act, 1994, statutes, code of conduct, ordinances, rules and regulations laid down by the Savitribai Phule Pune University, State Government and Rajgad Dnyanpeeth from time to time.



- Appointment is on full time basis on probation period of two years from the date of joining for the staff selected from university selection committee and one year for candidate selected from local selection committee. During this period, if the performance is not satisfactory, services may be discontinued.
- The pay scale and other allowances like dearness allowance, house rent allowance, CLA, TA and the benefit of Employees provident Fund is given as per the norms of UGC/SPPU for selected candidates and for local selection candidates payment and other benefits are given as decided at the time of interview.
- Staff has to qualify the minimum qualification viz. NET/SET/ME/Ph.D in stipulated time laid down by the SPPU/UGC/State government as the case may be.
- The examination and academic/administrative work assigned by the institute/university from time to time is mandatory on the staff.
- At the time of joining the duties, staff shall produce the original documents for verification along with true copies of relevant documents such as marksheets, Birth certificate, experience certificate, cast certificate, caste validity certificate, relieving certificate whichever is required. Aadhar card, PAN card are mandatory for every staff. Two passport size photographs are also need to submit.
- Service books are maintained for all staff.
- Without the permission of the management, staff will not undertake any full time/ part time job, during continuance of service.
- Staff will not conduct any private coaching classes or private tuitions.
- Without the prior permission of the management, staff will not register for any diploma / degree / certificate or other course. If permitted, staff will follow all the rules and regulations.
- At the sole discretion of the management of Rajgad Dnyanpeeth, the services of the staff can be transferred to other Department / college / institutions.
- If staff found absent continuously for more than 30 days without prior permission, the services will stand terminated automatically. If staff found guilty of violation of any terms and conditions mentioned above, staff will be liable for disciplinary action and punishment decided by the competent Authority / Management as the case may be.



- Staff is required to be sincere, loyal and committed towards responsibility entrusted time to time and further the staff is required to maintain sense of subordination towards seniors.
- If required, staff may be asked to undergo medical check-up /examination by approved medical officer or by the civil surgeon for mental and physical fitness.
- During service period, if the performance of staff is found unsatisfactory and / or in case of violation of the service rules , the services may be discontinued by giving three months notice or one / three months basic pay in lieu of notice period.
- The staff is required to maintain strict privacy and not to disclose any information regarding the Institute / Management.
- Above rules and regulations may revised / updated which would be binding on the staff.

Part III) Promotional policy:

The management gives a due consideration for the deserving faculties for promotion to higher post / pay scale depending on the availability of the vacancies.

a) Teaching Staff:

- As per cadre-wise and as per the norms of SPPU/UGC/AICTE the requirement of teaching load, the posts of staff is reviewed.
- At the department level, internal short listing of eligible staff for higher posts is done.
- The preliminary interactions are carried out at college level by concern HOD and Principal on the basis of previous performance appraisal and then shortlisted names are finalized for further recommendations to the management.
- All such shortlisted faculties are required before management for consideration of promotion /revision of pay scale / additional increments / incentives etc.
- For getting final approval from university, those faculties promoted for higher posts are need to appear before local selection committee / University selection committee interviews.



b) Non-Teaching staff:

- As per the need of the institute, the requirement of non-teaching staff is reviewed.
- At the department / office / level, an internal short listing of eligible candidates for higher posts is done.
- The preliminary interactions are carried out at college level by concern HOD and Principal on the basis of previous performance and then shortlisted names are finalized for further recommendations to the management.
- All such shortlisted staff are required to appear before management committee for consideration of promotion /revision of pay-scale / additional increments / incentives etc.





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Research policy for Faculty and Students

Vision:

Support for innovation, research to provide healthy environment.

Objectives:

- Establish healthy atmosphere for faculties and students to engage research by providing required infrastructure and necessary financial assistance.
- Keep faculties and students up to date with latest inventions in their field through seminars and workshops and faculty development programs.
- Equip students to solve relevant challenges through interaction with society.
- To encourage faculty to apply for intellectual property rights and patents.
- To promote research publications in reputed journals and conferences.

Composition of research and development cell:

- Dean research and Development – Chairperson.
- Project co-ordinator from each department – Members.

Motivating Faculty for Higher Education:

The institute has adopted a policy to inspire the faculties for higher education.

- To provide needed support at the time of admission for pursuing Ph.D.
- To make provision of study leave for the faculty pursuing Ph.D. in order to complete the research work.
- To make provision of duty leave in order to attend workshops, seminars, skill development, faculty development programs etc.

Motivating Faculty and Students for Conference, Publications and IPRS:

- The faculty can avail duty leave for attending the National / International conferences with prior permission of the head of the institute.



- Provision of financial assistance in the annual budget is made for the organizing national / international conferences, paper presentation, quiz competition, attending orientation programs, project competition, technical events etc.
- The institute also supports for getting patents (Intellectual property rights) in the respective areas of the faculty.

Organizing / Attending Training Programs:

- The institute provides workshop, laboratory facilities, computer laboratory with internet connection to support the research projects.
- The institutes encourage participation of the students at University / State/ National / International level of competitions like AVISHKAR, SAEINDIA, SUPRA etc. by providing financial assistance and training / expert guidance to the students.
- Institute supports to faculties in paying registration fees to attend the training programs / workshop.
- Institute supports in paying registration fee to get the membership of professional bodies / societies like ISTE/IME etc.

Collaboration with Training centers and Industries through MOU's:

- Memorandum of Understanding (MOU) is made between institute and the training centres and industry (Industry institute interaction).
- Conduction of workshops, project internship, guest lectures, faculty development programs (FDP), sharing of infrastructure and other resources for mutual beneficial relationship can be made possible through MOU's.





Policy for Housekeeping, Maintenance, and Write Off

Objectives: - The objectives of Housekeeping, Maintenance and Write –off Committee, are to instruct and guide the members to maintain and provide clean and safe the educational environment for better and effective utilization of resources under the dean- Administration.

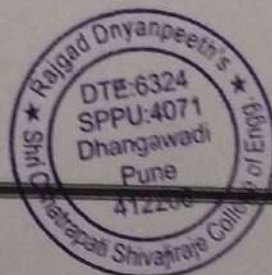
Standard Operating Procedure (SOP):-

A) Housekeeping:- Housekeeping includes day to day cleaning activities like sweeping, washing and sanitizing inside the campus.

- Identification and cleaning the area around the building periodically.
- Regularly sweeping and cleaning of the campus building.
- Regularly sweeping an cleaning of the campus building.
- Regular sanitizing the washrooms to maintain cleanliness.
- Schedules and records for housekeeping duties are maintained.

B) Maintenance:-

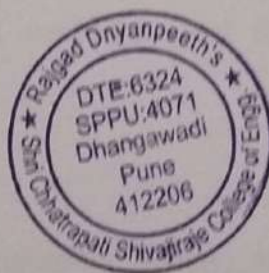
- As per the need and the request from staff through the HOD, the committee will process maintenance work
- After the work order is registered, functional head in consolation with the Dean Administration will assign work orders to appropriate committee members.
- As per the requirement of work, if contractor is require for the completion of work, the same shall be forwarded for consideration and further action to Dean Administration and Principal.



- If a Staff or Lab incharge, identifies a facility problem or laboratory maintenance, firstly they have to report to head of the department, and the same should be forwarded to the principal for further action.
- The functional Head assigns and monitors the preventive maintenance work orders. The documentation of completed work and an Analysis of maintenance expenses are done.
- After, every two months, a meeting of all committee members is conducted by Dean, a review is taken and further necessary action for improvement is discussed in the meeting.
- Every year budget is allocated for maintenance and housekeeping.

C) Write-OFF :-

- Those instruments which are out of syllabus and beyond repair or have lost functional significance are intimated to committee through the head's of Department.
- All the equipments are checked by committee member's personally, and decision is conveyed for further action, like write - off to higher authority or action like repair from outside agencies.
- Accordingly such equipments are write-off at college level with consent of Dean Administration and Principal.





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Policy for Fund Mobilization and Resource Utilization

The institute has mechanism to monitor effective use of funds received from various sources via Fees, Scholarships, and Techfest etc.

The following procedure is adopted for utilization of resources:

A. Planning:

The Head of Department calls department meeting to finalize annual budget. The individual faculties are invited to propose requirements with supporting documents.

B. Budget Formulation:

- Annual Budget of department is prepared and forwarded to by all HOD's to Principal for his/her consent.
- The principal review budget of all departments and asked Administrative Office to prepare consolidated budget of institution and then forwarded to management committee for its final approval.

C. Allocation:

- The management coordination committee reviews proposed budget as per necessity of proposed expenses.
- If there is no incongruity then budget is sectioned and funds are released.

D. Expenses:

- Funds are utilized for development of labs, procurement of books, National/International journals, Staff salary, development and maintenance activities.



- In case any additional funds are required for planned activities like attending seminar/ workshop / conferences/technical competitions then concerned faculty has to prepare a note stating the details of importance with supporting documents.
- In exceptional cases, the concern faculty may require to give presentation to authorities before sanctioning funds as per the requirements.
- The concerned person is instructed to produce detailed report for the utilization of funds.
- Therefore, the note is forwarded to Principal through HOD for considerations and approval by Principal.
- Looking to importance of requirement; Principal forward note to management for its final approval.
- Once the approval is received from management, Principal directs HOD for utilization of requested funds.

E. Audit:

- The Account Section of Administrative Office verifies the expanses carried out under various institutional / Departmental activities from supporting documents and give their remarks for final settlement of account.
- Internal & External audits are carried out by CA at regular intervals to ensure a proper utilization of funds as per their allocation.

The policy for fund Mobilization and optimal utilization of resources for RD'S, SCSCOE, Dhangwadi is approved by Management of SCSCOE, Dhangwadi, Pune.





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GRIEVANCE REDRESSAL CELL

INTRODUCTION:

The **Grievance Redressal Cell (GRC)** Committee is formed as per AICTE Regulation for Establishment of Grievance Redressal Committee and Appointment of Ombudsman, by the Technological & Affiliating Universities/AICTE Approved Institutions and as per Letter from AICTE No. 1-101/DPG/AICTE/ombudsman/2012 Dated 9th July, 2012. The **Grievance Redressal Cell** at SCSCOE is formed to provide a fair, secure and harmonious work environment. Grievance Redressal Cell listen the grievances in a confidential, unbiased and fair manner.

OBJECTIVES:

- To provide consistent, fair and impartial mechanism to resolve grievances of students, parents and employees.
- To initiate responsive and accountable perspective among all the stakeholders to maintain harmonious work environment in the College campus.
- To develop an organisational framework to resolve Grievances of Students and other stakeholders
- To maintain cordial Student – Student relationship, Student- Teacher relationship, Teacher- Teacher relationship.
- To ensure effective solution to the grievances in scheduled time and with complete confidentiality.



GRIEVANCE REDRESSAL CELL:

The Redressal cell considers only formal grievances and on the principles of natural justice.

The structure of the cell is as follows.

Sr. No.	Name of Staff	Designation & Address	Appointed as	Email ID
1	Dr. S. B. Patil	Principal RD's SCSCOE, Dhangwadi Cell – 9970397696	Chairman	principal@rajgad.edu.in
2	Dr.S. S. Kale	Ex Principal RD, SNTCOE Bhor, Cell – 9822618262	Ombudsman	kaless9000@gmail.com
3	Prof. R. S. Nipanikar	Asst. Prof., E & TCEngg. Department Cell –8888815939	Member	rsnipanikar@gmail.com
4	Prof. M. B. Wagh	Head of Computer Engg. Department Cell – 9850025551	Member	comphod@rajgad.edu.in
5	Prof. S. R. Sutar	Asst. Prof., Civil Engg. Department Cell – 9096246540	Member	sutarshrinkatceo7@gmail.com
6	Prof. A. S. Sondkar	Asst. Prof., Computer Engg. Department Cell – 9028773778	Member	aparnabalkawade09@gmail.com
7	Prof. N. T. Mhetre	Asst. Prof., General Science Department Cell – 9657379974	Member	namdevmhetre12@gmail.com
8	Mr. R. S. Khamkar	Estate Manager, SCSCOE Cell – 9764105699	Member	khamkarrahul@rediffmail.com
9	Mr. G. D. Jagtap	Office Superintendent, SCSCOE Cell- 9028509410	Member	goraknath27jagtap@gmail.com
10	Ms. PoojaKagade	Student Representative (Girls) Cell- 8483894251	Student Member	poojakagade001@gmail.com
11	Mr.Prathamesh Deshpande	Student Representative (Boys) Cell- 9561191677	Student Member	pvdeshpande95@gmail.com



FUNCTIONS:

- To conduct formal hearings on receipt of written grievances from students, parents and staff members and to hold the investigation according to the case.
- The Committee will review all cases formally and act accordingly.
- To investigate grievances to maintain privacy and confidentiality.
- To work out a resolution of the issues to obtain the facts through relevant sources in a fair manner.
- To ensure disposal of every application in a maximum period of one month of the receipt of application.

TYPES OF GRIEVANCES:

The Grievances may broadly include the following complaints of the aggrieved students

- Academic issues
- Non-Academic issues
- Extra – curricular
- Amenities and Maintenance
- Placement and Internships
- General Administration
- Harassment by colleague students or the teachers etc

PROCEDURE FOR REDRESSAL OF GRIEVANCES:

- In case of any grievance the student, Parent or Staff member who want to place a grievance shall give written complaint first to the Head of the respective Department to resolve the issue.
- The respective Department unable to solve the grievance or grievant is dissatisfied with the resolution the grievant is free to approach the Grievance Redressal cell.



- If, the grievance is against the respective Head of Department/office, then the grievant may directly submit his/her grievance in writing to the Chairman of Grievance Redressal Cell.
 - The following procedure is followed to solve the grievances by considering the welfare of the students.
1. FORMAL REGISTRATION: Any aggrieved student or parent or staff member with a genuine grievance will submit his/her Grievance in writing along with necessary documents to the Chairman of Grievance Redressal Cell.
In case the person is unwilling to appear in self, grievance may be dropped in writing at letter box/ suggestion box of the Grievance cell.
 2. ACKNOWLEDGEMENT: The Grievance Redressal Cell shall acknowledge the receipt of each grievance complainant immediately.
 3. FORWARDING: Upon receipt of grievance the Grievance Redressal Cell shall classify, analyse the grievance, and forward the grievance to the respective department/ individual requesting them to enquire the grievance and redress within the specified period, not exceeding 7 days from the receipt of grievance complaint.
 4. FOLLOW UP & MONITORING: Grievance Redressal Cell shall coordinate, monitor And ensure redressal within the stipulated time. Depending upon the seriousness of grievance the Grievance Redressal Cell will follow them up regularly till their final disposal by way of reminders.
 5. SCRUTINY: Grievance Redressal Committee will make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the respective individual, then it will intimate the same to the grievant. Once the grievant indicates acceptance of the resolution at this level, then the matter is considered as closed.
 6. CALL FOR HEARING: If the Grievance Redressal Committee is not satisfied with There solution provided by the respective department/individual or upon the grievant' s written request, the committee shall fix a date for hearing, and intimate the same to the respective department/individual as well as the grievant. If, at the conclusion of the hearing, the committee feels that additional information, testimony is necessary to make a decision, it may request that the parties submit such additional information. In this event, the hearing will remain open until receipt of the requested documents.



7. INVESTIGATION: If a resolution is not achieved through hearing, then it will take necessary steps to conduct an investigation (fair and impartial investigation) of the facts giving rise to the grievance as it determines necessary to reach a conclusion on the merits of the grievance application. Grievance Redressal Committee will have the right to interview witnesses, if, it determines necessary and/or helpful to the investigation including those recommended by a party to the grievance.
8. FINAL DECISION: After the hearing or investigation the Grievance Redressal Committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application - pass an order indicating the reasons for such order, as may be deemed fit.
9. COMMUNICATING THE DECISION: Upon completion of proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties which shall be binding on both the parties.
10. CLOSURE OF COMPLAINT: The complaint shall be considered as disposed off and closed when:
 - a. the grievant has indicated acceptance of the resolution;
 - b. the grievant has not responded within four weeks from the date of receipt of information on resolution

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





Rajgad Dnyanpeeth's

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

POCLICY FOR ANTI-RAGGING

1. INTRODUCTION

'Merit' and 'Ethics' being the core driving values towards turning out professionals of high caliber with strong sense of ethical judgments, social integration of student's population coming from different parts of the country with most diverse cultural and social back grounds, becomes a matter of prime importance. 'Ragging' a social menace, as such has no place in academic environment of the Institute and concerted efforts are required to be in place to prevent its occurrence at any point of time. Hence the need for a balanced 'anti- ragging policy' to be adopted by the Institute.

Hon'ble Supreme Court of India, during December 2007 has expressed concern over the incidents of ragging occurring in higher educational institutions and the need to eliminate it altogether.

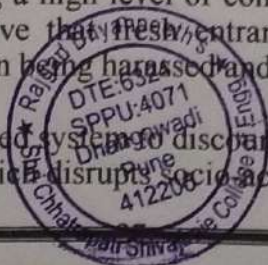
The Ministry of Human Resource Development, Govt. of India has taken a serious note of the incidents of ragging and is of the view that stern action should be taken against those indulging in "ragging" so that these incidents are not repeated and exemplary punishment is meted out to those indulging in it. Strict implementation of the guidelines issued by Hon'ble Supreme Court on this issue has also been stressed by the Ministry.

Ragging is a criminal offence and lowers the standards of education. The 'anti-ragging policy' adopted by the Institute takes care of preventive, procedural and punitive aspects of ragging based on the guidelines provided by Hon'ble Supreme Court of India, recommendations of the Raghavan Committee, instructions/guidelines issued by the Ministry of HRD (Govt. of India).

2. ANTI-RAGGING POLICY

This policy encourages socialization of students to the academic environment of the Institute, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of socio-academic integration. The 'anti-ragging policy' adopted by the Institute therefore is aimed at:

- (a) Creation, development and nurturing a conducive, socio-academic environment within the student population.
- (b) Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the Institute are welcome and provided support, rather than being harassed and intimidated.
- (c) Keeping in place an integrated system to discourage and prevent any negative acts like 'ragging' by the seniors, which disrupts socio-academic integration of new entrants.



'ragging' by the seniors, which disrupts socio-academic integration of new entrants.

- (d) Prescribing deterrent measures for any violation of the "Anti-Ragging Policy" by way of disciplinary measures.

3. DEFINITIONS

For the purpose of this policy the following are defined as under: -

'Institute' means the Rajiv Gandhi Indian Institute of Management Shillong.

'Student' includes any person who is enrolled for any course, whether full time or part time with the Institute. This also includes research associates/scholars or a visitors, and / or a repeaters.

'Hostel' includes the place/(s) where students are accommodated through institutional arrangement.

'Ragging' constitutes one or more of any of the following acts:

- (a) A conduct by any student or a group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any other student with rudeness;
- (b) Indulging in rowdy or undisciplined activities by a student or group of 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 a student to do any act which the student will not carry out in the ordinary course 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 student(s);
- (d) Any act by a student that prevents, disrupts or disturbs the regular academic activity of any other student(s);
- (e) Exploiting the services of any student for completing the academic tasks assigned to an individual or a group of students.
- (f) Any act of financial extortion or forceful expenditure burden put on a student by any other student or a group of students;
- (g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) Any act or abuse by spoken words, emails, posts, social networking posts, e-posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to a student(s);
- (i) Any act that affects the mental health and self-confidence of a student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by any student or a group of students over any other student(s).



4. PREVENTIVE ASPECTS OF RAGGING

Systemized Efforts for Socio-Academic Integration of New Entrants.

(a) **Address by the Competent Authorities of the Institute.**

The Director, Dean Academics, Chairperson Admissions, Chairperson Academic Programmes and other concerned official(s) during their address/discussions to/with parents/guardians, admission aspirants/ fresh entrants/ students at the time of counselling meets, new batch induction on registration, batch inaugurals and other such occasions, should invariably assure the students and parents about full protection and support against any attempts of ragging by seniors while briefly introducing the 'Anti Ragging Policy' of the Institute. The efforts during such meets are directed towards achieving socio-academic integration of new entrants with the specific merit oriented environment of mutuality and trust of the Institute.

(b) **New batch inaugurals**

The Director and faculty members, during new batch inaugurals may provide to the students, the guidelines on expected behavioural norms wherein a mention to the Anti ragging policy may be made.

(c) **Welcome Party for New Entrants**

Senior students shall be encouraged to organize a "Welcome Party" for new entrants. For the said purpose an organizing committee may be constituted comprising of selected senior students of which, a senior faculty member will be the Ex-Officio-Chairman cum Patron. The Chairperson - Student Affairs and faculty members, to the extent possible, should participate in such a party.

(d) **Mentoring Cells**

'Mentoring Cell' shall function under the guidance of a Senior Faculty and in direct supervision of the 'Chairman, Student Affairs'. Such a cell would be manned by senior students. There should be one senior student mentor for a specified group of 10 junior students. Membership to the 'mentoring cell' by senior students would be on voluntary basis by inviting applications and nominating membership on year to year basis.

The senior student mentor will also monitor 'Psychological Behaviour / behavioural aberration of new students. If any abnormal behaviour or environmental adjustment problem observed, the same shall be reported to the 'Chairman, Student Affairs'.

(e) **Social, Cultural, Sports Activities**

The membership of all student clubs and committees will be coordinated on the lines of this (proposed anti-ragging) policy. The induction process to all students' clubs and committees will be organized in line with the proposed anti - ragging policy.

(f) **Watch and Ward arrangements**

The Institute has identified following vulnerable locations

- (i) Hostel blocks and mess,
- (ii) Vacant class rooms.
- (iii) Auditorium
- (iv) Canteen,
- (v) Playground / Gymnasium



- (vi) Student activity centres,
- (vii) Favourite joints of students in the vicinity.

All concerned are to keep a constant vigil and watch at such locations including monitoring of the atmosphere and the environment at eating 'Joints' (Canteens, Mess etc.), Hostel / accommodations, where students are accommodated.

These areas are needed to be carefully guarded if required by posting security personnel.

Wide – dissemination of Anti-Ragging Policy

Prospectus and Admission forms

- (i) All prospectuses should contain a specific caution that “ragging is banned in the Institute, and anyone found indulging in ragging, is likely to be punished appropriately which may include expulsion from the institute.”
- (ii) All students of the Institute are required to sign an anti-ragging declaration forms (Annexure I and II) at the time of admission to the institute.

Erection of Posters

Academic programme office may put up posters in prominent places within the campus to exhort students to prevent or not to indulge in ragging, also mentioning the names of the officials and their contact numbers, to be contacted in case of “ragging”. The same needs to be displayed on the website of the institute.

5. MONITORING ASPECTS OF RAGGING

Anti-Ragging Surveys

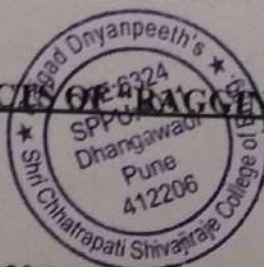
Anonymous random surveys, across first year students be carried out every fortnight, during first three months, at all the constituents of the Institute, to verify and check, whether the campus is indeed free from ‘ragging’.

Anti – Ragging Committee (ARC) at the Institute Level

An Anti – Ragging Committee (ARC) should be constituted at Institute level to monitor the various aspects related to menace of ragging. The members of this committee can be nominated by the Director (of which one has to be necessarily a female member). The ARC may have ‘Dean - Academics’ as chairperson and may also comprise of **Chairperson Student Affairs, Chairperson Academic Programmes and all hostel wardens** as other members in order to carry out the compliance of this policy across the whole institute along with the manner in which the same are dealt with.

6. PROCEDURAL AND PUNITIVE ASPECTS OF RAGGING

First Information Person (FIP)



- (a) 'First Information Person (FIP)' would be nominated by the Institute at beginning of each academic year. The FIP would provide first instance intervention in case of any complaint of "ragging".
- (b) FIP will also need to co-ordinate the preventive aspects of ragging, under guidance of the **Chairperson ARC** aiming to create a "ragging free environment"
- (c) FIP will be responsible for taking steps to ensure that cases of "ragging" within the institute are brought to the notice of the **Chairperson ARC** as soon as possible.
- (d) FIP is empowered to deal with informal complaints of "ragging" and/or take suo-moto cognizance of any such incident.

Ragging Reporting Procedure

- (a) If any individual believes that he or she has been subjected to 'ragging' or has knowledge of any such incident, such person (or FIP, who may have assisted the complainants or those, who have otherwise observed / known about "ragging") shall have option to file a complaint with the **Chairperson ARC**. This may be done in writing or orally. Written complaint is preferable.
- (b) FIP or member/s of the **ARC** will also be available to discuss any concerns exhibited by any student or a group of students, about ragging.
- (c) All formal/Informal complaints of "ragging" may be made to the FIP within the constituent unit or directly to **Chairperson ARC** as stated above.

ARC as Enquiry Committee

ARC will investigate all reported cases of ragging, in such a way, so as to maintain confidentiality to the extent practicable under the circumstances. The investigations should start maximum within three (03) days of reporting the incident and reports finalized by the ARC pinpointing the involvement of the accused along with recommendations relating to the punishment will be submitted to the competent authority maximum within a period of four (04) weeks. In exceptional circumstances, the Chairperson ARC may grant extension to the time limit under information to the complainant and the accused.

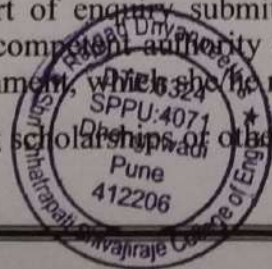
Process of Enquiry

The process of enquiry should be such to ensure that principles of natural justice are adhered to. Details of the process would be identical as in the case of 'Sexual Harassment Policy' adopted by the Institute. If the ragging also includes an element of sexual harassment then in that case both committees i.e. ARC and Sexual Harassment committee will look into the matter independently of each other.

Punishment / Penalties for 'ragging'

Based on the report of enquiry submitted by the ARC, the Chairperson ARC will recommend to the competent authority any of the punishment/(s) listed below or any other kind of punishment, which she/he may consider to be appropriate.

- (a) Withholding scholarships or other benefits



- (b) Debarring from representation of events.
- (c) Withholding results
- (d) Expulsion from Institute.
- (e) Debarring from examination/s.
- (f) Suspension from the institute or class for a limited period.
- (g) Fine with public apology
- (h) Prosecuting for criminal offence.
- (i) Filing FIR with the local police
- (j) Cancellation of admission

Appeal

Appeal with regards to any action taken against the accused at any level and / or against the punishment awarded under this policy, shall lie with the Director of the Institute, which should be filed within a period of two weeks from such an action or award of punishment.

7. SAVING AND REPEAL CLAUSE

Director of the Institute will possess the sole authority for any interpretation, modification, or amendment to the policy depending upon the need from time to time. She/He will also possess powers to exercise her/his discretion with respect to any or all of the clauses of this policy



Principal

Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206



Rajgad Dnyanpeeth's

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

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CRITERION 7 – Institution Values and Best Practices

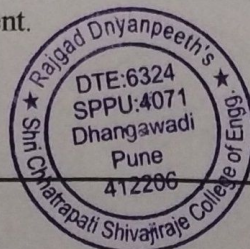
Key Indicator - 7.1 Institutional Values and Social Responsibilities

7.1.12 Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal / Officials and support staff

Code of Conduct

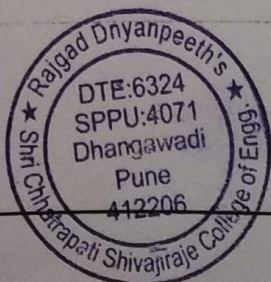
CODE OF ETHICS FOR PRINCIPAL

1. Principal should make a conscious effort to be fair to personnel and students. Principal should be fair to Faculty, staff, and students and need to know that they will be treated fairly when you make a decision.
2. Principal must apply honesty in his/her job. They should never directly lie to anyone. They must never withhold vital information that should be made public.
3. The Principal assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence.
4. The Principal endeavors to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.
5. Principal should maintain professional boundaries.
6. Train teachers to be responsible for their actions.
7. Understand that you and your teachers are accountable for your actions 24 hours a day, seven days a week.
8. The Principal shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
9. The Principal shall not submit fraudulent requests for reimbursement, expenses, or pay.
10. The Principal shall not fake records, or direct or force others to do so.
11. The Principal shall be of good moral character and be worthy to instruct or supervise the youth of this state.
12. The Principal shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
13. The Principal makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student.



CODE OF ETHICS FOR TEACHERS

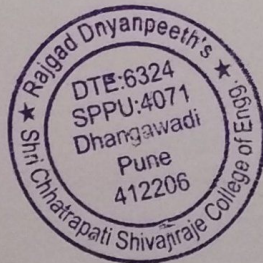
1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. Two Continuous Assessment Tests (CAT) Tests and Model Examinations are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, CAT Tests, Seminars if attended are to be entered in the ERP module.
5. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
6. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
7. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
8. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
9. Teachers should sign the attendance register and bio-metric while reporting for duty.
10. Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time.
11. Teachers should remain in the campus till the end of the College hours.
12. Prior written permission is required from the Principal / at least a day in advance while availing CL or OD.
13. Twelve days of causal leave can be availed in a calendar year.
14. All must report for duty on the reopening day and the last working day of each semester.
15. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
16. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
17. Staff members are encouraged to take up Research projects.
18. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
19. Teachers Associations should not be formed without the permission of the Management.
20. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
21. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Jeans pant & T-Shirts are prohibited.
22. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.



22. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
23. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
24. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
25. Teachers are barred from using cell phones while taking classes.
26. Teachers must always wear their identity badges while inside the college premises.
27. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing
28. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
29. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
30. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, electrical appliances) must be reported to the Principal in writing immediately.

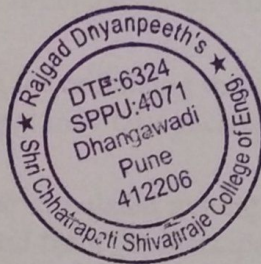
FACULTY MENTORSHIP

A faculty member is assigned to every student as a Mentor. The Mentor acts as de-facto guardian for the student in providing guidance and mentorship in both academic as well as individual-based needs of the student. The Mentor/Class In-Charge will also stay in correspondence with parents and guardians of the respective student.



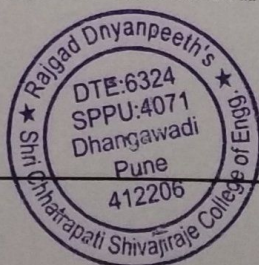
CODE OF ETHICS FOR NON-TEACHING STAFF

1. Loyalty to the College by punctual and reliable in all duties.
2. Integrity by being honest in words and actions.
3. Creating and maintaining with strong relationships with:
 - a. Proper interactions with students
 - b. Maintaining professional boundaries with students and staffs.
4. Dignity by treating students by care and kindness.
5. Being supportive and cooperate with other staff members
6. Responsibility by meeting the required standards for every assigned task.
7. Respect by mutual respect, trust and confidentiality
8. Justice by being committed to the wellbeing of individuals, the wider community and the common good of all people.
9. He / she must respect and maintain the hierarchy in the Administration.
10. He /she should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.
11. Must not use unauthorized persons to perform official duties



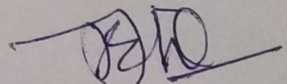
STUDENTS DISCIPLINE AND CAMPUS NORMS

1. Students shall come clean, tidy and smartly dressed.
2. Every student should wear Identity Card (ID) issued by the College at all times while on campus. In case of loss of identity card, student must inform the office to get a new ID card by paying Rs. 25/-.
3. Student should be regular and punctual in attending the classes and all other activities of the College.
4. The first bell announcing commencement of the session shall find them seated in their respective class rooms.
5. During class hours gathering in groups at entrance and exit pathways, playfield, garden, gateways and lobby (veranda) is strictly prohibited.
6. Strict silence should be observed inside the class room.
7. Student should get up quietly as lecturer enters the class and keep standing till the latter sits or desires them to be seated.
8. Students will not be permitted to attend the classes without the text books.
9. No student should leave the classroom without permission of the lecturer.
10. Students are expected to read notices put up on the College notice board. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with directions contained in it.
11. Students shall not hold meeting for criticizing the authorities of the College. Such meeting will be deemed unlawful and the Principal may take such action as he/she may feel necessary under the rules.
12. No Notice of any kind shall be circulated among the students or pasted on the notice-board without the previous written approval from the Principal.
13. Bicycles and Two wheelers must be parked safely in the allocated places only. Vehicles found parked in unauthorized places shall be impounded.
14. Students witnessing games are expected to show sportsmanship in their appreciation and encouragement. They must not indulge in jeering or shouting that will distract any player or team.
15. While attending College or any public function they will conduct themselves in such a way as to bring credit to themselves and to the institution.
16. Students are forbidden from collecting any donation for any purpose without the permission of the Principal.
17. Students are not allowed to address any authority in a body. Such combined action is subversive of good order.
18. Students should not address public meetings, media or take part in the political activities of any kind. No information or report should be sent to press or broadcasting agencies without the permission and approval of the Principal.
19. The Principal will deal strictly with students who play a leading part by organizing or assisting in strikes.
20. Regular attendance in the class room as well as submission of periodical assignments is expected from all the students. Any irregularity in this regard or absence without prior permission will affect adversely the evaluation of the student concerned and may entail disciplinary action.



21. The Principal can suspend a student for irregular attendance for habitual neglect of homework, indolence, disobedience and disrespect towards teachers and office staff and for indecorous conduct.
22. Students should not indulge in misbehavior such as ragging, eve-teasing, etc., Such students shall be strictly dealt as per law and may be dismissed from the College. (See Tamil Nadu Government Act in the upcoming pages).
23. Cell phones are banned on campus. Students are not permitted to use cell phones at any times or in any place in the College campus.
24. Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should abstain themselves from violence.
25. Spitting, smoking and throwing bits of paper inside the College campus must be avoided.
26. Students are prohibited from damaging the building or any other property of the College in any way. The cost of any damage so caused will be recovered from the students collectively.
27. Representation of complaints and grievances may be made individually to the Principal through Class In-charge and HOD.
28. Smoking or alcoholic consumption are strictly prohibited.
29. All students admitted to the College are subject to the discipline and control of the College authorities. The students are required to adhere strictly to the rules and regulations that may be framed from time to time by the College authorities. Proper observance of College discipline, good conduct and participation in games and other events will play an important role in recommendation for final College examination/scholarship/placement/award of certificates, when leaving the College. In case of breach of discipline the Principal shall have the power to fine, suspend or even compel the concerned student(s) from the College.
30. For any certificates that are to be collected from the Principal's Office, request letter must be submitted through Class-In-Charge & HOD and the same can be submitted two days in advance.
31. The College reserves the right to delete, to add or amend the rules & regulations given above as and when deems necessary.




Principal
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