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Bharatiya Vidya Bhavan's

SARDAR PATEL INSTITUTE OF TECHNOLOGY

(An Autonomous Institute Affiliated to University of Mumbai)

Munshi Nagar, Andheri (W), Mumbai – 400 058.



INSTITUTIONAL VALUES, POLICIES, RESPONSIBILITIES, AND CODE OF CONDUCT WITH EFFECT FROM ACADEMIC YEAR 2022-23

INDEX

Chapter	Chapter Name	Page No
1.	**About Us**	
1.1	Bharatiya Vidhya Bhavan	1
1.2	Sardar Patel Institute of Technology	4
1.3	Vision	6
1.4	Mission	6
1.5	Goals	6
1.6	Values	8
2.	**Definition and Classification of Terms**	
3.	**Governance Structure**	
3.1	Mandatory Committees	17
3.2	Non-Mandatory Committees	29
4.	**Institute Leadership**	
4.1	Organization Chart	50
4.2	Principal	51
4.3	Deans	52
4.4	Heads of Department	63
4.5	Controller of Examinations	65
5	**Empowerment Policies**	
5.1	Empowerment Policy for Faculty	67
5.2	Empowerment Policy for Students	75
5.3	Empowerment of Deans & Heads	81
6	**Roles & Responsibilities of Institute Employees**	
6.1	Roles & Responsibilities of Faculty	83
6.2	Roles & Responsibilities of Administrative Staff	95
6.3	Roles & Responsibilities of Technical Staff	108
7	**Code OF Conduct**	
7.1	Faculty of the Institute	116
7.2	Administrative and Technical staff of the Institute	124
7.3	Students of the Institute	131
8.	**Faculty and Staff Leaves**	
8.1	Office Timing	141
8.2	Leave Regulations	142
8.3	Applicability	142
8.4	Types of Leave	145
9.	**Recruitment & Appointments**	
9.1	Recruitment	152
9.2	Appointments	154
9.3	Seniority	155

10.	**Promotion**	
10.1	Promotion for Faculty	157
10.2	Career Advancement Scheme for teachers	157

CHAPTER 1

ABOUT US

1.1 Bharatiya Vidhya Bhavan



The Bharatiya Vidya Bhavan is not just an institution; it is a movement, a cause. Its objects have been, from its inception, to encourage the study of all aspects of Indian Culture, to help in the reintegration of the latter in the light of modern conditions; and to aid the fundamentals of Aryan Culture. The Bhavan is thus a centre in which our ancient learning and modern intellectual aspirations combine to create a new spirit and literature a new history and culture. The Bharatiya Vidya Bhavan was founded on Kartik Sud Purnima, Samvat 1995 (November 7, 1938). In the address delivered by Shri Munshiji at the inauguration of the Bhavan he said: "For many years it had been the dream of the Sahitya Sansad to crystallize its work by creating a centre in which the ancient learning and modern intellectual aspirations of this land could combine to create a new literature, a new culture. The Bhavan will be a new association which will organise active centres where ancient Aryan learning can be studied and where modern Indian culture will be provided with a historical back-ground."

The earliest departments to be started by the Bhavan were those of Sanskrit, Comparative Philology, Prakrit languages, Gujarati, Hindi, Indian History and Bhagavat Dharma. These departments were established within a very short time of the inauguration. The generous donation of Shri Mungalal Goenka enabled the establishment, in 1939, of the Mungalal Goenka Institute for Higher Sanskrit Studies, which was later developed into the Mungalal Goenka Samshodhan Mandir.

The first activities of the Bhavan were started in the premises of the Fellowship School on June 1, 1939. Subsequently they were transferred to rented premises at Andheri. Soon after this, the Department of Jain Studies was opened. With the co-operation of the Gujarati Sahitya Parishad, Shri Narmada Gujarati Shikshapith was formed. On September 1, 1939, the Mumbadevi Sanskrit Pathshala was opened as part of the Bhavan, with the help of the Mumbadevi Trust. In 1940, Shri Nagardas Rughnathdas Jyotish Shikshapith was founded, and the beginnings of a library were made.

In the same year, a land measuring about eleven acres was purchased at Andheri from the Government and the generosity of several friends of the Bhavan. On September 14, 1940, Shri Munshiji laid the foundation stone of the building, which when completed in 1941, was opened by Dr. S. Radhakrishnan.From July 1, 1942, the Government of India requisitioned the premises of the Bhavan at Andheri and in consequence, the Bhavan had to rent new premises at Worli and later at Harvey Road.

Though handicapped for want of suitable premises, the period 1943 to 1947 marked considerable expansion of its activities with the endowment of the Singhi Jain Series and Library and the starting of the Jain Shastra Shikshapith in 1943-44; the organisation of the Bharatiya Itihas Wing in 1944; the starting of the Gita Vidyalaya and the institution of the Bhavan's own examinations in Sanskrit and Gita in 1945; the inauguration by Sardar Vallabhbhai Patel of the Bhavan's Megji Mathardas Arts College and Narrondasss Manordass Institute of Science at Andheri in 1916; the development of the Mumbadevi Sanskrit Pathashala into the Mumbadevi Sanskrit Mahavidyalaya in 1946-47; the starting of the Munshi Saraswati Mandir with its varied cultural activities including the Library, Sangit Shikshapith and Kala Kendra in 1947. The rented premises in Harvey Road together with the adjoining properties were purchased by the Bhavan in the year 1946 with a view to constructing a Central Home for the Bhavan in the city.

Accordingly, in January 1947, two of the old buildings were demolished and the foundation stone of the new building was laid by Shri Munshiji on February 23; 1947. The new building was completed in 1949. Constructed on a grand scale keeping in view the growing needs of the Bhavan's activities, this building took two years and three months to complete and cost over Rs. 18,00,000. This achievement was made possible mainly because of the organising genius and untiring zeal of our Vice-President, Smt. Lilavati Munshi. Shri C. Rajagopalachari, the then Governor-General of India, declared the new building open on August 8, 1949. This Central Home of the Bhavan has proved to be the hub of cultural activity in Bombay.

The inauguration in 1951, by Shri Munshiji, of the Bhavan's Book University and the promotion of the Sanskrit Vishva Parishad (World Academy of Sanskrit) with its head office in the Bhavan have added considerably to the activities of the Bhavan. On account of its ceaseless efforts in the cause of the cultural renaissance of India, the Bhavan slowly developed into an institution of all-India importance. In November 1950, a branch of the Bhavan was formed in Delhi. An acre of land in the heart of the capital opposite to the Constitution Club in Curzon Road—was purchased in 1952 and was formally taken over on January 31, 1952 on behalf of the Bhavan by Shri R. R. Diwakar. The foundation stone of the Delhi home of the Bhavan was laid by Dr. Rajendra Prasad, President of the Republic of India, on March 31, 1952.

From humble beginnings, the Bhavan has today come to occupy a position in the country as a centre of Indian Culture and Indological Research. This would not have been possible but for the unbounded faith in our mission, unfaltering- guidance and ceaseless efforts of our Founder-President, Shri Munshiji, who has been the soul of the movement, ably supported by our Vice-Presidents, Sir H. V. Divatia and Shrimati Lilavati Munshi and other members of the Committee of Office-Bearers and Council and a band of loyal, devoted workers. God willing, we shall continue to contribute in an ever-increasing measure to what our President has set as the goal—the reintegration of Indian Culture to suit the needs of modern India and the world.

Founders Message



Kulpati Dr. K. M. Munshi

"Education would fail ignominiously in its objective if it manufactures only a robot and called him an economic man, stressing the adjective economic and forgetting the substantive man. A university cannot afford to ignore the cultural aspects of education whatever studies it specializes in. Science is a means, not an end. Whereas culture is an end in itself. Even though you may ultimately become a scientist, a doctor, or an engineer, you must, while in college, absorb fundamental values which will make you a man of culture. An engineer has not merely to build bridges; he has to be a devoted husband, a kind father, a friendly neighbour, a dutiful citizen, and a man true to himself. He will have trials and tribulations; his heart will fail him at times; he will then need the strength that true culture alone can give. ``

1.2 Sardar Patel Institute of Technology



The Institute is situated within a 47-acre verdant campus in Andheri (W), a fast-growing suburb of Mumbai. In 1957, the Bharatiya Vidya Bhavan conceived the idea of establishing an engineering college in Mumbai, which came to fruition with the inauguration of Sardar Patel College of Engineering on August 19, 1962. In 1995, self-financed engineering courses were introduced, expanding the institution's offerings. It began operating as Sardar Patel College of Engineering (Unaided-wing), offering programs in Electronics Engineering, Computer Engineering, Information Technology, and a Master's course in Electronics from 2005 to 2008. These programs have garnered acclaim in both the engineering education realm and the industry. In 2005, the institution transitioned to its new building and was officially renamed Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology. It remains affiliated with Mumbai University.

Principal's Message



Dr. Bhalchandra Chaudhari
Principal, Sardar Patel Institute of Technology

I have great pleasure in expressing my thoughts as the Principal of Sardar Patel Institute of Technology (SPIT), the Numero Uno, self-financed, autonomous Institution of Maharashtra. We are a constituent of Bharatiya Vidya Bhavan, not just a conglomeration of more than 300 institutions, but a culture, a saga, a holy journey, started by Dr. K.M. Munshi with the support of Mahatma Gandhi in 1938. Imparting value-based education with Indian cultural ethos has always been the motto of Bhavan.

Engineers & technologists form the backbone of any nation's economic development. The world is presently undergoing a very unprecedented, extraordinary, challenging time. A new normal is anticipated in many walks of life, including education. Such disruptions will come again and again in one or the other form. Engineers will work for 40-50 years of their life, they will have 3 to 4 diversified careers in technologies we are even unaware of. To make aspiring minds confident and future-proof, education must prepare them for a "marathon" rather than a "sprint". SP-IT makes continuous, sincere efforts towards this.

We focus on "How to learn?" rather than "What to learn?". We believe in multidisciplinary exposure to the learners, yet ensuring growth in one vertical, cherishing human sensitivity and empathy. We have thoughtfully articulated a unique academic model towards this. Our splendid academic performance, sparkling placements (quantitative and qualitative), enrollment for higher studies at the best places of the world, prizes won by our students in national/international level technical competitions, in past many years are the true testimonials for this.

With the support of a dedicated and hardworking faculty and staff, the institute has achieved enviable visibility and ranking in a short span. On behalf of all stakeholders of SPIT, I welcome you to this family and look forward to your valuable association with us for a better tomorrow. Four years of engineering education at Sardar Patel Institute of Technology or two years post-graduation, will undoubtedly empower you to lead a successful life.

Let's grow together…

1.3 Vision

A vision statement is a written declaration that describes the goals and overall purpose of an organization. It can describe a strategic plan for success, reassure stakeholders, and guide employees. It is created after a lot of deliberation to motivate both the employees and the stakeholders.

The Vision statement of Sardar Patel Institute of Technology is therefore:

"To build a renowned institute which will produce graduate engineers with global competency and social sensitivity."

1.4 Mission

The mission of an organization is practical, goal-oriented, and concrete in nature, with measurable objectives. Its purpose is to ensure that every person working in the organization can assess whether their daily activities serve the mission. It is also a mix of future focus, combined with the current practical goals required to get there. It is made with the help of all the stakeholders and higher management of the organization.

SPIT has enlisted the following mission:

- **Provide high quality education in engineering and technology promoting the Indian Values and Ethos that will prepare the participants to lead lives of personal integrity and civic responsibility in a global society.**
- **Promote an Educational Environment that combines academic study with the excitement of intellectual curiosity for engineers of tomorrow.**
- **Enhance career opportunities for students through Industry-Institute interaction, value-added courses and projects in cutting edge technology.**
- **Inculcate Entrepreneurial mindset in students to make them job creators.**
- **Focus on applied research to create next generation technologies**.

1.5 Goals

Every organization has certain objectives envisioned for the future growth of the organization. SPIT too has certain goals which are entwined with the vision and mission of the Institute.

1.5.1 General Goals

- To be recognized as a premier engineering institute committed to solving real-world, technology-driven challenges.
- To foster a warm, optimistic, and intellectually stimulating environment that supports the growth and development of students, faculty, and staff.
- To offer state-of-the-art facilities that stay ahead of emerging technologies.

- To continually assess and update the curriculum and teaching methods to keep pace with evolving industry standards.
- To deliver an interdisciplinary education that integrates science, engineering, and technology to address complex, contemporary global challenges.

1.5.2 Institute Oriented Goals

- To produce highly skilled, quality-focused engineers who are technically proficient and industry-ready.
- To empower students, faculty, and staff to realize and unlock their full potential through support, development, and opportunities.
- To transform our departments into centers of excellence, fostering innovation and academic leadership.
- To establish postgraduate programs across all disciplines, enhancing advanced learning and research opportunities.
- To implement effective and efficient teaching-learning practices that promote student engagement and academic success.
- To increase campus placement rates by strengthening career services and industry partnerships.
- To enhance collaboration between the institute and industry, creating opportunities for research, internships, and real-world problem-solving.

1.5.3 Faculty Oriented

- To build and maintain an outstanding faculty that is dedicated to teaching and research, guided by the highest standards of professional and personal conduct.
- To keep faculty members apprised of the latest trends and developments, by sending them to other premier institutions for research and by conducting AICTE-ISTE-sponsored STTPs in our institute.
- To encourage activities that will promote faculty professional growth and recognition.
- To motivate faculty in the development of new processes, product systems, and technology, leading to innovations, patents, and publications at the national level and international level.
- To encourage faculty members to get higher qualifications and research.

1.5.4 Student Oriented

- To equip and enable all students to pursue their chosen career paths in reputed organizations.
- To provide students an extra dimension to their education in the areas where science, technology and society intersect.
- To mentor students to acquire as well as apply their knowledge and skills as needed, using appropriate learning strategies.
- To conduct special programs that help instill adequate technical, communication and leadership skills in students.
- To offer frameworks and resources to students that inspire lifelong learning.

1.6 Values

Values are a set of core beliefs held by an organization. They act as guiding principles that provide an organization with purpose and direction and set the tone for its future growth.

1.6.1 Institutional Values:

1. Integrity: Integrity is defined as the quality of being honest and having strong organization to life the mindset of the students to soar to new heights, integrity is of paramount importance. Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology takes pride in working with integrity and a sense of righteousness to hold itself to consistent moral and ethical standards.
2. Excellence: Excellence is the hallmark of consistency. Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology has consistently ranked among the top educational institutions in the city and state. It currently occupies a position in the 101 to 150 bracket of the National Institute Ranking Framework (NIRF). All this has been possible with dedicated input from the management and faculty members, who consistently try to mould the institution towards constant improvement and progress.
3. Social Sensitivity : The prime goal of an educational institution like Sardar Patel Institute of Technology, under the aegis of management like Bharatiya Vidya Bhavan, strives to make the society better in all respects by providing quality education. One of the highlights of the new curriculum under autonomy has been to provide relevant education that would make a difference to the society. The institution also tries to instil the values of social service among its students and faculty members by being a part of various social welfare schemes, and tie-ups with NGOs from time to time.

4. Globalization: Vasudev Kutumbakam: The whole universe is our family. With a strong belief in Vasudev Kutumbakam, Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology extends its services in education to one and all without any discrimination on any grounds whatsoever. It strives to consistently uplift the standard of education provided, with relevance to the current global trends and standards.

1.6.2 Student Focus:

1. Academic Excellence: Academic excellence is the demonstrated ability to perform, achieve, and/or excel in scholastic activities. To achieve academic excellence, the Institute creates an environment that fosters the development of the students so that they can grow intellectually, socially, and ethically, and are therefore able to pursue successful and fulfilling careers.
2. Goal-oriented: Goal-oriented means you strive to complete specific tasks to reach a certain outcome. The Institute helps students to achieve drive and motivation by focusing on reaching or completing specific tasks to achieve a planned outcome.
3. Inclusion : The Institute believes in the policy of inclusion by helping students identify effective ways to assist someone facing a challenge or difficulty, tailoring solutions to meet individual needs by accepting, understanding and catering to students' differences and diversity whether that's physical, cognitive, academic, social, or emotional.
4. Competence: The Institute fosters in students the ability to use knowledge, skills, to be successful in solving general problems in a wide range of areas.
5. Communication and Leadership Skills: Successful communication helps students to understand people and situations. The Institute prides itself in creating and helping students to nurture their communication skills which helps them to overcome diversities, build trust and respect, and create conditions for sharing creative ideas and solving problems, thus leading to becoming leaders in their personal and professional lives.

1.6.3 Work Ethics:

A work ethic is a personal set of values that determines how an employee behaves in the workplace. An employee can have a good work ethic or a bad one, and each one influences behaviours in the workplace in their own way.

1. Reliability: A dependable employee is an excellent teammate. The person you hire will be dependable if they have a high work ethic, and they will deliver to the best of their ability on every project they work on. These employees also know how to prioritize tasks and make sure that everything is completed on time and correctly.
2. Dedication: Commitment and dedication are important parts of a good work ethic. These employees are focused on the tasks at hand, even when they're interrupted. They stay on task and work until they finish their duties.
3. Discipline: A highly disciplined employees is someone who meets or exceeds expectations, seeks opportunities to learn skills and improve their performance, and does not take the job for granted.
4. Productivity: Outstanding productivity is the result of a strong work ethic. Productive employees generally outperform their peers. They finish tasks ahead of schedule and go above and beyond the call of duty.
5. Cooperation: Employees who coordinate freely on initiatives frequently disseminate a healthy work ethic to people around them. Team building ensures that they work well together and immediately aid others when required.
6. Integrity: Maintaining professional integrity entails adhering to strong moral ideas. Those with a high work ethic also have exceptional integrity. They are truthful, respectful, and kind to others.
7. Responsibility: A strong workplace ethic necessitates a sharp feeling of responsibility. Ethical and responsible people hold themselves accountable for their conduct. They will accept responsibility for errors they have caused and will strive diligently to resolve these issues.
8. Professionalism: Professionalism is usually always maintained by employees that have a strong work ethic. They demonstrate a professional demeanour in the way they dress, speak, and conduct themselves. They are respectful, focused, organized and neat.

1.6.4 Social Development:

Social development is about improving the well-being of every individual in society so they can reach their full potential. The success of society is linked to the well-being of every citizen.

1. Humanity, Empathy & Compassion: Humanity refers to caring for and helping others whenever and wherever possible. The Institute inculcates in students the skill of helping others at times when they need that help the most. Thus, allowing students to forget their selfish interests and work for the benefit of the community. The Institute provides the students with clubs such as NSS, ROTRACT and Community Service projects to build their social skills.
2. Social justice and Awareness: Social justice is fairness as it manifests in society. The Institute encourages its students to respect human rights and fight against discrimination, thus developing students' social awareness.
3. Tolerance: Tolerance is when you accept others who are different in their race, culture, habits, and even beliefs. The Institute encourages students to accept other students no matter how diverse or different they are, creating an atmosphere of inclusion.

CHAPTER 2

DEFINITION AND CLASSIFICATION OF TERMS

Definitions

a) **SPIT/Institute -** refers to Sardar Patel Institute of Technology, henceforth referred to as Institute or SPIT

b) **Autonomy** - means a privilege of the university conferred by the Statutes to permit a college, institution, or a university department to conduct academic programmes and examinations, develop syllabus for the respective subjects, and issue certificates of passing the examinations

c) **Autonomous college -** "autonomous institution" or "autonomous department" means a college, institution, or department to which autonomy is granted and is designated to be so by the Statutes;

d) **Empowered Autonomous College** - means an autonomous college that is identified by the University Grants Commission as a College with potential for Excellence or College Excellence, which has high-level grade as specified by the Government by notification in the Official Gazelle as has been given the status of Empowered Autonomous College by the Authority under the Statutes, with a power to grant degree of such College jointly with the affiliating University

e) **Bodies** - means the bodies of the Institute formed by the respective authorities

f) **Choice based credit system** - means the curricular system that offers multiple interdisciplinary choices for students to select from the courses (core, elective or minor or soft skill courses) to accumulate credits as prescribed in Statutes

g) **Campus** - refers to the Institute's building, other buildings in the compound and everything that comes within the prescribed boundary or perimeter.

h) **Management** - means the trustees or the managing or governing body, by whatever name called, of any trust registered under the Maharashtra Public Trusts Act, or any society registered under the Societies Registration Act, 1860 or a Company registered under section 8 of the Companies Act, 2013, under the management of which one or more colleges or recognized institutions or other institutions of higher learning, are conducted and admitted to the privileges of the university:

i) **Student** - means an individual who is admitted and registered for an academic programme of the Institute or affiliated, conducted, autonomous colleges and recognized, institutions of the University.

j) **Principal** - means a teacher who is duly approved as a Principal by the university.

k) **Dean**s- are an administrative/academic leader who oversees the administration, academic, programmatic, managerial, and financial activities of a university. Deans

oversee student recruitment, admission, and academic development, as well as quality assurance and academic integrity monitoring.

l) **Head of Department** - manages all aspect of the employees of the department and is responsible for performance management. He/she builds a high-performance team that work collaboratively through an organisation, and can develop and execute functional strategy as well as act as a change leader.

m) **Registrar** - refers to any person duly appointed as Registrar by the Institute or any person who is for the time being authorized to function as the Registrar by the Institute.

n) **Employee** - refers to any person employed by the Institute in any Teaching, Non-teaching, or administrative capacity

o) **Faculty** - refers to any person who engages in regular assignments such as Instruction, research activity, research projects, evaluation and any other activity directly or indirectly related to imparting knowledge to students.

p) **Technical Assistants/Lab Assistants**- refers to those who help the faculty in instruction to students directly or indirectly and provide technical support to students and Faculty especially in laboratory or academic related activities.

q) **Administrative Staff** - refers to those engaged in administrative activities directly and supporting the office work carried out in the Institute.

r) **Adhoc Employee** - refers to any person who has been appointed by the Institute for a period of eleven months with a fixed amount of income.

s) **Permanent Employee** - refers to one who is employed on a permanent/Full-time UGC basis and whose appointment has been made through UGC and approved by the University of Mumbai and has been confirmed in writing by the Dean Administration or any other officer who has been authorized to do so and who has completed the probation period stipulated by the Institute and whose completion of probation period is authorized in writing by the Principal/Deans or other officer authorized to do so to be a permanent employee.

t) **Contract Employee** - is one who has been employed by a man-power contractor.

u) **Department** - means a department teaching a particular subject or a group of subjects in a college or an institution as prescribed in the Statutes

v) **Post-graduate department** - means a department in a college or institution of higher learning, research or specialized studies, recognized to be so by the university and imparting post-graduate instruction or guidance for research

w) **Prescribed** - means prescribed by Statutes or Ordinances or Regulations, as the case may be, made by or under this Act;

x) **University Grants Commission** - means the University Grants Commission established under the University Grants Commission Act, 1956;

y) **Vacation** - 'Vacation' means summer or winter vacation for University Teachers approved by Institute authorities.

z) **University**- refers to University of Mumbai

aa) **Government**- refers to State Government of Maharashtra

bb) **Salary**- refers to monthly regular income given by the institute

CHAPTER 3

GOVERNANCE STRUCTURE

Leadership and Governance deeply influence all aspects of Higher Educational Institutions (HEIs). Though good governance and management in themselves are not the outcomes that are to be achieved in higher education, they are crucial in determining the effectiveness of all the efforts aimed at achieving such outcomes. It is believed that quality education and research require intellectual ferment in a nurturing culture and the governance-of higher educational institutions determines this culture.

Sardar Patel Institute of Technology has the following Mandatory & Non-Mandatory committees to ensure proper management of academic, financial, and general administrative affairs.

3.1 Mandatory Committees

As per UGC norms for autonomous colleges, there are certain statutory bodies needed for the smooth management of academic, financial, and general administrative affairs.

3.1.1 Governing Council of the institute

The Governing Council of the institute has been constituted as per the norms of the All-India Council for Technical Education (AICTE), which is the regulatory body for approving technical colleges in India. Its main function is to ensure that stakeholders, including students, faculty, and institutional management, as well as those from the wider society, have full confidence and trust in our institution. All those who have governance responsibilities and accountabilities, both within and outside institutions carry out their responsibilities effectively.

Functions:

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government, the governing body of the above colleges shall have powers to:

- Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- Approve institutions of new programmes of study leading to degrees.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfil the objectives for which the college has been declared as autonomous.

The Governing Body of Bhartiya Vidya Bhavan's, Sardar Patel Institute of Technology serves as the apex body responsible for overseeing the strategic direction, policies, and overall governance framework of the institution.

The institute's Governing Body is composed of the following:

Number	Category	Nature
3 Members One of them to be Chairperson	Educationalist, Industrialist, Professional	Nominated by the University, persons of proven academic interest with at least PG level qualification
2 Members	Teachers of the Institute	Nominated by the Principal on seniority by rotation.
1 Member	State Government Nominee	Nominated by State Government
1 Member	University Professor	Nominated by the University
1 Member	UGC Nominee	Nominated by UGC
1 Member	Principal of the Institute	Ex-Officio

At S.P.I.T., the Governing Council constitutes the following board members:

Governing Council Members	1	Dr. Sesha Iyer *Professor and Adviser to the Dean, SPJIMR*	Chairman
	2	Dr. Prachi Gharpure *Ex. Professor & Director of NMIMS, Indore*	Management Nominee
	3	Shri. Asif Mulla *Advocate*	Management Nominee
	4	Dr. Vikram M. Gadre *Professor of Electrical, IIT-Bombay*	Member
	5	Shri. Rahul Chari *Founder & CTO – PhonePe*	Member
	6	Shri. Suresh Mhatre *Ex. Professor, NMIMS, Mumbai*	Member
	7	Shri. Kiran. T. Talele *Associate Professor & Dean(Students Affairs), S.P.I.T.*	Teaching Member
	8	Dr. Pooja Raundale *Professor& Dean(IQAC) , S.P.I.T.*	Teaching Member
	9	Dr. Sunil Bhirud *Director & Professor at VJTI*	Nominee of University of Mumbai

	10	Dr. Manju Singh *Joint Secretary, UGC*	Nominee of UGC
	11	Dr. Pramod Naik *Joint Director of Technical Education, Maharashtra.*	Nominee of the DTE
	12	Dr. B. N. Chaudhari *Principal, S.P.I.T.*	Principal of the Institute

Bharatiya Vidya Bhavan's
SARDAR PATEL INSTITUTE OF TECHNOLOGY
(Autonomous)
Munshi Nagar, Andheri(W), Mumbai – 400 058.

Date: 4th October 2022

Name of the Committee :- Governing Body		
Structure of the committee		Composition of the committee (2022-23)
Chairman of the Committee	Nominated by the Society / Trust	1. Dr. Sesha Iyer
Members	Five members nominated by the Society / Trust	2. Dr. Prachi Gharpure 3. Shri. Asif Mulla 4. Shri. Suresh Mhatre
	Two members teachers of the college based on seniority	5. Prof. Kiran T. Talele 6. Prof. Pooja Raundale
	One member educationalist	7. Prof. Vikram M. Gadre
	One member Industrialist/Alumni	8. Shri. Rahul Chari
	One UGC nominee	9. Dr. Manju Singh
	One Affiliating University Nominee	10. Prof. Sunil Bhirud
	One State Government Nominee	11. Ex-Officio of Director of Technical Education
Member Secretary	Principal of the Institute	12. Prof. B. N. Chaudhari

Functions:
Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government, the governing body of the above colleges shall have powers to:

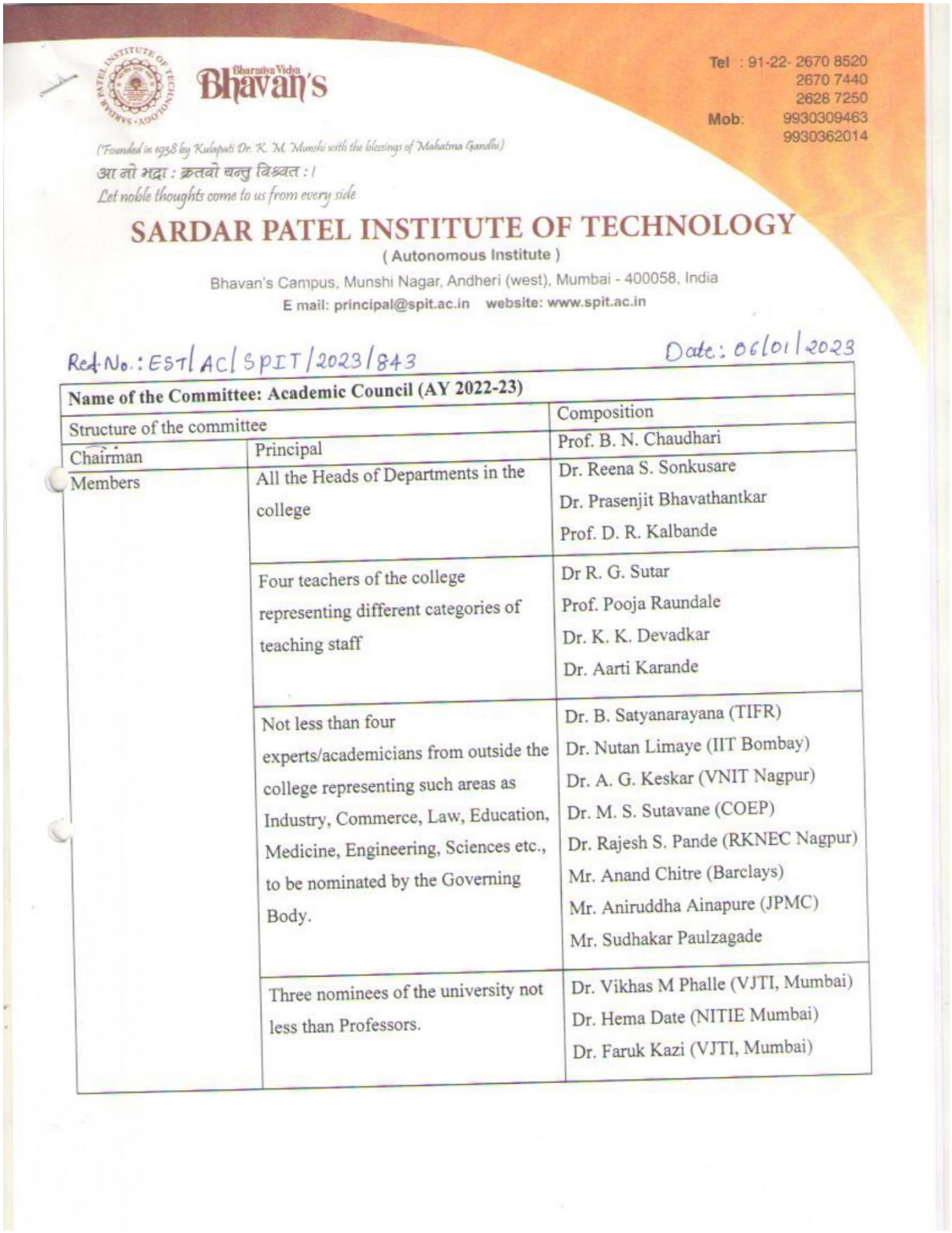
- Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve institution of new programmes of study leading to degrees.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfil the objectives for which the college has been declared as autonomous.

3.1.2 Academic Committee

Functions of Academic Board: -

- Scrutinize and approve the proposals with or without modification of the Boards of Studies about courses of study, academic regulations, curricula, syllabi, and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the University/Government.
- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Governing Body proposals for institution of new programmes of study.
- Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same.
- Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the Governing Body.

Academic Committee



Bharatiya Vidya Bhavan's

Tel : 91-22- 2670 8520
2670 7440
2628 7250
Mob: 9930309463
9930362014

(Founded in 1938 by Kulapati Dr. K. M. Munshi with the blessings of Mahatma Gandhi)

आ नो भद्राः क्रतवो यन्तु विश्वतः ।
Let noble thoughts come to us from every side

SARDAR PATEL INSTITUTE OF TECHNOLOGY

(Autonomous Institute)

Bhavan's Campus, Munshi Nagar, Andheri (west), Mumbai - 400058, India
E mail: principal@spit.ac.in website: www.spit.ac.in

Ref. No.: EST/AC/SPIT/2023/843 Date: 06/01/2023

Name of the Committee: Academic Council (AY 2022-23)		
Structure of the committee		Composition
Chairman	Principal	Prof. B. N. Chaudhari
Members	All the Heads of Departments in the college	Dr. Reena S. Sonkusare Dr. Prasenjit Bhavathantkar Prof. D. R. Kalbande
	Four teachers of the college representing different categories of teaching staff	Dr R. G. Sutar Prof. Pooja Raundale Dr. K. K. Devadkar Dr. Aarti Karande
	Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.	Dr. B. Satyanarayana (TIFR) Dr. Nutan Limaye (IIT Bombay) Dr. A. G. Keskar (VNIT Nagpur) Dr. M. S. Sutavane (COEP) Dr. Rajesh S. Pande (RKNEC Nagpur) Mr. Anand Chitre (Barclays) Mr. Aniruddha Ainapure (JPMC) Mr. Sudhakar Paulzagade
	Three nominees of the university not less than Professors.	Dr. Vikhas M Phalle (VJTI, Mumbai) Dr. Hema Date (NITIE Mumbai) Dr. Faruk Kazi (VJTI, Mumbai)

Member Secretary	A faculty member nominated by the principal (Dean Academics)	Prof. Y. S. Rao
Special Invitee	All (remaining) Professors and Associate Professors of the institute	Dr. D. C. Karia Prof. S. N. Dhage Dr K. T. Talele Dr. N. A. Bhagat Dr. R. R. Sawant Dr. Sujata Kulkarni Shri. M. M. Parmar Shri. D. D. Ambawade Prof. Preeti Jani Dr. Surekha Dholay Prof. A A Godbole
	Controller of Examinations	Dr. Sukannya Kulkarni
	Students Representatives CR of TY B Tech, FY MCA	Eeshaan Asodekar (ETRX) Sara Sheth (EXTC) Aditya Motwani (COMP) Shreya Shetty (IT) Vishal Padme (MCA)

Functions:

Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

(a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

(b) Make regulations regarding the admission of students to different programmes of study in the college.

(c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

3.1.3 Board of Studies Committee

There shall be one Board of Studies for each Department of the Institution.

The composition of the Board of Studies of each faculty/ Department shall be as under:

Board of Studies Committee Structure	
Chairperson	Head of the department or institution in the relevant subject
Members	i. All Professors of the faculty/ Department
	ii. Two Associate Professors of the faculty/ Department by rotation based on inter-se seniority
	iii. Two Assistant Professors of the faculty/Department by rotation based on inter-se seniority
	iv. Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

Note: The powers and functions of the Board of Studies shall be prescribed by the Rules of the Institution Deemed to be University.

Functions of the Board of studies: -

The Board of Studies shall have the following powers and duties, namely: —

(1) to recommend the Course concerned, the course syllabi, course structures, and valuation schemes of various courses to the Academic Board.

(2) to recommend the reference books or supplementary reading books and such other material useful for the study of the course.

(3) to recommend modifications in respect of addition or deletion or updating of courses.

(4) to prepare the panels of paper-setters, and examiners for the examinations and evaluation, based on the criteria laid down by the Academic Board and recommend them to the Board of Examination

(5) to prepare the requirements regarding the library, laboratory, and equipment in respect of the courses concerned.

(6) to suggest extension programmes with respect to the courses introduced.

(7) to understand the requirements of industry or corporate or society at large and to incorporate them into the syllabi to make the teaching-learning process relevant to the needs of the time.

(8) to encourage learning by collaboration and participation by using information and communication technology tools

Board of Studies

1. Computer Engineering

Bharatiya Vidya Bhavan's
SARDAR PATEL INSTITUTE OF TECHNOLOGY
(Autonomous Institute Affiliated to University of Mumbai)
Munshi Nagar, Andheri (W), Mumbai – 400 058.

Department of Computer Engineering
Constitution of BoS for the Academic year 2023-24

Sr. No	Designation	Name of BoS Member
1	Chairman (Head of the Department)	Dr. Prasenjit B. Bhavathankar
2	Faculty as per Specialization	1. Dr. Anant Nimkar 2. Prof. Pramod Bide 3. Prof. Swapnali Kurhade
3	Two subject experts from outside the parent university to be nominated by the Academic Council	1. Dr. Narendra S. Chaudhari, IIT Indore 2. Dr. Padmaja Joshi, C-DAC, Mumbai
4	One expert nominated by the vice-chancellor	Dr. Mahesh Shirole, VJTI, Mumbai
5	One representative from industry/corporate sector/allied area relating to placement	Mr. Sunny Nagpal, Morgan Stanley, Mumbai
6	One postgraduate meritorious alumnus	Mrs. Priyam Das, Data Engineer Executive, Godrej Capital, Mumbai
7	Experts from outside the college whenever special courses of studies are to be formulated	1. Dr. Hariram Chavan, KJSIT, Mumbai 2. Dr. Sandeep Udmale, VJTI, Mumbai
8	One undergraduate meritorious alumnus	1. Mr. Malhar Bangdiwala, Deutsch Bank 2. Mr. Adwait Hedge, Barclays
9	Other members of staff of the same faculty	1. Dr. Sudhir N. Dhage 2. Dr. Surekha Dholay 3. Prof. Anand Godbole 4. Prof. Kiran Gawande 5. Prof. Jyoti Ramteke 6. Dr. Nataasha Raul 7. Prof. Reeta Koshy 8. Prof. Sunil Ghane 9. Prof. Abhijeet Salunke 10. Dr. Kailas Devadkar 11. Dr. Rupali Sawant 12. Prof. Jignesh Sisodia
10	Student members	1. Akshat Biniwale 2. Naman Badlani

Principal
Sardar Patel Institute of Technology
Mumbai, India

2. Electronics and Telecommunication Engineering

Sardar Patel Institute of Technology

Bhavan's Campus, Munshi Nagar, Andheri (West), Mumbai-400058-India
(Autonomous Institute Affiliated to University of Mumbai)

Board of Studies (BoS) of Department of Electronics and Telecommunication Engineering

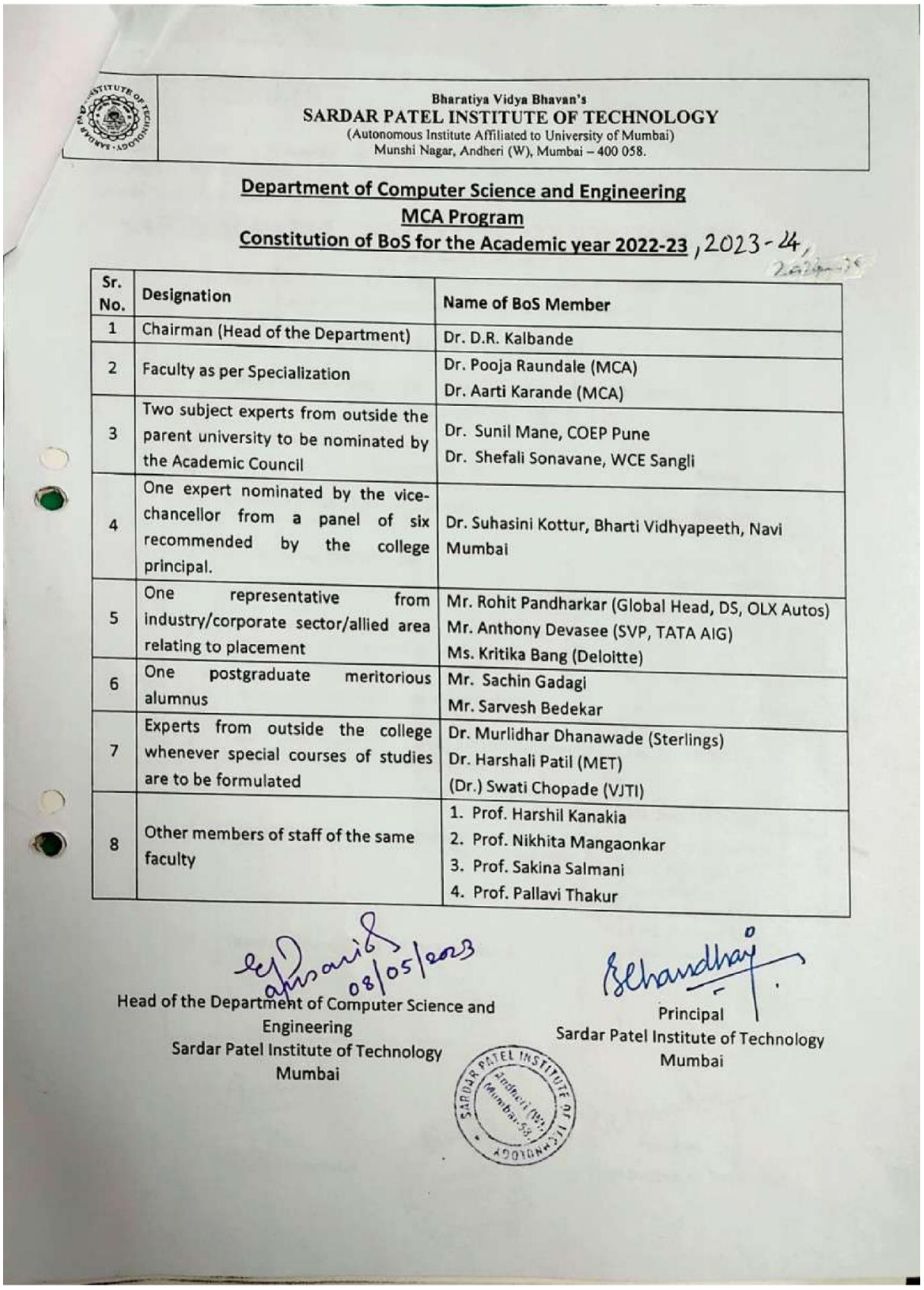
Year 2023-24

Sr. No.	Designation	Name
1	Chairman (Head of the Department)	Dr. Reena S. Sonkusare (Asso. Prof.)
2	Faculty as per Specialization	Dr. Y. S. Rao (Professor) Dr. Sukanya Kulkarni (Asso. Prof.) Dr. Sujata Kulkarni (Asso. Prof.) Prof. D. D. Ambawade (Asso. Prof.) Dr. Rajendra G. Sutar (Asso. Prof.) Dr. Deepak C. Karia (Asso. Prof.) Prof. K. T. Talele (Asso. Prof.) Prof. Narendra A. Bhagat (Asso. Prof.)
3	Two subject experts from outside the Parent University to be nominated by the Academic Council.	Dr. Prasanna Chaporkar (IIT Bombay) Dr. Kumar Appaiah (IIT Bombay)
4	One expert nominated by the vice-chancellor	Dr. Nirmal Jagannath (KJSCE)
5	One representative from industry/corporate sector/allied area relating to placement	Mr. Ranjeeth C.V.
6	One graduate meritorious alumnus	Mr. Sagar Sawant
7	Experts from outside the college whenever special courses of studies are to be formulated	Dr. S. S. Mande (DBIT Kurla) Dr. Ashwin G Kothari (VNIT) Dr. A. S. Gandhi (VNIT)
8	Other members of staff of the same faculty	Prof. Manish Parmar (Asso. Prof.) Prof. A D Mane (Asst. Prof.) Dr. Amol Deshpande (Asst. Prof.) Prof. Milind Paraye (Asst. Prof.) Prof. Pallavi Malame (Asst. Prof.) Prof. Sneha Weakey (Asst. Prof.) Prof. Prashant Kasambe (Asst. Prof.) Prof. Govind T. Haldankar (Asst. Prof.) Prof. Payal Shah (Asst. Prof.) Prof. Manisha Bansode (Asst. Prof.) Prof. Priya Deshpande (Asst. Prof.) Prof. Najib Ghatte (Asst. Prof.)
9	Current BE Students	Yug Harlalka Kunal Thakur Shrutiman Mukherjee Namita kadam

Head
Department of Electronics and Telecommunication Engineering

Principal
Sardar Patel Institute of Technology

3. MCA



Bharatiya Vidya Bhavan's
SARDAR PATEL INSTITUTE OF TECHNOLOGY
(Autonomous Institute Affiliated to University of Mumbai)
Munshi Nagar, Andheri (W), Mumbai – 400 058.

Department of Computer Science and Engineering
MCA Program
Constitution of BoS for the Academic year 2022-23 , 2023-24,

Sr. No.	Designation	Name of BoS Member
1	Chairman (Head of the Department)	Dr. D.R. Kalbande
2	Faculty as per Specialization	Dr. Pooja Raundale (MCA) Dr. Aarti Karande (MCA)
3	Two subject experts from outside the parent university to be nominated by the Academic Council	Dr. Sunil Mane, COEP Pune Dr. Shefali Sonavane, WCE Sangli
4	One expert nominated by the vice-chancellor from a panel of six recommended by the college principal.	Dr. Suhasini Kottur, Bharti Vidhyapeeth, Navi Mumbai
5	One representative from industry/corporate sector/allied area relating to placement	Mr. Rohit Pandharkar (Global Head, DS, OLX Autos) Mr. Anthony Devasee (SVP, TATA AIG) Ms. Kritika Bang (Deloitte)
6	One postgraduate meritorious alumnus	Mr. Sachin Gadagi Mr. Sarvesh Bedekar
7	Experts from outside the college whenever special courses of studies are to be formulated	Dr. Murlidhar Dhanawade (Sterlings) Dr. Harshali Patil (MET) (Dr.) Swati Chopade (VJTI)
8	Other members of staff of the same faculty	1. Prof. Harshil Kanakia 2. Prof. Nikhita Mangaonkar 3. Prof. Sakina Salmani 4. Prof. Pallavi Thakur

08/05/2023

Head of the Department of Computer Science and Engineering
Sardar Patel Institute of Technology
Mumbai

Principal
Sardar Patel Institute of Technology
Mumbai

3.1.4 Finance Committee

1. To examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of the provisions available.

2. To examine the annual statement of the accounts and financial estimates of the Institute prepared by the Finance and Accounts Officer and submit thereafter to the Board of Management for such action as it thinks fit.

3. To recommend to the Board of Management the limits for the total recurring and non-recurring expenditure for the year based on the income and resources of the Institute, including the proceeds of the loans for productive workboard of Management for such action as it thinks fit.

4. To recommend to the Board of Management the limits for the total recurring and non-recurring expenditure for the year based on the income and resources of the Institute, including the proceeds of the loans for productive work.

9. To recommend to the Board of Management productive investment and the Management of the Institutes assets and resources.

10. To take necessary steps to have the Institute accounts audited by Auditors appointed by the Board of Management.

11. To advise the Board of Management on matters related to the administration of the property and funds of the Institute.

12. To advise on financial matters referred to it by the Board of Management, Academic Board, or any other authority or Body or Committee or any officer of the Institute.

13. To report to the Director any lapse or irregularity in the financial matters which comes to its notice.

Finance Committee Structure		
Structure of the Committee		**Composition of the Committee (2022-23)**
Chairman of the Committee	Principal of the Institute	1.Dr. B. N. Chaudhari
Expert Nominee	One member nominated by the Governing Body	2. Shri. Suresh Mhatre
University Nominee	Finance Officer of the affiliating University	3. Dr. Pradip Kamthekar
Members	Dean Administration and QA	4. Dr. Sudhir Dhage
	Registrar and Office Supt. of the college	5. Smt. Pallavi More 6. Smt. Sangita Feranndes
	Two senior teachers of the college	7. Dr. Sujata Kulkarni 8. Dr. D. M. Patil

Finance Committee Members

Bharatiya Vidya Bhavan's
SARDAR PATEL INSTITUTE OF TECHNOLOGY
(Autonomous Institute)
Munshi Nagar, Andheri(W), Mumbai – 400 058.

Date: 01/03/2024

Name of the Committee :- Finance Committee		
Structure of the committee		Composition of the committee (2023-24)
Chairman of the Committee	Principal of the Institute	1. Prof. B. N. Chaudhari
Expert Nominee	One member nominated by Governing Body	2. Shri. Suresh Mhatre
Members	Two senior teachers of the college	3. Dr. Sujata Kulkarni 4. Dr. D. M. Patil
	Registrar and Office Supt. of the college	5. Smt. Pallavi More 6. Smt. Sangita Fernandes

3.2 Non-Mandatory Committees

For better coordination, UGC has also prescribed certain non-mandatory committees for smooth functioning of the Institute such as:

3.2.1 Anti-Ragging Committee

Hon'ble Governor Maharashtra State, Bombay has sanctioned an Act prohibiting ragging in the educational institution on 31st May 1999, and according to which any student / student is rigging out of college or college, it is strictly forbidden. If the student-student is not directly or indirectly ragging out of college or out of college, if he is taking part or propagating or propagating it, then the sentence of imprisonment up to two years and fine up to Rs. He / she will be entitled to get punishable with such fine.

Objectives-

- To make students and the parents aware of about the ragging menace and the existing laws for anti-ragging.
- To conduct the lectures of the legal experts on the subject
- To take all measures to curb the scourge of ragging
- To develop anti ragging mechanism in college campus
- To keep vigilance on trouble triggers

In order to curb the bad practices such as ragging on the University campus and in its affiliated colleges, the University authorities are committed to strictly take serious actions on the matter as supported by the law and follow UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (http://www.ugc.ac.in/page/ragging-related-circulars.aspx)

All concerned must know what constitutes 'ragging'. Any or in multiples of the following acts constitutes ragging:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- 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;
- 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 fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student
- with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher. Following functionaries are in place with defined responsibilities:

Anti-Ragging Committee

- Ensure the compliance of provisions pertaining to UGC Regulations on curbing the menace of Ragging
- Monitor, oversee, and guide the anti-ragging squad

Anti Ragging Squad

- Make surprise raids on hostels, and other hot-spots to inspect places of potential ragging on the campus
- Conduct an on-the-spot inquiry* into any incident of ragging referred by any person and submit an inquiry report along with recommendations to the Anti-Ragging Committee for action under clause (a) 9.1 of UGC Regulations on curbing the Menace

of Ragging in Higher Educational Institutions, 2009 and other relevant Rules/State Acts in force

- by observing a fair and transparent procedure and the principles of natural justice by giving adequate opportunity to all those involved and witnesses besides varify facts, documents and views and such other relevant information as required

ANTI-RAGGING COMMITTEE MEMBERS

Bharatiya Vidya Bhavan's
SARDAR PATEL INSTITUTE OF TECHNOLOGY
(Autonomous)
Munshi Nagar, Andheri(W), Mumbai – 400 058.

Date: 31/05/2024

Anti-Ragging Committee Members of
Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology

ANTI-RAGGING COMMITTEE MEMBERS

Sr. No.	Name of the Member	Designation	Contact Number	Email Id	Position in Committee
1	Prof. B. N. Chaudhari	Principal	9423582027	bnc@spit.ac.in	Chairman of the Committee
2	Shri. Chetan Rathod	Police Inspector	9821505145		Member (Police Administration)
3	Smt. Malini Sharma	Capt. SPROUT	9702277838	malinibhavans@gmail.com	Member (NGO)
4	Shri. Nishant D. Sarvankar	Press	9869020737	nisha.viva@gmail.com	Member (Local Media)
5	Shri. Surendra Shukla	Parent of Ruchi Shukla (T.E. EXTC)	9833867687	surendrashukla.iflex@gmail.com	Parent Member
6	Shri. Kapil Kamal Agarwal	Parent of Jsg Agarwal (T.E. EXTC)	9619203330	kapilagarwal1578@gmail.com	Parent Member
7	Smt. Shambhavi Sameet Kanvinde	Mother of Shlok Kanvinde (S.E. COMP)	9819744982	Kanshamz@gmail.com	Parent Member
8	Kum. Sanika Pardeshi	Student S.E. CSE	8446297915	sanika.pardeshi23@spit.ac.in	Student Member
9	Shri. Aryan Shewale	Student S.E. CSE	8451900512	adityamotwani4@gmail.com	Student Member
10	Prof. Sudhir Dhage	Professor	9869318074	sudhir_dhage@spit.ac.in	Faculty Member
11	Dr. Kiran T. Talele	Associate Professor	9987030881	kiran.talele@spit.ac.in	Faculty Member
12	Dr. Reena Sonkusare	Associate Professor	8850287922	reena_kumbhare@spit.ac.in	Faculty Member
13	Dr. D.D. Ambawade	Associate Professor	9892456410	dd_ambawade@spit.ac.in	Faculty Member
14	Smt. Pallavi More	Registrar	9867362750	pallavi_more@spit.ac.in	Non-Teaching Member

Monitoring Cell

- Co-ordinate with the affiliated Colleges and institutions to curb the menace of ragging
- Invite reports from the heads of the educational institutions in regard to the activities of the functionaries at their end,
- Conduct orientation programmes, counseling sessions, the incidents of ragging, and the problems faced by the wardens or other officials.
- Keep abreast of the decisions of the district-level Anti-Ragging Committee.
- Review the efforts made by the institutions to publicize anti-ragging measures, soliciting undertakings from parents and students for each academic year to abstain from ragging activities or willingness to be penalized for violations
- Function as the prime mover for initiating action on the part of the appropriate authorities of the Goa University for amending its Statutes or Ordinances or Bye-laws as the case may be and to facilitate the implementation of Anti-Ragging measures at the level of the institution
- Send the status reports periodically to the state-level monitoring cell at the frequencies laid down with the support on logistics and smooth functioning from the Academic (College) section

3.2.2. Grievance Committee

The purpose of the Grievance Committee is to hear, investigate, and resolve a student complaint, grievance, or conflict.

1. There shall be a Grievances Committee in each university to deal with all types of grievances; except grievances against the State Government including its officials, teachers, and other employees of the university, affiliated and autonomous colleges, and recognized institutions, other than those managed and maintained by the State Government, Central Government or a local authority; which are not within the jurisdiction of the University and College Tribunal.
2. The university shall establish a Grievances Redressal Cell headed by an officer of the university not below the rank of the Assistant Registrar to provide administrative assistance to the Grievances Committee.
3. The Grievances Committee shall consist of the following members, namely: -

- retired Judge not below the rank of the District Judge, nominated by the Vice-Chancellor-Chairperson;
- (b)one Dean, nominated by the Vice-Chancellor;
- (c)Chancellor's nominee on the Management Council;
- Registrar;
- one teacher belonging to Scheduled Castes or
- Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes and one
- non-teaching employee nominated by the Senate from amongst its members;
- Law Officer of the University - Member-Secretary.

4. The nomination of a retired Judge as the Chairperson and of a Dean as the member of the Grievances Committee, shall be for such period, not exceeding three years in aggregate, as the Vice-Chancellor may from time to time, in each case decide.
5. The retired judge nominated as the Chairperson of the Grievances Committee shall be entitled for remuneration and conveyance charges, as may be determined by the university.
6. The Grievances Committee shall hear, settle and decide grievances as per the law, as far as may be practicable, within three months, from the date of filing of the complaint.
7. It shall be lawful for the Grievances Committee to entertain and decide grievances or complaints relating to service of the employees, which are not within the jurisdiction of the Tribunal, after giving reasonable opportunity of being heard to both the parties.

Grievance Committees Staff

Bharatiya Vidya Bhavan's
SARDAR PATEL INSTITUTE OF TECHNOLOGY
(Autonomous)
Munshi Nagar, Andheri(W), Mumbai – 400 058.

Date:18/05/2023

Grievance Redressal Committee Members of Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology

Sr. No.	Name of the members	Designation	Phone No.	Email ID
1	Prof. B. N. Chaudhari	Chairman	69846905	bnc@spit.ac.in
2	Prof. F. S. Kazi	University Nominee	24198180	Dean_rdc@vjti.ac.in
3	Prof. Sudhir Dhage	Member	9869318074	sudhir_dhage@spit.ac.in
4	Shri. Dayanand Ambawade	Member	9892456410	dd_ambawade@spit.ac.in
5	Dr. Deepak Karia	Member	9820436099	deepak_karia@spit.ac.in
6	Dr. Reena Sonkusare	Member	9867092047	reena_kumbhare@spit.ac.in
7	Smt. Pallavi More	Member	9867362750	pallavi_more@spit.ac.in

3.2.3 Internal Complaints Committee

As per Vishakha guidelines given by Honourable Supreme Court and with reference to Section 4 All India Council for Technical Education Regulations, 2016 vide no. F AICTE/WH/2016 (Gender sensitization, prevention and prohibition of sexual harassment of women employees and students and Redressal of Grievances in Technical Institutions), Internal Complaint Committee (ICC) has been formed in FAMT to prevent sexual harassment of women at work place.

Internal Complaint Committee sensitizes the female faculty members and students on the prevention and prohibition of sexual harassment of women at work place. According to the Supreme Court's order, Sexual Harassment is any unwelcome:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually coloured remarks
- Display of pornographic content in any form
- Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature.

In keeping with the Supreme Court guidelines, FAMT established ICC against sexual harassment and atrocities against women at the workplace.

- Objectives
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a dignified and safe environment for women on campus.
- To provide a neutral, confidential and supportive environment for the campus community who may have been sexually harassed.
- To ensure fair and timely resolution of complaints about sexual harassment.
- To provide information regarding counselling and support services on the campus.
- To ensure that students, faculty and staff are provided with current and comprehensive information on sexual harassment and assault.

INTERNAL COMPLAINTS COMMITTEE MEMBERS

Bharatiya Vidya Bhavan's
SARDAR PATEL INSTITUTE OF TECHNOLOGY
(Autonomous)
Munshi Nagar, Andheri(W), Mumbai – 400 058.

Date: 31/05/2024

Internal Complaints Committee of the Bharatiya Vidya Bhavan's

Sardar Patel Institute of Technology

INTERNAL COMPLAINTS COMMITTEE MEMBERS				
Sr. No.	**Name of the Committee Members**	**Designation**	**Phone No.**	**Email ID**
1	Dr. Sukanya Kulkarni	Convener	9820460349	sukanya_kulkarni@spit.ac.in
2	Prof. Sudhir Dhage	Teaching Member	9869318074	sudhir_dhage@spit.ac.in
3	Dr. Surekha Dholay	Teaching Member	9869394030	surekha_dholay@spit.ac.in
4	Smt. Pallavi More	Non-Teaching member	9867362750	pallavi_more@spit.ac.in
5	Shri. Pramod Patil	Non-Teaching member	9969557267	pramod_patil@spit.ac.in
6	Smt. Falguni P. Mehta	NGO Representative	9821388339	fp_mehta@yahoo.co.in
7	Kum. Hridaya Vashishtha	Student representative (UG- EXTC)	9982828726	hridaya.vashishtha23@spit.ac.in
8	Mr. Nishant Jadhav	Student representative (UG- CSE)	8149418607	nishant.jadhav23@spit.ac.in
9	Mr. Sarvesh Deshpande	Student representative (UG-CSE-AIML)	9137691692	sarvesh.deshpande@spit.ac.in

3.2.4 Examination Committee

The Board of Examinations and Evaluation shall consist of the following members, namely: -

a. the Vice-Chancellor - Chairperson;
b. the Pro-Vice-Chancellor;
c. the Deans of Faculties and Associate Deans, if any;
d. two Principals other than Dean, nominated by the Management Council;
e. one professor of the university departments, to be nominated by the Management Council;
f. one teacher from affiliated Colleges other than heads of Departments or Principals with a minimum teaching experience of fifteen years to be nominated by the Management Council;
g. one expert in the field of evaluation in a computerized environment, nominated by the Vice-Chancellor;
h. one expert not below the rank of Deputy Registrar of another Statutory University from the State of Maharashtra who has experience related to examination work in a computerized environment as an invitee to be nominated by the Vice-Chancellor;
i. Director of Higher Education or his nominee not below the rank of Joint Director;
j. Director, Board of Examinations and Evaluation - Member- Secretary.

3.2.5 The Internal Quality Assurance Committee (IQAC) in a college has several functions, including:

- **Developing quality benchmarks:** The IQAC develops and applies quality parameters for academic and administrative activities.
- **Creating a learner-centric environment:** The IQAC helps create an environment that supports quality education and faculty development.
- **Gathering feedback:** The IQAC collects feedback from students, parents, and other stakeholders on quality-related processes.
- **Organizing workshops:** The IQAC organizes workshops and seminars on quality-related topics.
- **Preparing the Annual Quality Assurance Report (AQAR):** The IQAC prepares the AQAR based on quality parameters and assessment criteria.
- **Developing an institutional database:** The IQAC develops and maintains an institutional database to enhance institutional quality.
- **Promoting quality culture:** The IQAC develops a quality culture in the institution.

- **Sharing research findings:** The IQAC shares research findings and networks with other institutions.

IQAC Committee Members



Bharatiya Vidya Bhavan's

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Fax : 91-22- 2670 1422

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SARDAR PATEL INSTITUTE OF TECHNOLOGY

Bhavan's Campus, Munshi Nagar, Andheri (west), Mumbai - 400058, India
E mail: principal@spit.ac.in website: www.spit.ac.in

Ref No.: EST/IQAC/SPIT/2024/1918 Date: 1st June, 2024.

Appointment as a Member on Internal Quality Assurance Committee

With Reference to the above subject, I have a great pleasure in appointing/inviting you to be a member of the Internal Quality Assurance Committee at Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology for the period of three years.

Sr.	Structure of Committee	Designation	Composition of Committee
1	Chairperson	Principal	Prof. B. N. Chaudhari
2	Management Representative	BOG member	Prof. S.G. Bhirud
3	External Domain Expert	Dy. Director, COEP	Prof. Vahida Attar
4	External Domain Expert	Professor, VJTI	Prof. Rohin Daruwala
5	External Domain Expert	Professor, COEP	Prof. M.S. Sutaone
6	Industry Expert	Global Head, OLX Autos	Mr. Rohit Pendharkar
7	IQAC Dean Incharge	Professor, SPIT	Prof. Sudhir Dhage
8	IQAC Coordinator	Asst. Prof., EXTC Department	Dr. Prashant Kasambe
9	Member	Asso. Prof., Computer Department	Shri. Anand Godbole
10	Member	Asst. Prof., Computer Department	Dr. Disha Sail
11	Member	Asst. Prof., Computer Department	Smt. Swapnali Kurhade
12	Member	Asso. Prof., CSE Department	Dr. Sujata Kulkarni
13	Member	Asst. Prof., CSE-MCA Department	Shri. Harshil Kanakia
14	Member	Asso. Prof., EXTC Department	Dr. Deepak Karia
15	Member	Asst. Prof., EXTC Department	Dr. Anand Mane
16	Member	Asst. Prof., ASH Department	Smt. Ananthalaxmi V
17	Administrative Member	Registrar, SPIT	Smt. Pallavi More
18	Alumni Representative		*
19	Student Representative	General Secretary, students Council	*
20	Parent Representative		*

Principal
Bharatiya Vidya Bhavan's
Sardar Patel Institute of Technology

3.2.6 Research & Development Committee members

Role of Faculty Research Committee

- Faculty Research committee selected by R&D Dean which represents R&D coordinator from every department, it specifically work for faculty of Institute and motivate the faculty of the Institute in achieving the objectives of R&D.
- Prioritize R&D measurement and improvement goals
- Balance Research and Development activities
- Improve short- and long-term development objectives
- Improve resource utilization
- Promote faculty to write effective research proposals for funding agencies.
- Guidance to research staff in order to raise the standard in academic and research activities
- Promote faculty to organize and attend conference/STTP/workshops/ Seminars/Training/ FDP for faculty
- Create awareness and promote faculty for publication, research contribution and patents
- Execution of research initiatives planned by Dean R &D

Role of Student Research Committee

Student Research committee selected by R&D Dean which represents R&D coordinator from every department, it specifically work for students of Institute.

- To acquaint the students about the booming technological innovations and the future prospects of their survival in the industry.
- Conducting the events categorized into workshops, seminars, training, certification course work
- Unfolding and paving way to the talents hidden among the students.
- Promote and motivate students to organise and attend conference/workshops/ Seminars/Training
- Helping faculty research committee in execution of research initiatives planned by Dean R&D

Research & Development Committee members

Following are the Roles and Responsibilities of the Committee:



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2024-25

NOTICE

Appointment as a Member on Research & Development Committee

With reference to the above subject I have great pleasure in inviting you to be a member of the Research & Development Committee of Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology.

1.	Dr. Y. S. Rao	-	Chairman
2.	Dr. Aarti Karande, MCA	-	Member
3.	Shri. Milind Paraye, EXTC	-	Member
4.	Shri. Abhijeet Salunke COMP	-	Member
5.	Dr. Renuka Pawar, CSE	-	Member

Following are the role and responsibilities of the committee:

- Set structured process for inter disciplinary R&D processes
- Planning research development activities for Students and Teacher
- Keeping Documentation of various activities conducted under R & D

The above faculty members are requested to conduct frequent meetings deliberately on the issues that are associated with the committee. They are required to prepare and maintain the minutes of the above meetings.

3.2.7 LIBRARY COMMITTEE

Library Committee had been constituted for the purpose of smooth functioning of the library. Its membership is made up of the Library-in-charge, library representatives, and faculty representatives.

Aim

To promote access for knowledge updation among the users and as a resource for inculcating a scientific, critical thinking ability among the faculty and students.

OBJECTIVES

- The objective of the Library Committee is to incorporate suggestions and recommendations
- received in periodical meetings. The Committee holds meetings at least twice per semester.
- The Committee reviews the progress of the library activities, the development of the
- collection, and aims to enhance library services for students and faculty to pursue their
- academic interests.
- To ensure that the library acts as a channel to meet the vision of the institute.
- To formulate and revise various library policies for collection, development, purchase,
- stock checking inventory space, etc.
- To propose library budget for library resources and services.
- To plan various library activities, programs and services to promote and increase
- usage of library.

FUNCTIONS OF LIBRARY COMMITTEE

1. To formulate guidelines for collection development, access, and other operational aspects
2. To oversee library's collection development and maintenance.
3. To assess financial requirements and ensuring efficient use of the budget.
4. To facilitate initiatives such as events, programs that engage and meet the needs of library users.
5. To review and update library policies regularly.
6. To leverage technology to enhance library services and accessibility..Library Committee Members

NOTICE

Library Committee is formed with the following staff members as the committee members.

Sr.No.	**Name of the Member**	**Designation**
1	Prof. Sudhir Dhage	Library in-charge(Chairman)
2	Shri. Suhas Kakade	Member (CSE Dept.)
3	Smt. Sakina Shaikh	Member (CSE Dept.)
4	Shri. Abhijeet Salunkhe	Member (Comp. Dept.)
5	Shri. Sunil Ghane	Member (Comp. Dept.)
6	Smt. Payal Shah	Member(EXTC Dept.)
7	Dr. Amol Deshpande	Member(EXTC Dept.)
8	Smt. Ananthalaxmi V	Member(ASMH Dept.)
9	Smt. Meghana Naik	Member(ASMH Dept.)
10	Smt. Aditi Gaikwad	Librarian

3.2.8 SC/ ST COMMITTEE

FUNCTIONING OF SC/ST CELL:

Function as a Grievances Redressal Cell for the grievances of SC/ST students of the college and render them necessary help in solving their academic as well as personal career problems. Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and educational deprivations.

ACTIVITIES OF SC/ST CELL:

The SC/ST Cell was established in the college to co-ordinate in the implementation of the various policies and programmes launched by the Central Government, MHRD, UGC and State Government for the benefit of the SC/ST students. It also undertakes the activities to develop awareness among the SC/ST students, especially from the rural areas. The faculty members of the Cell are actively engaged in coordinating and solving the problems in matters related to SC/ST students. Announce details of free coaching programs, start-ups, government scholarships and fellowships through circulars to the SC/ST students from time to time as and when notified by Central Government, MHRD, UGC and State Governments**.**

SC/ ST COMMITTEE MEMBERS

Bharatiya Vidya Bhavan's
SARDAR PATEL INSTITUTE OF TECHNOLOGY
(Autonomous)
Munshi Nagar, Andheri(W), Mumbai – 400 058.

Date: 01/04/2024

SC / ST Committee of the Bharatiya Vidya Bhavan's

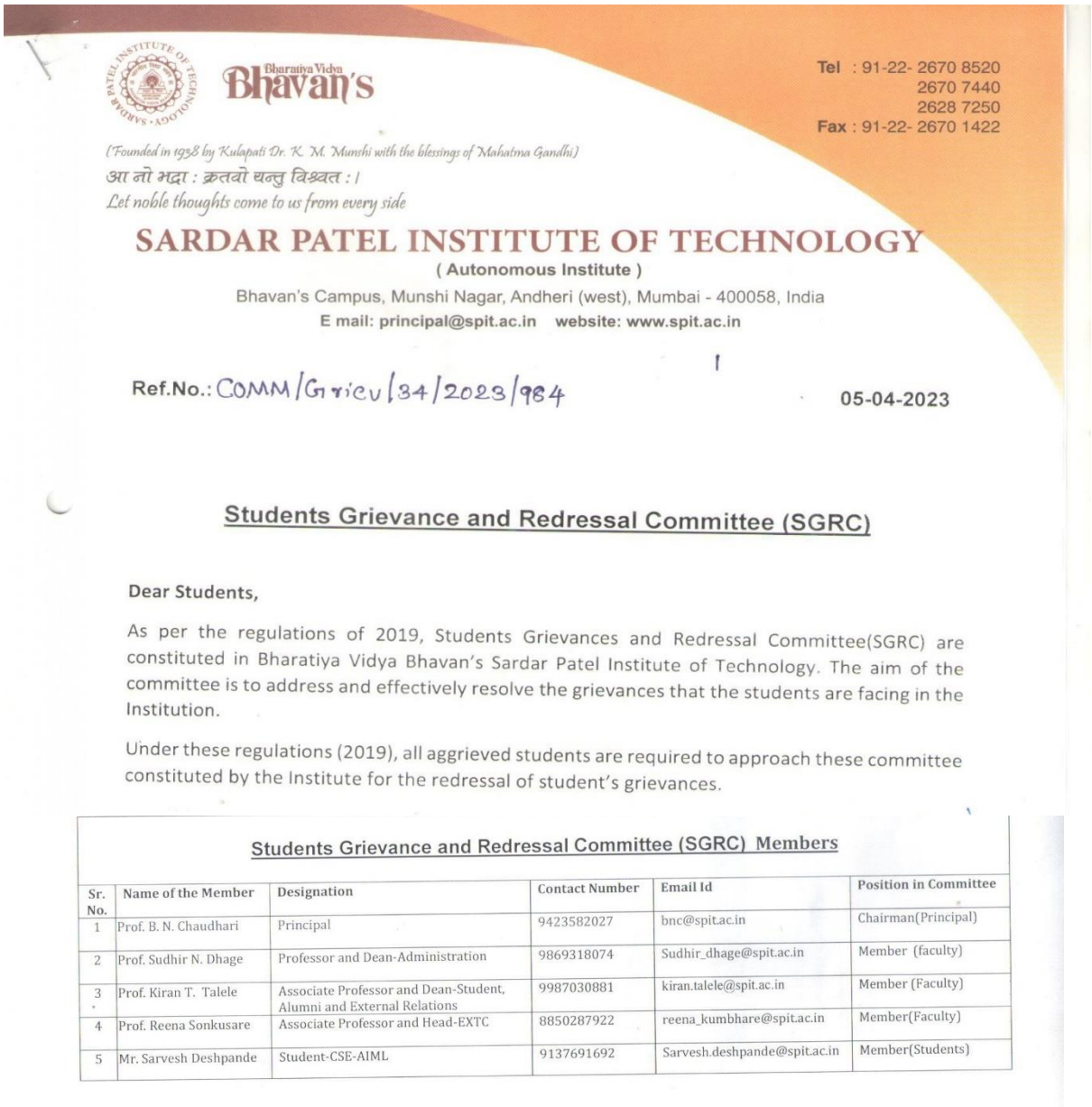
Sardar Patel Institute of Technology

SC / ST COMMITTEE MEMBERS				
Sr. No.	Name of the Committee Members	Designation	Phone No.	Email ID
1	Dr. Reena Sonkusare	Convenor	8850287922	reena_kumbhare@spit.ac.in
2	Prof. Dayanand Ambawade	Teaching Member	9892456410	dd_ambawade@spit.ac.in
3	Dr. Prasenjit Bhavathankar	Teaching Member	9224616102	p_bhavathankar@spit.ac.in
4	Dr. Renuka Pawar	Teaching Member	9833928631	renuka_pawar@spit.ac.in
5	Smt. Neha Rajurikar	Non-Teaching Member	9869637493	neha_74@spit.ac.in
6	Shri. Bhai Pawar	Non-Teaching Member	8007602106	bhai_pawar@spit.ac.in
7	Kum. Rakshita Borkar	Student Member	8788557703	rakshita.borkar@spit.ac.in
8	Shri. Ankur Dadmal	Student Member	9370729504	ankur.dadmal@spit.ac.in

3.2.9 Students Grievance and Redressal Committee (SGRC)

The Objectives of "Students' Grievance Redressal Committee (SGRC)" are to address and resolve grievances, complaints, and concerns raised by students, within the institutions, this includes-
i. To ensure a fair and transparent process for addressing grievances.
ii. To foster a positive and harmonious environment by addressing issues promptly and effectively.
iii. To create a conducive environment for learning and growth by addressing issues that may hinder students' academic progress or affect their physical and mental well being.
iv. To build mutual confidence and trust among students, staff and other stakeholders.
v. To ensures that the institution remains compliant with these regulations by promptly addressing grievances and taking appropriate action when required.

SGRC Committee



Bharatiya Vidya Bhavan's

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(Autonomous Institute)
Bhavan's Campus, Munshi Nagar, Andheri (west), Mumbai - 400058, India
E mail: principal@spit.ac.in website: www.spit.ac.in

Ref.No.: COMM/Griev/34/2023/984 05-04-2023

Students Grievance and Redressal Committee (SGRC)

Dear Students,

As per the regulations of 2019, Students Grievances and Redressal Committee(SGRC) are constituted in Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology. The aim of the committee is to address and effectively resolve the grievances that the students are facing in the Institution.

Under these regulations (2019), all aggrieved students are required to approach these committee constituted by the Institute for the redressal of student's grievances.

Students Grievance and Redressal Committee (SGRC) Members

Sr. No.	Name of the Member	Designation	Contact Number	Email Id	Position in Committee
1	Prof. B. N. Chaudhari	Principal	9423582027	bnc@spit.ac.in	Chairman(Principal)
2	Prof. Sudhir N. Dhage	Professor and Dean-Administration	9869318074	Sudhir_dhage@spit.ac.in	Member (faculty)
3	Prof. Kiran T. Talele	Associate Professor and Dean-Student, Alumni and External Relations	9987030881	kiran.talele@spit.ac.in	Member (Faculty)
4	Prof. Reena Sonkusare	Associate Professor and Head-EXTC	8850287922	reena_kumbhare@spit.ac.in	Member(Faculty)
5	Mr. Sarvesh Deshpande	Student-CSE-AIML	9137691692	Sarvesh.deshpande@spit.ac.in	Member(Students)

3.2.10 Values and Code of Condut Committee

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E mail: principal@spit.ac.in website: www.spit.ac.in

Ref. No. EST/COMM/IVCC/SPIT/2023/101
Date: 21/03/2022

NAME OF THE COMMITTEE :- INSTITUTIONAL VALUES AND CODE OF CONDUCT COMMITTEE

Sr. No.	Name of the Member	Designation	Role
1	Dr. Kiran Talele	Dean(Student Affairs)	Chairperson
2	Dr. Y. S. Rao	Dean (Academics)	Member
3	Dr. Sudhir Dhage	Dean (Administration)	Member
4	Smt. Pallavi More	Registrar	Member

Functions:

- Formulating Institutional Values and Code of Conduct and submitting the same to the Governing Body for approval.
- The committee will create awareness of institutional values among students, faculty and staff.
- Monitor the implementation of code of conduct policy for students, faculty and staff.
- At least conduct one meeting in an academic year and review the awareness program and implementation of code of conduct.

Bharadhai

Principal

Bharatiya Vidya Bhavan's

3.2.11 CAS

Bharatiya Vidya Bhavan's

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E mail: principal@spit.ac.in website: www.spit.ac.in

3-3-2022

Following committee is constituted for scrutiny of CAS applications for upgrade from AGP 6000 – 7000 and AGP 7000 – 8000 in the VIth pay regime:

Sr. No.	Name	Designation
1.	Dr. Y. S. Rao	Chairman
2.	Dr. Sudhir Dhage	Member
3.	Dr. Reena Sonkusare	Member

The committee is expected to critically see the AICTE norms and make recommendation accordingly. Institute is planning to finalize them before 15th March 2022, thus committee should submit the report by 11, March 2022.

SARDAR PATEL INSTITUTE OF TECHNOLOGY Andheri (W), Mumbai-58.

Principal
Bharatiya Vidya Bhavan's
Sardar Patel Institute of Technology
Munshi Nagar, Andheri (W),
Mumbai-400 058.

Bharatiya Vidya Bhavan's
SARDAR PATEL INSTITUTE OF TECHNOLOGY
(Autonomous Institute, Affiliated to University of Mumbai)
Munshi Nagar, Andheri(W), Mumbai – 400 058.

Date : 02/11/2023

OFFICE ORDER

The following Committee is formed for verification and recommendation of Time Bond Promotion for Non-Teaching staff members of Bhavan's Sardar Patel Institute of Technology:

1. Dr. Sudhir Dhage –Professor, Dean Administration
2. Dr. Rajesh Bukkar – Professor, S.P.C.E.
3. Smt. Pallavi More – Registrar

The above committee may scrutinize the applications, verify the eligibility and submit the recommendation to the undersigned.

Principal

Principal
Bharatiya Vidya Bhavan's
Sardar Patel Institute of Technology
Munshi Nagar, Andheri (W),
Mumbai - 400 058.

3.2.12 Procurement Committee

Ref. No. EST/COMM/Pro/SPIT/2022/
Date: 15 /10/2022

Name of the Committee :- Procurement Committee		
Structure of the committee		Composition of the committee (2022-23)
Chairman of the Committee	Principal of the Institute	1. Prof. B. N. Chaudhari
Members	Procurement In-charge	2. Dr. Deepak Karia
	Procurement Members	3. Shri. Dayanand Ambawade 4. Dr. Anant Nimbar 5. Dr. Prashant Kasambe 6. Dr. Anand Mane 7. Shri. Kaisar Katchi
Functions: The Procurement Committee will be committed to: 1. To provide the Institute with an effective and transparent program of procurement services. 2. To ensure that the Institute is receiving the highest quality of goods and services. 3. To protect the Institute by ensuring that the procurement of all goods and services fall within the guidelines of State norms, regulations and established best purchasing practices.		

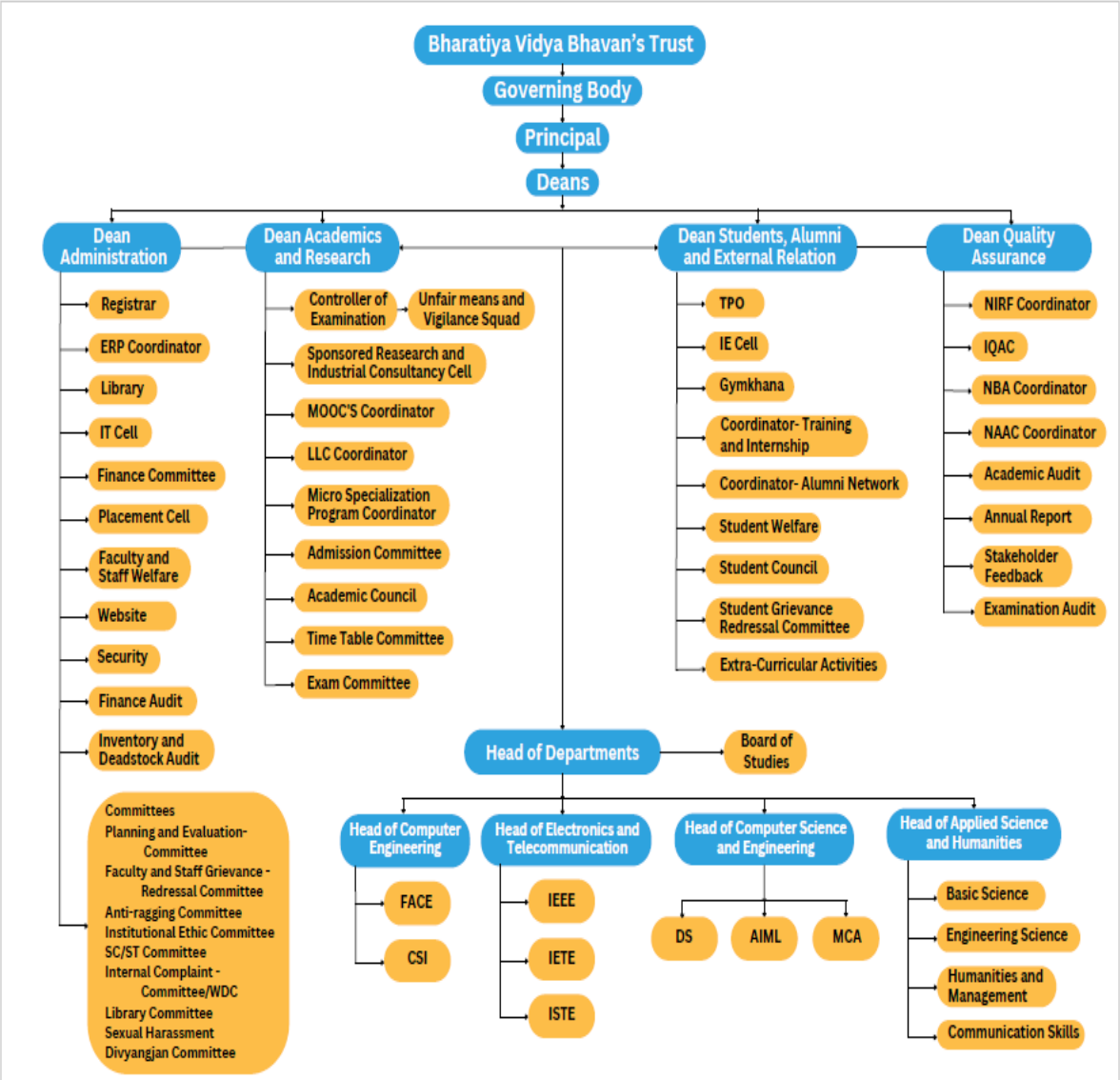
CHAPTER 4

INSTITUTE LEADERSHIP

4.1 Organization Chart

The Institute has a comprehensive and detailed flowchart depicting the organizational structure. The Institute is governed by the Bharatiya Vidya Bhavan Trust founded by Dr. K. M. Munshi in the year 1938. He looked upon Bhavan's as an instrument for translating into reality his vision of an India unshaken by the 'technological avalanche' and rooted in the values of an immemorial culture that, while not denying worldly joys, aspires for the life of the spirit.

The Governing body consists of the founder Dr. K.M. Munshi, Shri. Sunderlal G Mehta, President and Shri. Banwarilal Purohit, Vice President along with trustee members.



The main leadership of the Institute consists of the Principal along with the Deans who are involved in the policy-making followed by the Heads of different departments and the Controller of Examination.

4.2 Principal

Every activity that takes place within the Institute directly comes under the role and responsibility of the principal.

As the head of the Institute, he is responsible for the internal management and administration of the Institute.

The Principal shall be responsible for

1) The academic growth of the College

2) Monitoring and conducting academic activities of the institute under the guidance of the Management and assistance of the Head of Departments.

3) Assisting in the planning and implementation of academic programs such as seminars, workshops, etc., necessary for enhancing the academic competence of the faculty members.

4) Implementation of the Institute Academic Calendar and Timetable.

5) Admission of the students and maintenance of discipline in the College

6) To go around the classrooms to ensure that the classwork is being conducted effectively.

7) To conduct the periodical meetings of the faculties for effective administration of the college.

8) To make the employees and students aware of the rules, policies, and procedures laid down by the college and see to it that they are enforced.

9) To take institute and faculty feedback and accordingly take the remedial actions.

10) To plan and take the necessary actions for the improvement of college results and academics

11) To promote industry institution interaction and research & development activity.

12) To Plan for campus placements through training and placement officer.

13) Managing the College library, Computer rooms, laboratories, etc.

14) All correspondence relating to the administration of the College.

15) Administering and supervising curricular, co-curricular/extra-curricular activities

16) Any other work relating to the College as may be assigned by the competent Authority from time to time.

17) To promote the brand building of the Institution by adopting new technologies.

4.3 Deans

Under the leadership of the principal the Institute's functioning is further supported by the deans of various departments. The Institute has four Deans - Dean Administration, Dean Academic & Research, Dean

Students, Alumni & External Relations, and Dean Quality Assurance.

4.3.1 Dean Administration - Roles and Responsibilities

- To join hands with the Principal, and peers in carving a pragmatic & futuristic Strategic Plan of the Institute for the next 10 years.
- To prepare an expectation matrix incorporating all academic and professional R&D-related attributes grant fetching, publications, such as grant fetching, publications, arranging training programs/conferences/seminars, etc, for various faculty positions, departments, and the institution.
- To prepare the documented processes for all major activities, and functioning of the institute in all facets to ensure a transparent administration.
- To prepare a code of conduct for faculty, staff, and students.
- To prepare the budget of the institution in consultation with the Registrar and Principal.
- To prepare Agenda and Minutes for finance committee meetings.
- To coordinate with the Principal in the design and implementation of inclusive administrative strategies, policies, rules, and regulations within the required timeframe, towards dissemination of the same down the hierarchy.
- To evaluate and analyze financial statements and assist the Principal in preparing the budget, explore the program-wise and department-wise needs, and expenditure trends, and conclude on annual program-wise financial budgets accordingly.
- To manage all external communications with regulatory bodies such as UGC, AICTE, Universities, and Corporate/Industry, R & D organizations, Institutes of Higher Learning, etc. in coordination with Principal, with the help of Deans of respective affairs.
- To assist Principal to develop various alliances and associations with stakeholders, accordingly, coordinate with departments to schedule agenda for the meetings and ensure compliance to all deliverables.

- To sanction advances towards travelling allowance, contingencies and medical treatment of the faculty and staff and sign/countersign Purchase Orders/bills on behalf of the Principal in his absence.
- To coordinate matters pertaining to administration, establishment, and budgetary management by interacting with various sections.
- Planning and coordination to prepare long term perspective plan; suggest policy development and program evaluation for growth and development of the Institute.
- To prepare or revisit the Master Plan for the institute and prepare a phase-wise execution plan.
- To prepare a vision document for the institute in consultation with important stakeholders and take the views of faculty members across all layers.
- To articulate various human resource empowerment schemes in consultation with the Principal and Deans/Head of the Departments.
- To help establish, enhance, and sustain liaison/rapport/relations with other institutions of higher learning, research organizations, and industry/corporate towards win-win symbiotic associations/ collaborations.
- To automate the administrative processes to the best possible extent.
- To organize Establishment activities of faculty members such as recruitments, promotions, (CAS or otherwise), retirement benefits, welfare schemes, service conditions and rules Confirmation, etc.
- To associate with Principal for Leave Matters, Deputation/ Lien/ Sabbatical etc. of faculty members and for permissions to the faculty for participation in FDPS/ STTPS/ Conferences/ Seminars/ workshops.
- To articulate and implement policies regarding faculty discipline, integrity, commitment, and work ethos toward overall institutional development.
- To liaise with the Administration of the Institute with regard to legal and RTI related to faculty.
- To make conscious efforts towards bringing EQUITY and EQUALITY on the campus.
- Any other work assigned by the Principal from time to time.

4.3.2. Dean Quality Assurance - Roles and Responsibilities

- To undertake Accreditation of all programs of the institute from time to time, by Accreditation agencies such as NBA, and NAAC.
- To constitute an Internal Quality Assurance Cell (IQAC) as per the guidelines of the UGC/NAAC in consultation with the Principal and Deans/HoDs.
- To spearhead the activities of the Internal Quality Assurance Cell (IQAC) towards the assertion of quality in all facets of Institute functioning.
- To obtain and analyze Feedback from Students, other internal stakeholders, and Industries/Parents and conduct exit surveys for outgoing batches and tracer studies for passed-out batches.
- To review and update the feedback/survey formats/questionnaire from time to time for internal/external stakeholders.
- To design the schemes of Assessment/Gradation of Faculty and recommend Faculty/Staff for awards.
- To coordinate with Dean-SAER for effective implementation of Students feedback system, about teaching-learning process and through HoDs, ensure corrective measures based on feedback analysis, and give inputs to the Dean Academics.
- To design feedback systems for various positions, infrastructure.
- To respond to various surveys conducted by different agencies and voluntarily participate in competitive appraisals.
- To initiate Department / Institute grading and analyse and declare results thereof.
- To revisit Vision/Mission Statements from time to time.
- To ensure the periodic review of the PEOS, PSOS for various programs. Analyse the gaps in attainments and articulate the strategies in consultation with respective departments.
- To benchmark Processes / Systems within the institute.
- To undertake periodic Internal and External Academic and Other Processes Audits at a regular frequency.
- To prepare annual Internal Quality Assurance Report and publish.
- To take employability survey of the students and give feedbacks to the departments.
- To plan training programs for soft skills based on the surveys in consultation with Dean Student & Faculty welfare and Dean Alumni and Corporate relations.

- To prepare proposal for continuation of Autonomy in consultation with the Dean Academics.
- To prepare the performance appraisal for faculty/department and the institute and set targets with deadlines.
- To ensure time-to-time, implementation of OBE for all programs of the institute.
- To make conscious efforts towards bringing EQUITY and EQUALITY on the campus.
- To prepare an annual report encasing all the activities and interactions of the Institute in this domain.
- To prepare all-inclusive annual report of the institute coordinating will all sections and Deans Any other responsibility/portfolio assigned by the Principal from time to time.

4.3.3 Dean Academics and Research - Roles and Responsibilities

- The Dean of Academic and Research is the designated leader and administrative officer responsible for the innovative planning and effective, efficient, and smooth implementation of academic policies of the Institute, in consonance with the Vision of the Institute.
- The Dean of Academics understands, imbibes, strengthens, and furthers the mission of the Institution.
- The Dean of Academics undertakes collective visioning with Faculty in promoting excellence in teaching and research.
- The Dean of Academics facilitates the development and adoption of cutting-edge curricula and pedagogy and T-L-E processes for continuous improvement.
- The Dean is expected to establish and maintain an ambiance conducive for teaching-learning, by leading the academic unit and ensuring the academic integrity and curricular coherence of all programs running on campus.
- To ensure adherence to and compliance with the academic statutes, ordinances, rules and regulations as approved by the Academic Council of the Institute, and mandated by external regulatory bodies such as UGC, AICTE, SPPU, and GoM.
- To prepare the institute's annual Academic Calendar in coordination with Dean-SAER and Dean- Quality Assurance and disseminate it to stakeholders.
- To supervise the registration of students, for the academic terms and courses, to monitor the strict adherence of departments to various examination schedules and timely announcement of examination results.

- To lead the iterations of Curriculum revision for all academic programs, as per pre-decided frequency, innovate in the same as per global benchmarks and local needs and disseminate the Curriculum among stakeholders and public domain.
- To plan for new academic programs and initiatives on campus, as per need of time, and to -establish statutory communication with regulatory bodies to start such programs.
- To oversee all matters involving academic approval(s) for special examinations, copying cases, faculty workload, etc.
- To oversee the preparation of Institute-wide Academic class schedule (Timetable) considering Institute's resources and approve the same towards dissemination among stakeholders..
- To compile and present the semester-wise and annual Academic Performance of the students in examinations in Academic Council and BOG, assisted by the Controller of Examinations.
- To ensure the counselling and enablement of academically weaker students and encouragement for bright learners.
- To supervise the admission process of students at institutional level for all programs.
- To coordinate the Graduation and Certificate distribution ceremonies with assistance from Controller of Examinations.
- To articulate inclusive and progressive Academic Rules and Regulations for all academic programs of the Institute.
- To address complaints and grievances of students about academic and examination related issues and provide legitimate solutions for the same.
- To monitor overall academic quality of curriculum delivery and assessment in liaison with the Dean-Quality Assurance for improving quality of the Institute.
- To perform critical analysis of results in consultation with the Dean Quality Assurance and present it to the Academic Council.
- To explore possibilities for International/ National Collaborations in the field of Academics & Education, with the help of Dean-Alumni & Corporate Relations, towards mobility of students and faculty through such associations.
- To facilitate the research scholars from their admissions to the PhD program, through coursework, progress seminars, synopsis, thesis submission, and conduction of final viva-voce with the help of HoDs, PhD supervisors and PhD Coordinator of the Institute.
- To prepare the Ph.D regulations and update it time to time. Assume the coordination of all Ph.D activities, from admissions till thesis Viva-voce.

- To ensure quality research program at the institute.
- To prepare Agenda for the Academic council and discharge the duty of Member Secretary, Academic Council and ensure timely conduction of the Academic Council meetings at desired frequency and prepare the minutes of the academic council meetings.
- To preside over the meetings of the Academic Council of the Institute in the absence of the Principal.
- To take review of functioning of Sponsored Research and Industrial Consultancy cell and work closely to meet the set targets of sponsored research and industrial consultancy.
- To prepare an annual report encasing all the activities and interactions of the Institute in this domain.
- Any other responsibility as assigned by the Principal.

4.3.4 In charge of Sponsored Research and Industrial Consultancy Cell

- To conceive and formulate research & development (R & D) strategies, policies, smart goals, and realistic targets for the institute (in alignment with NIRF and other ranking-related reference parameters, wherever possible).
- To evolve deployable facilitation schemes for faculty, students, and researchers on campus, for chasing the R & D goals & targets in time time-bound manner, towards outcome-oriented research in terms of originality, significance, and rigor.
- To disseminate announcements of various funded R & D projects, research proposal schemes, etc., as and when released by respective Govt. agencies /Industry/Corporate or R & D organizations at the State/National/International level, amongst faculty and other concerned stakeholders, and to encourage and guide the teams/individuals to write/submit meritorious proposals, with due guidance.
- To work in coordination with Institute leadership, peer Deans, and Heads of Departments in pursuit of research excellence.
- To articulate strategic approaches towards enhancing the generation of internal revenue (IRG) through productive engagements of faculty, staff, and students in consultancy and research assignments, thereby ensuring the long-term financial stability of the Institute.

- To scrutinize proposals/invitations for consultancy assignments from external agencies and direct them to appropriate faculty experts (individual or team) with the help/advice of concerned Heads of the departments.
- To constitute the committees as per the need, inviting external experts (if necessary) to shortlist and prioritize the proposals in situations wherein there is a restriction on submitting the proposals and multiple proposals from the faculty member are received.
- To approve the honorarium distribution in consultation with the Principal, and coordinate with the Accounts department for timely and apt disbursement among consulting/TESTING faculty/staff, as per institute R&D policy.
- To review, revise, and release the reference guideline "R & D Document" (Rules and Regulations) of the Institute, with encouraging clauses on R&D and Consultancy/Testing honorarium norms on par with elite institutes.
- To interact with external organizations, both private and public funded, industries, and research laboratories, towards exploring possibilities of win-win collaborations and associations in terms of joint research programs/projects.
- To check the Memorandum of Understanding (MOU) with such external organizations, and make recommendations to the Dean SAER, Dean Academics and Research, and Principal.
- To develop an intra- and inter-network of researchers, cutting across technological domains, for pursuing productive interdisciplinary and multidisciplinary research.
- To facilitate filing of IPR encouraging researchers to protect their intellectual work and organize IPR awareness lecture series/workshops for the stakeholders.
- To prepare, review, and update institute policy towards faculty and student empowerment for various R&D-related activities such as attending conferences/workshops/seminars, professional membership for faculty, financial help for the research-based projects of faculty/students (UG/PG/PhD), etc. in consultation with the Dean Students, Alumni, and External Relations and Dean Administration.
- To work closely with Dean Academics and research, Dean Students, Alumni, and ER to explore the vast potential of alumni, for elevating the sponsored research and consultancy.
- To devise the scale for quantifying the research and development activities at individual/department/institute level and prepare a consolidated R&D report of the institute on a year-to-year basis and submit it to the Head of the Institute.

- To prepare an annual report encasing all the activities and interactions of the Institute in this domain.
- Any Other Duty assigned by the Principal from time to time.

4.3.5 Dean Students, Alumni, and External Relations - Roles and Responsibilities

- To assume responsibility for all student-related activities except academic and research activities, concerns and issues, extra and co-curricular activities of the students on & off-campus.
- To constitute the Disciplinary Action Committee (DAC) which looks into infringement of disciplinary rules applicable to the students and chair it.
- To develop processes to streamline the student activities on the campus by deploying a sustainable model for the all-round development of students.
- To inculcate value systems of SP-IT amongst the students, towards the promotion of the brand SP-IT as a UNIQUE Heritage Institute par Excellence.
- To create a healthy environment to develop a competent student community, ready to take on future challenges.
- To work with the student community to create awareness about the environment, energy, and education.
- To ensure discipline amongst the students in and outside the institute during the organization of co- and extra-curricular activities.
- To organize student counseling and other related activities.
- To conduct elections for various positions.
- To liaise with parents/guardians about the progress and problems of students in coordination with the Dean of academics. To conduct Parents-Teachers meet regularly.
- To lead and liaise with the Students section, Gymkhana, etc for students.
- To coordinate students' merit cum means scholarships and other scholarships.
- To encourage the students to take part in national conferences, seminars, workshops, Hackathon technical exhibitions, technical festivals, technical competitions such as Tech-Fest ETC.
- To encourage the student's involvement in various professional body such as IEEE, CSI, IETE etc.
- To devise the scale for award of Best outgoing student, Best Sportsman, etc. in consultation with Dean Academics and Dean Quality Assurance.

- To invite applications, to form committee in consultation with the Principal for taking interviews of the students and identifying students for the constituted Awards
- To formulate the policies pertaining to all non-academic and academic/research related activities of students involving financial assistance from the institute.
- To ensure noticeable participation of all students in internal and external events and competitions such as sports, debate, cultural festivals, performing arts, social work, NSS/NCC, technical competitions, hackathons etc. To set yearly targets for this.
- Sanctioning of expenditure coming under the purview of Student welfare
- To devise and ensure the execution of efficient and effective student mentorship program.
- To mentor the academically weak students and arrange special training programs, skill-based programs for elevating weak students.
- To network with the alumni, reach the alumni, and explore all possible collaborations for the growth of the institute. To reach/ connect with the alumni. To appeal to alumni for mentorship of current students.
- To appeal and ensure all outgoing students register to the alumni office.
- To work closely with the Alumni Association of the institute and implement schemes for Students/Faculty/Staff launched by Alumni Association, as Ex-officio Member Secretary.
- To ensure accurate and complete alumni database records, locally, regionally, nationally, and internationally, capture contact, biographical, and career information of alumni via 'surveys, projects (e.g. alumni Principally), correspondence, website, postal returns, etc.
- To plan, implement, and promote alumni programs that support the Institute's Vision, Mission, strategic plan as well as the goals. The programs/activities would encompass funding from Alumni for labs, student/faculty projects, Endowments for Professor Chairs in each department, and Partnerships in research and consultancy.
- To design effective feedback schemes for exiting (graduating) students and younger alumni for trace studies, in partnership with Dean-QA.
- To take and analyze feedback of employers regarding the PEO's/PSO's and provide the information to the Dean of Quality
- To educate graduating students about alumni benefits and engage them in the mission of the Institute.

- To collaborate with renowned Universities/Institutions from India and outside to promote faculty and student exchange programs, in liaison with Dean-Academics.
- To generate a database of expert faculty in reputed organizations abroad and within India and invite them on sabbatical to associate with SPIT.
- To collaborate with Industries for activities such as industrial visits, internships, sponsored laboratories, industry training, sabbaticals, co-teaching the courses, expert talks, industry-sponsored projects, and certificate programs from/for industries.
- To fetch scholarships from industries for financially challenged students.
- To make conscious efforts towards bringing EQUITY and EQUALITY on the campus.
- To help training and placement officer for an increase in both quantity and quality of placement on the campus.
- To do the branding of the institute, and develop mechanisms for the branding.
- To act as an ambassador of the institute for the outside world.
- To do Training and internship programs through SP-IT Alumni Connect and corporate sources.
- Involving alumni to contribute to academic activities like mentorship and other academic and professional engagements, research, and industry exposure to students.
- Engaging alumni in the development/advancement of the Institute through collaboration and contribution.
- Connecting with alumni to enhance the image of SP-IT and furthering its outreach.
- Constant and consistent effort to engage with the alumni through various Institute academic programs.
- To create and oversee various plans to reach out to the entire alumni base through effective leadership in realizing our vision and mission.
- To coordinate industry institute interaction activities between departments and industries.
- To coordinate industry expert sessions, industrial visits, industry-based projects and internships for students of different programs.
- To coordinate training programs for students of all departments.
- To promote student activities related to industry interactions
- Make continuous efforts to receive industry-sponsored scholarships for students and coordinate the disbursement.
- To start and encourage technology-enabled start-up/entrepreneur activities. To sensitize the staff and students towards this.

- To encourage and ensure the establishment of a twinkle laboratory/ project studios/ makers laboratory at the institute level.
- To initiate and coordinate the signing of MoUs with other institutions, industries, and corporate houses, for collaborative research and/or development, for synergetic benefit with the overall objectives of enhancing the quality and output of teaching-learning, research, and development activities.
- To closely work with the TPO and ensure qualitative and quantitative growth in the placements and internships.
- To start and encourage technology-enabled start-up/entrepreneur activities.
- To encourage and ensure the establishment of twinkle laboratory/ project studios/ makers laboratory at the institute level.
- To act as faculty in charge-SPTBI and ensure the growth of the SPTBI.
- Lead operations of the SP-TBI and collaborate with national and global ecosystems to employ best practices to convert the incubation Centre into a top-notch entrepreneurial hub.
- Any other responsibility as assigned by the Principal.

4.3.6 In charge Innovation and Entrepreneurship Cell

- Responsible for creating a vibrant local innovation ecosystem and promoting innovation on the campus.
- Coordinate with the MHRD innovation cell and be responsible for all the IIC activities in the institute.
- Ensure the implementation of the National Innovation and Start-up Policy (NISP) outlined by AICTE on the campus and the adoption of NISP in institutes in a time-bound manner.
- Build the in-house mentor pool and human resource capacity to drive campus Innovation & Entrepreneurship activities.
- Foster a culture of innovation in students by conducting various innovation and entrepreneurship-related activities prescribed by MHRD IIC.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
- Encourage faculty members to organize Hackathons and competitions with the involvement of industries.

- Ensure that IPR policy is implemented for selection of innovative project ideas for patenting.
- Establish Innovation Council for Commercialization of innovations through technology transfer, technology licensing and Startups.
- Strengthen the intra and interinstitutional partnership and collaboration with ecosystem at different level and co creation of new program interventions

4.4 Heads of Departments - Roles and Responsibilities

- To provide dynamic, inclusive, and motivating academic & administrative leadership to the Department, with the gesture of 'Leading by EXAMPLE".
- To carry out Department's SWOC analysis involving stakeholders and thereby revisiting the articulated set of 'Vision, Mission, Long term and Short-term Goals' towards revision, in consonance with those of the Institute.
- To prepare the Budget for the department in consultation with the faculty members. Ensure bottom-up-approach towards this.
- To ensure the holistic development of the department.
- To create an academically conducive environment in the department.
- To ensure EXCELLENCE in Academics of the Department in terms of State-of-Art Curriculum Design, accountable & learner centric Content delivery by every teacher, challenging & credible assessment techniques/processes, encouragement for bright learners and support for weaker ones, etc. in agreement with the policies, rules & regulations and statutes approved by the Academic Council of the Institute.
- To ensure consistent compliance of T-L-E processes with Outcome based Education & Accreditation in terms of timely compilation of CO/PO attainments for all the programs in the department.
- To ensure OUTCOME oriented Research contributions by the faculty and students in terms of increased number of quality publications in cited & reviewed journals of repute/apex conferences, patents/IPR/copyrights, funded R & D projects, industrial consultancy assignments etc.
- To encourage and enhance associations/collaborations with industry/corporate/ R & D organizations/institutes of national & international repute towards tangible and visible impact on the department, such as industry-supported labs, co-teaching initiatives, increased internships & core placements, industry sponsored research.

- To motivate faculty for enriching outreach assignments/engagements with organizations and industry that would in turn prove beneficial to the peers, students, institute, and the society at large.\
- To empower the Human Resource of the department (faculty, students & staff) towards their persistent professional development in terms of participation in FDPS/STTPs, Conferences/Seminars/Workshops, Skill development programs etc.
- To convene, organize & chair the meetings of statutory bodies such as DAPC, RPC and Faculty & Staff with regular pre-decided frequency, with drafting of minutes of all such meetings, and actions taken thereupon.
- To design and implement 'Professional Society chapter-based' co-curricular activity calendar of the department in tune with the academic calendar of the Institute.
- To encourage students to pursue their higher studies at national/institutes of higher learning and repute, and/or entrepreneurship.
- To liaise with the alumni of the department towards their constructive contributions in the development of the department.
- To work closely with all Deans of the institute.
- To ensure effective utilization of the budget for civil-techno-infrastructure development.
- To prepare an 'ANNUAL PROGRESS REPORT' of the department with facts, figures, numbers, and statistics towards contribution and inclusion in various annual reports of the Institute.
- To maintain rapport with Institute functionaries as per organizational hierarchy, with professional attitude and behavior, towards the overall development of the department and Institute.
- To set professional targets for the faculty, and department and to strive for meeting those.
- To fetch external funds for the department.
- To ensure continuous value addition for the faculty, staff, and students.
- To extend the best possible help to all Deans in their respective domains and furnish required information about the institute in the stipulated time.
- To ensure continuous innovation and evolution in teaching-learning-evaluation and laboratory practices.

- To ensure the working of all equipment in the possession of the department, timely removal of obsolescence, and timely maintenance of the furniture, state-of-the-art laboratories, and computational facilities.
- Any other work assigned by the Principal and Deans.

4.5 Controller of Examinations

The Controller of Examinations shall be responsible for the conduct of all examinations of the university and it shall be his/her duty to arrange for preparation, scheduling, conduct of examinations of the Institute and all other contingent matters connected with examinations.

The Controller of Examination should take earnest efforts to see that all examinations are conducted as per the schedule mentioned in the academic calendar.

- He/she shall be responsible for the conduct of all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation, and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other contingent matters connected with examinations.
- Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section, and records.
- Taking decisions on all matters related to examinations not falling within the powers of statutory officers of the university.
- Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the university, documents, certificates etc. by the officers under whom such documents are kept.·
- He/she shall convene meetings and issue notices to the Boards of Examiners and committees appointed by the examination cell and conduct official communications thereof.
- He/she shall keep the minutes of the Boards of Examiners and all committees appointed by the said Boards.
- Taking special care to ensure that secrecy and confidentiality are kept in connection with all examinations conducted by the university.
- Exercising control over the space allotted for the examination wing including that for centralized valuation. Further, he/she should ensure that the rooms, building, laboratories, stores, etc are well in order / prepared to conduct the examinations

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CHAPTER 5

EMPOWERMENT POLICIES

5.1 Empowerment Policy for Faculty

Faculty is the most important pillars of an institute. While students spend their 4 years in the institute, by large, teacher spends 30-40 years with the institute. Empowerment of faculty in turn is an empowerment of the student. While investment on empowerment of a student is recurring, the investment on empowerment of faculty gives long term returns. Institutes need to ensure continuous value addition of each and every faculty member. To encourage this, following schemes / policies are framed for various activities under the broad umbrella of faculty empowerment. Following policies/schemes are devised for empowerment faculty members.

5.1.1 Participation in Conference / Seminar/ Workshop / Exhibition /Technical Festivals /FDP / Training programs /STTP etc.

Empowerment comes through external exposure:

- Faculty members are encouraged to participate in the **quality conferences** arranged by institutions of repute, centrally funded institutions, state govt. funded institutions,TEQIP funded institutions and other institutions in the country preferably in the bracket of 200 ranks in the NIRF.
- Faculty member **publishing/presenting paper** in the conference/workshop/ congress etc. will be reimbursed total expenditure towards this which include permissible **travel expenses, stay arrangement, permissible dearness allowance, and registration fees.**
- Every faculty will be supported **once in every year** for such activity.
- Faculty members (who are **not authors)** but interested in attending these prestigious conferences, workshops, seminars etc. will also be supported to the limit of **75% of the actual expenses.**
- The principal may accord sanction to additional conference/event for a particular faculty as a token of appreciation towards **valuable contribution** of an individual to the institute.
- Every faculty deputed for such external event, shall **submit a report**, and give a brief seminar in the department to the colleagues/students regarding the event/topic/paper.

5.1.2 Professional membership of Technical Societies such as IET, IEEE, IE(I), IETE, CSI, ACM, or any other professional society recommended by the respective HoD and Dean-Administration.

Empowerment comes through Collaboration:

- Every faculty will be encouraged to be the member of the **professional societies** in the domain.
- Institute will support **75% of the membership fees** every year for every faculty with a **maximum limit of Rs. 20000.**

5.1.3 Assistance for registering patent/copy right/IPR.

Empowerment comes through Innovation:

- The **IPR and Patents** have become very important in today's context for any higher education institute, in particular the **technical education institution.**
- Faculty need to be encouraged to innovate. Attempts be made to make them more **innovative and creative.**
- **Projects, capstone project, mini project**, give student opportunities to work together, work on new ideas. It may lead to start up / entrepreneurship.
- To encourage innovative works of the faculty, **100% financial support** towards the expenses incurred in registering the **new idea, patent** will be provided by the institute.
- The application in this regard be forwarded through the Head of the Department. The institute level R&D committee under the Dean Academic & Research will evaluate this within a week.
- This committee will consist of **5 senior faculty** across the institute covering broadly all domains of learning.
- The committee will scrutinize these proposals scrupulously. Based on the **merits of the proposal** a decision will be taken whether to extend the financial support or not.

- Financial support extended will be **100% of the total expenses** (covering entire stages such as filing the patent, first examination, cross examination, response to the queries, all Govt fees and official charges of patent attorney, charges towards the certificate of award of the patent, etc). The patent will be **property of the institute**. It will be in the name of the institute. The faculty will be the authors for the patent.
- If the **patent is rejected**, the **50% expenses** will be returned by the faculty to the institute.
- Only **one patent per year per faculty** will be supported.

5.1.4 Assistance for Industrial Visits/Internship/Tours.

Empowerment comes from Industrial exploration:

- Faculty members are encouraged to **visit industry, arrange industrial tours,** do the industry internship to get real life flavors.
- Faculty will be financially supported for these activities.
- Every faculty will be supported **once in every year** for maximum 5 days.
- The permissible **travelling and dearness allowances** and permissible expenses towards stay will be reimbursed at actual.
- Faculty going for **long duration industry internships** will also be supported.

5.1.5 Support to purchase the books.

Empowerment comes from quality learning material:

- Teacher is expected to refer **good quality learning material**.
- Teacher is expected to refer several **world class books** while preparing for the course to be taught.
- This is continuous process and demands the **awareness of recent publications and literature.**
- To facilitate every teacher is encouraged to **procure the books**.

- **A financial support of actual amount spent on books limited to Rs. 5000/- per year** will be extended to every faculty member.

5.1.6 Assistance for enrollment for the MOOC's courses.

Empowerment comes from accessibility:

- Open learning platform such as **NPTEL, Coursera, edX** offer great learning opportunity for today's learners.
- This is enriching education. New courses on **cutting edge technology**, and of **interdisciplinary nature** can be studied on these platforms from the best universities of the world.
- The best teachers of these universities make such courses available to worldwide learners.
- Anytime, anywhere and offered at the **individual pace** are very distinctive and attractive features of these courses.
- Many **reputed universities** have started online specialization programs in **emerging areas**.
- **IITs offer** more than 400 courses on **NPTEL/SWAYAM platform**. Many of these courses are **live courses** and offered semester to semester. IITs also take **Procter examinations** and offer certificates to the learners who have successfully completed the registered course.
- All faculty members in the institute be encouraged to **register for these courses and increase the bandwidth of the knowledge.**
- To facilitate this, every faculty will be supported to the tune of **75% of actual registration fees for such MOOC's courses** from any platform.
- Teachers are expected to register for the courses related to **new technology, inter disciplinary courses, advance mathematics and statistics related courses, and other value addition courses.**
- Every teacher will be supported to register for one course per semester.

- Institute may also felicitate such Teachers who have registered and completed the **MOOC's course successfully in the Academic Council** to appreciate the efforts of the teachers towards knowledge up gradation.

5.1.7 Tuition fees support to faculty for higher education/additional qualification.

Empowerment comes from higher education:

- Lifelong learning has become the essential attribute of today's engineer. **Disruption of technology** is giving rise to several new fields.
- To sustain in such changing time, faculty members will have to **continuously learn.**
- To support faculty for enrolment to the **higher education, tuition fees support** will be extended to the faculty to the tune of **50% of the actual fees paid** for the relevant programs at institute of high repute such as IITs/IIITs/NITs.
- Faulty requiring such support will make an application well in advance for such support.
- Presently such support will be extended for additional ME/M.Tech./MS Degree or Ph.D. program for regular and permanent faculty members.
- This support will also be extended for acquiring studying online Specialization programs for example **Micro master programs of Massachusetts Institute of Technology (MIT), USA.**

5.1.8 Paper publication in the international conference outside the country.

Empowerment comes from international exploration:

- Faculty is encouraged to publish their **quality work** at the international conference of repute outside the country, present the paper, visit few universities nearby, and interact with domain experts.
- The support is extended towards **registration fees, travel, stay and other expenses.**

- For international event, such support will be **limited to Rs. 1,00,000/-.**
- Faculty willing to publish a research paper at an international event outside the country should apply with the due recommendations of the HoD to Dean R&D.
- Institute level committee will **scrutinize the application** and will make recommendation to the principal.
- The faculty applying for this support, however, will make all possible attempts to fetch external support from various central and state funding agencies such as AICTE, SGBAU, UGC, DST, DoT, BARTI, SARTHI etc.
- If some external partial support is obtained, institute will give additional **support limited to Rs. 1,00,000/-.**
- Every faculty deputed for such external event, shall **submit a report and give a open talk in the institute inviting all faculty/students.**
- Every faculty will be supported **once in every 3 years** for publishing paper at the international event outside the country.

5.1.9 Organization of STTP/FDP/Seminar/Workshop/Conference.

Empowerment comes from Support:

- Faculty/Department interested in the organization of such event will make a detailed proposal to the Dean R&D.
- The institute level committee will **scrutinize the proposal** and make its recommendations to the principal.
- If the amount requested is **below Rs.1,00,000/-,** Principal will accord the sanction to this proposal.
- Other proposals will be placed in the **BoG meeting** for sanction. However, the interested faculty should use this support as seed money and fetch external funding from various state and central funding agencies such as DST, AICTE, MU, UGC, and industries.
- One event per department per year will be supported by the institute.
- If there are more proposals, department will prioritize and recommend only one proposal in one semester.

5.1.10 Research Support to young faculty.

Empowerment comes from supporting seed money:

- The **new entrant faculty** will be supported by a seed money of Rs. 1,00,000/- for the research project to begin/to continue the journey of research.
- This will enable the young faculty to continue the research work of M.E/Ph.D after joining the institute.
- The faculty will write a **research proposal**. It will be scrutinized by the institute level R&D committee.
- The proposal will be recommended by the Dean R&D and approved by the principal.
- Every faculty is eligible for this support only once in his career, and **within first 5 years of his/her service.**

Note:

- **Every faculty will be supported for any number of activities indicated in 1-7 with an annual limit of Rs. 75000/- per faculty.**
- **Every faculty will be supported once in three years for the scheme no. 8**

Financial Implication for Financial Year: 2023-24

Total Strength of the faculty members in 2023-24: 74 (Permanent: 59 and Ad hoc: 15)

Schemes No.	Schemes Description/Type	Approx. No. of Faculty Target/Year	Approx. Amount Expected	Total Amount
1	**Participation in Conference / Seminar/ Workshop / Exhibition /Technical Festivals /FDP / Training programs /STTP etc. (Support 75% of actual expenses)**	20 (25%)	Rs.10,000	Rs.2,00,000
2	**Professional membership of Technical Societies such as IET, IEEE, IE(I), IETE, CSI, ACM or any other professional society. (Support 75% of membership fees)**	40 (50%)	Rs. 5,000	Rs.2,00,000
3	**Assistance for registering patent/copy right/IPR. (100% support)**	10 (15%)	Rs. 10,000	Rs.1,00,000
4	**Assistance for Industrial Visits /Internship/Tours. (100% Support)**	12 (18%)	Rs. 25,000	Rs.3,00,000
5	**Support to purchase the books (100% Support)**	60 (80%)	Rs. 5,000	Rs.3,00,000
6	**Assistance for enrollment for the MOOC's courses. (75% of actual Registration fee)**	20 (25%)	Rs. 5,000	Rs.1,00,000
7	**Tuition fees support to faculty for higher education/additional qualification. (50% of actual fees paid)**	04 (5%)	Rs. 50,000	Rs.2,00,000
8	**Paper publication in the international conference outside the country. (limit 1 lac)**	05 (7%)	Rs.1,00,000	Rs.5,00,000
9	**Organization of STTP/FDP/Seminar /Workshop/Conference (per dept. 1)**	03 (5%)	Rs.1,00,000	Rs.3,00,000
10	**Research Support to young faculty**	02 (10% YF)	Rs.1,00,000	Rs.2,00,000
Total	**Permanent Faculty Members**	**59 @**	**--**	**Rs.24,00,000 (24 lacs)**
Total	**Ad hoc Faculty Members**	**15 #**	**--**	**Rs. 2,00,000 (2 Lacs)**

@: Total no. of current permanent faculty members: 59 #: Total no. of current Ad hoc faculty members: 15

Total funds requirement: 26 lacs (for Schemes no. : 1-10)

- ***Considering (approximately) no. of faculty members(50-55) taking advantage of schemes no. 1 to 10 in a financial year 2023-24, approx. amount required = 26 lacs.***
- ***Provision to be made for Faculty Empowerment Schemes :: INR 26,00,000/-*** **Dr.**

Prof. Sudhir N. Dhage
Dean-Administration & QA

5.2 Empowerment Policy for Students

Students are the most important pillars of the Institute. Holistic development of Students is the prime responsibility of the Institute. Their professional involvement in terms of participation in Conference, Competition, Hackathon, Sports, and Technology Training is extremely important. Financial support to students may increase their participation. Following Seven policies are devised for empowerment for students.

5.2.1 Participation in Conferences, Seminars, Workshops, Exhibitions, Technical Festivals, etc. (Organized by Centrally funded institutions, State funded institution, TEQIP funded Institution and other institutions in 200 bracket of ranking by NIRF)

Empowerment comes through Exposure:

- Students are encouraged to take part in:
    - **Technical Festivals** and **Competitions** such as **Tech-Fest, Mind-Spark**, etc.
    - **National Conferences**
    - **Seminars**
    - **Workshops**
- Students will greatly benefit from the numerous events and competitions that is offered to them. These experiences are necessary for an enriching engineering education.
- Any UG/PG/PhD student of the institute can avail such assistance once in a year and maximum twice in his/her program of study.
- **Note:** This assistance shall include registration fees, expenses towards food/stay/travelling, etc. limited to **Rs. 2000 per student per year** or actual expenditure incurred whatsoever is low.
- This assistance will be **provided only for those students** who are partaking in the events in the form of presenting papers, projects, giving a technical talk, attending a technical quiz, participating in technical contests, etc.
- Students **need to apply in the prescribed format** along with the necessary documents viz. **participation certificate, receipts/tickets for the expenses** for this assistance after the event, duly recommended and **signed by the faculty coordinator/project guide/Supervisor** for the Dissertation/Research Guide to the HOD.

- The HOD needs to forward the application to the Dean SAER with the comments. The Dean SAER will study the documents and decide the amount to be reimbursed.

5.2.2 Professional membership of Technical Societies such as IET, IEEE, CSI, ACM etc.

Empowerment comes through Collaboration.

- The Institute encourages **maximum student participation** in the activities of the **professional societies** in the technical field.
- The Institute understands the importance of such participation and will assist the students for membership.
- Membership in societies like **IEEE** & **CSI** allows students to be technically current, **network with colleagues abroad** and **collaborate on research and projects with leading experts** - all while taking advantage of specialized opportunities.
- Discover which society, or societies, best match your technical interests and take advantage of membership benefits ranging from access to cutting-edge technical magazines and **conference discounts to educational resources** and **worldwide networking opportunities**.

  Half the registration fees (limited to maximum Rs.1000/-) will be reimbursed by the institute.
- **Note:** The student **needs to first pay the necessary fees and then apply for the reimbursement**.
- **Only one membership is permitted** per year per student.
- Student with recommendation from the HOD will apply to the Dean SAER for the approval.

5.2.3 Assistance for registering Patents, Copyrights, IPRs.

Empowerment comes through Innovation:

- Intellectual Property Rights (IPR) and Patents have become very important in today's context for any higher education institute, in particular technical institutions.

- Innovation is often necessary for students to adapt and overcome the challenges of change. It fosters **growth, learning and inner strength**.
- Extensive projects give student opportunities to work on new ideas together. **That is how startups are made**.
- **Note:** An assistance of 75% of the actual cost involved in registering the new idea and patent will be provided by the Institute.
- The application in this regard be forwarded by the students through the Head of the Department and Dean SAER to the Dean R&D, which then will be evaluated by the Institute-level committee.
- The committee will consist of 5 members across the institute covering broadly all domains of learning.
- The committee will meet once every month and scrutinize these proposals scrupulously. Based on the merits of the proposal a decision will be taken whether to extend the financial support or not.
- **Patent shall be in the name of the institute. The student/students will be the Authors.**

5.2.4 Participation in external Technical Training Programs.

Empowerment comes from Preparation:

- To be a successful engineer in the current atmosphere of rapid technological advancement, one must constantly learn and prepare themselves.
- The Industry requires skilled engineers to be part of the said advancement. Centrally Funded Institutions like **IITs** and the **Tech Industry** regularly arrange **valuable training programs** for students who are willing.
- Students should exploit such training programs offered to them to **increase their knowledge base** and **be employable in a highly competitive and ever-changing market space**.
- **Note:** A financial support limited to 50 % of the registration fees or Rs. 5000/- whatsoever is lower will be extended to every student once during the program of study.

- Besides this 50 % expenses towards travel and food/stay or Rs. 500/-per day whatsoever is lower, limited to maximum Rs. 2500 will also be extended.

5.2.5 Assistance for enrollment for the MOOC courses.

Empowerment comes from accessibility:

- The Internet has paved the way for open learning platforms such as NPTEL, Coursera, edX, which offer great learning opportunities for today's learners.
- Students can learn from **content beyond the syllabus, courses beyond structure**, **interdisciplinary courses** from the best universities of the world, at their own pace.
- Many institutions and Universities have started to formally accept the credits earned by students from open learning platform. IITs offer more than 400 courses on their NPTEL/SWAYAM platform. All students in the institute must register for these online courses and increase the bandwidth of the learning.
- **Note:** Students will be supported to the tune of 75% of actual registration fees or maximum Rs. 2,000/-- whichever is less for NPTEL / edX / Coursera / Audacity courses per year. This support shall be extended to maximum one course per semester per student.

5.2.6 Industrial Visits, Tours, Internships.

Empowerment comes from Exploration:

- The Institute strives hard for possible interactions with industries on all fronts.
- AICTE strongly advocates the need of Industry Internships, Industry Visits, Internships, and Industry sponsored real-life projects, to enrich the learning experience.
- Students must **explore various domains** and get **hands-on experience** to get an edge over others.
- **Note:** Departments are expected to arrange at least one industrial visit per year.
- Similarly, a focused technical tour for the post graduate students will be arranged by every department every year.

- For Industrial visits, **financial support of Rs. 500/- per day per student** will be extended for outstation industrial visits.
- For long term industrial tours (more than 3 days), **a support of Rs. 2000/-** will be extended for every student once in every year towards the expenses incurred. (Travel, Food, Hotel etc.).

5.2.7 Assistance for Research-Flavored Projects and Dissertations,

Empowerment comes from Performance:

- Research Projects, Dissertations give opportunity for students to **innovate, design, fabricate, experiment on different ideas**. The Field of Research is ever-growing, where great academic institutions and companies are **extensively funding useful research**.
- Students need to be encouraged to work on **industry relevant hardware projects than limiting themselves on simulations**.
- **Note:** Interested students will write a brief proposal giving the background, problem statement, budget, and phases of the execution to the department.
- Such proposals will be scrutinized thoroughly and recommended for support accordingly.
- The Institute-level Committee under Dean R&D will take the decision for extending such support. A financial assistance of 70% of actual cost incurred shall be reimbursed.
- **There will be no ceiling for this support**. This support shall be extended to every PG dissertation or UG project (minimum group of 3 students).
- There will be **Institute-level Annual Exhibitio**ns, demonstrating these supported projects, and an **award** in the form of **certificate** and **medal** will be given to the Best Project/Dissertation of the year.

IMPORTANT NOTE: Every regular student can take benefit of one or any number of empowerment schemes provided that total support in one financial year does not exceed Rs.6000/- per student. This ceiling excludes item no. 6 & 7.

Financial Implication for the Financial Year: 2023-24

Total Strength of the students in 2023-24: 1650

Schemes No.	Schemes Description/Type	Approx. No. of students Target/Year	Approx. Amount Expected	Total Amount
1	Participation in Conferences, Seminars, Workshops, Exhibitions, Technical Festivals, etc	100 (6%)	Rs.2,000	Rs.2,00,000
2	Professional membership of Technical Societies such as IET, IEEE, CSI, ACM	50 (3%)	Rs.1,000	Rs. 50,000
3	Assistance for registering copy right/IPR.	100 (6%)	Rs. 500	Rs. 50,000
	Patents	50 (3%)	Rs.8,000	Rs.4,00,000
4	Participation in external Technical Training Programs.	100 (6%)	Rs.7,500	Rs.7,50,000
5	Assistance for enrollment for the MOOC courses	200 (12%)	Rs.2,000	Rs.4,00,000
6	Industrial Visits, Tours, Internships (long tours and 6 months Internships)	50 (3%)	Rs.2,000	Rs.1,00,000
	Short Tours	200 (12%)	Rs.500	Rs.1,00,000
7	Assistance for Research-Flavored Projects and Dissertations	25 (1.5%)	Rs.10,000	Rs.2,50,000
Total	Approximate Total no. of applications to be benefited	1170	--	Rs.22,00,000 (22 lacs)

Class	No of Students
FE	360
SE	400
TE	400
BE	300
MCA	120
PhD	70
Total Strength of students	**1650**

- **Funds requirement: 1650 * 6000/-- = Rs 99,00,000/-- (for Schemes 1-5)**
- **Considering 50% students taking advantage of half the schemes, amount required = 24, 75,000/-**
- **Additional Amount of Rs 3, 00,000/-- may be sanctioned for scheme 6 and scheme 7.**
- **Provision to be made for Students Empowerment Schemes:: Rs.22,00,000+Rs.3,00,000=Rs.25,00,000/-**

Dr. K.T.Talele

Dean-SAER

5.3 Empowerment of Deans & Heads

BHARATIYA VIDYA BHAVAN'S

SARDAR PATEL INSTITUTE OF TECHNOLOGY

(Autonomous Institute Affiliated to University of Mumbai)

[Knowledge is Nectar]

Financial Empowerment of all Deans & Heads

1. Deans and HoDs can take an imprest amount of Rs. 10,000/-
2. For the purchase of any item/laboratory equipment, up to Rs. 10,000/- the same can be purchased without any quotation, if the purchaser is sure about the market price.
3. For purchases up to Rs. 500/-, without GST bills are allowed if the vendor does not provide one.
4. For any purchase between Rs. 10,000/- to 50,000/-, Deans will take Quotations from 3 different vendors, make a comparative statement and finalize the purchase.
5. For any purchase between Rs. 10,000/- to 50,000/-, HODs will need to involve the Department purchase committee. Department Purchase committee will take Quotations from 3 different vendors, make a comparative statement and finalize the purchase.
   i. Anything available in Amazon, also can be treated as a quotation.
   ii. For any proprietary item, single quotation with proper justification is fine, but approved by the higher authority
6. Purchases above Rs. 50,000/- will be handled by the Institutional Purchase Committee according to the Institute's defined process.

14/08/2024

Dean (Administration & IQAC)

Principal

SARDAR PATEL INSTITUTE OF TECHNOLOGY Andheri (W), Mumbai-58.

CHAPTER 6

ROLES & RESPONSIBILITIES OF INSTITUTE EMPLOYEES

6.1 ROLES & RESPONSIBILITIES FOR FACULTY

6.1.1 SCOPE

As faculty members of Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology, they are responsible for contribution and sustenance of the standards of the institution. They should comply with the relevant policies, rules, regulations, norms, and standards set to guide their work. While every individual member is accountable for his/her action, as member of the Institute community, they are collectively accountable for upholding those standards of behaviour and for compliance with all applicable rules, regulations, and code of conduct. This document details the rules and regulations that every faculty member should follow and the code of conduct they should adopt in the discharge of their professional duties. These rules and regulations are not exhaustive and hence, the detailed instructions issued from time to time and the modifications made in these due to necessities have to be adopted by the faculty members.

6.1.2 APPLICABILITY AND INFRINGEMENTS

These rules and regulations and code of conduct prescribed applies to all full-time faculty members, visiting faculty members, faculty members on contract/part-time employment, research scholars given teaching assignment attached to the departments of Sardar Patel Institute of Technology. Adherence to these rules and regulations and code of conduct makes the faculty members responsible for bringing suspected infringement of any of the provisions to the attention of appropriate authority of the Institute. Raising such concern is a service to the Institute and will not jeopardize one's position or employment.

6.1.3 CURRICULUM RELATED

A Faculty member Assistant Professor, Associate Professor and Professor are responsible for,

a) Performing Teaching and Learning Activities

i) Teaching of both core and elective courses in the field of his/her specialization as allocated by the Department for various programmes offered by the Institute.

ii) Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the students.

iii) Providing proper guidance and supervision of the projects work undertaken by students and development of proper rapport with the industry/research-organization if the project is industry/research-organization related one.

iv) Making the teaching more effective and interesting to the students by the use of multi-media teaching aids, game-based learning, flipped classroom, expeditionary learning, kinaesthetic learning and personalized learning etc.

v) Making the laboratory, tutorial, and seminar classes more purposeful by examining the students practically and orally either before or after the experiment/seminar to improve the student's understanding of the subject.

vi) Conducting the core/elective course as project based/experimental/activity-based learning.

vii) Helping peer-assisted learning.

viii) Overall, the teaching learning shall be learner centred ensuring learning outcome of different courses.

b) **Course Planning and Material Preparation**

i) The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses.

ii) He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, and screening of video or power point presentation etc., in advance.

iii) The faculty member has to design experiments for laboratory classes so as to improve the student's creative skills besides properly understanding the physical phenomena or concept.

c) **Examination, Evaluation and Grading**

i) A faculty is required to set standard question papers to test the knowledge/analytical thinking of students and evaluate the answer scripts of courses not only taught by him/her, but also that assigned to him/her by the Dean/Head of Department of the Institute.

ii) A faculty is required to conduct and invigilate any exam/test in the Institute. Such test/exam may be for the course taught by him/her or for any other course assigned by the Head of Department of the Institute.

iii) A faculty member while evaluating answer scripts, oral examination, project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks/grading for his/her performance only. Besides, he/she should indicate the mistakes on the script except for end semester examination, where no marking is permitted to be made on the script.

d) Maintenance of Records

i) Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time.

ii) Each faculty member is required to keep a course file of course taught by him/her with all relevant papers, for produce to the academic audit.

iii) If the faculty member is assigned to be the Class Coordinator by the HOD, he/she should maintain the list of students under him/her, their parent/local guardian contact address/phone/mail ID etc., so that the student's progress could be monitored and communicated to them. The Class Coordinator shall also maintain cumulative record of attendance for the courses undergone by the student course-wise. The Class coordinator should also help the HOD in counselling poorly performing/person with disability (pwd) students and the follow up action taken to improve the students' performance.

e) **Monitoring of students' progress**

i) The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class Coordinator so that the information can be sent to the parents/guardians.

ii) A faculty member is required to attend/organize the Class Committee Meeting either as a course teacher and/or as chairperson of the class committee and should actively participate in the deliberations there to improve the teaching learning process.

iii) A faculty member may be required to be a Faculty Adviser to a group of students. He/she is then really a mentor for the students in his/her group. He/she has to keep account of the courses registered/enrolled by them and advice and counsel the students.

iv) A faculty member must be thorough with the regulations of the academic programme offered by his/her department and other instructions issued from time to time so that he/she can effectively guide the student.

v) As a Faculty Adviser, the faculty member is required to motivate students under his/her care and also help them while they face any other general problems till they leave the Institute.

f) Participation in Academic Developments

i) A faculty member should actively participate in curriculum preparation for new programmes/modification of existing programmes.

ii) Contribution to the preparation of new syllabus or updation of existing syllabus is also the responsibility of a faculty member pertaining to his/her specialization.

iii) A faculty is expected to be creative so as to contribute to the introduction of new academic programmes in the emerging areas relevant to the society, innovative curriculum and new methodology of teaching and evaluation.

iv) To be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programmes, short–term courses, professional society meetings, National / International Conferences, Seminars, reading recent technical journal articles and periodicals and going through the web sites of world class Universities/Institutes. They may also enrol in one or more Professional Societies/Associations.

g) Punctuality and Regularity

i) The faculty member shall not permit any student to attend the class after the stipulated time specified by the Institute so as to ensure punctuality in attending class by the students.

ii) A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.

iii) As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made. This will ensure better compliance of scheduled classes.

iv) A faculty member shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.

v) The faculty member shall carry out any other academic related activity that may be assigned to him by the Head of Institute from time to time.

6.1.4 INVOLVEMENT IN DEVELOPMENT ACTIVITIES

A Faculty member Assistant Professor, Associate Professor and Professor are responsible for,

a) Laboratory Development & Maintenance

i) A faculty member is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups/instruments/computer software/computer control of machines or processes.

ii) Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design and fabricate or assemble new experimental setup for use by students.

iii) As a member of the faculty, he/she should ensure that the various Computer Machines, machinery and equipment in the laboratory and workshop are maintained in working condition and are used effectively both for academic requirement, project works and research related activities.

iv) In case, a faculty member is assigned to be in charge of laboratory or workshop, he/she has to oversee the work of technical staff of the laboratory, besides arranging for periodical maintenance/repair and recalibration wherever necessary.

v) As an in-charge of laboratory, he/she must ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of over aged/unserviceable equipment, besides their safe custody.

b) Purchase of items for the laboratory

i) As an in-charge of laboratory has to prepare budget every year after taking into account the academic course requirements, research needs and discuss with the HOD and finalise it before inclusion in the overall budget proposal of the Department.

ii) As one in charge of laboratory has to initiate proposals for the purchase of consumables and equipment for his/her laboratory and take follow up action till it is procured and taken into stock.

iii) The faculty member should help the Professor in charge of purchase or the HOD in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of bids to be placed before the Purchase Committee.

iv) Once the budget proposals are approved by the management, the faculty in charge of the laboratory/workshop is responsible for the compliance of the budget proposal, unless it is altered or revised. If necessary, he/she has to prepare revised budget proposal through the Professor in charge of purchase or HOD.

v) The faculty member shall follow the detailed guidelines/procedure issued by the Institute regarding purchase of consumable and non-consumable items both indigenous as well as imported items.

c) Co-Curricular activities

i) A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions organized by the Department or Institute.

ii) A faculty member is required to organize industrial visits, educational tours and accompany the students to visits/tours as and when required by the HOD.

iii) A faculty member if nominated as an Office-bearer such as Treasurer, Adviser of Professional Society functioning in the Department/Institute he/she shall perform such duties accordingly.

iv) A faculty member is required to help the Professional Societies in organizing annual events such as hackathon, Project Competition, symposium, technical contest, quiz, and also in the interaction with the parent bodies (e.g. CSI, IEEE etc.) to promote the student chapter of the professional bodies.

v) A faculty member is required to coordinate National/International conferences/seminars/ symposium / workshop.

vi) A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, faculty development programme, and short-term training Programme etc.

d) Extra-curricular activities (Co-administrative Activities)

i) A faculty member should see that the classrooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose.

ii) A faculty member should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption.

iii) As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature.

iv) A faculty member if required to help the HOD in all administrative matters like distribution of hall tickets, mark sheets etc., and compilation of departmental replies to higher authorities etc.

v) The faculty member must serve as a member of any enquiry committee or as a member of various committees whenever the Department/Institute organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.

vi) Faculty members are liable to be assigned the responsibility of Residential Tutor/ Warden of the hostels run for the benefit of students for a specific period of time and for this service they shall be given perquisites in addition to their salary.

vii) All faculty members are expected to oversee the students go to the class on time and not loitering in the campus.

viii) Faculty members should also take part in activities related to NCC, Association, etc., as office bearer/organizer and shall discharge the duties assigned to the position.

ix) Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.

6.1.5 RESEARCH AND DEVELOPMENT

A Faculty member Assistant Professor, Associate Professor and Professor are responsible for research and development,

a) **Academic research**

i) As research is an inherent component of the functions of an Institute, every faculty member shall take active efforts to make research contributions in his/her field of specialization.

ii) A faculty member should identify specific aspects/track relating to his/her area of specialization in which there is considerable scope for further working, so that he/she either do it by himself/herself or motivate undergraduate and postgraduate scholars or a junior colleague to take up the study under his/her supervision.

iii) Faculty members who act as Research Supervisors should spare adequate time to the research scholars for discussion and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided.

iv) As the scope for doing further research work from the undergraduate and postgraduate students' project work is ample, active involvement of the faculty member in the student's project work is very essential.

v) If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/she can guide effectively. In fact, this will help to develop contact with the industry.

vi) Interdisciplinary and collaborative research is assuming enormous proportions a faculty should take efforts to identify such area(s) by interaction with his/her colleagues in other departments or researchers in established R&D laboratories for collaborative research purposes.

vii) Faculty members can act as research supervisor for other Institute/Universities only with the prior permission from Head of Institute.

b) Research Publications and Books

i) As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.

ii) Faculty members should publish their research output only in SCI journals and publications in non-refereed journals will not be recognized.

iii) Faculty members shall also strive to file patents if their research output is felt new and novel.

iv) Depending upon the research content, the faculty member may also present papers in International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less.

v) Faculty member should also take efforts to bring out his/her research work other than refereed journal papers, in the form of books or chapters in the books published by the

international/National level publishers with ISBN (International Standard Book Number/ISSN (International Standard Serial Number) numbers.

vi) The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations, immediacy index, half-life, etc.

c) Sponsored and funded research projects

i) An important source of financing and professional recognition to the Institute is sponsored and funded research projects. Therefore, every faculty member should browse the web sites of various funding agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc. Funding Agencies such as AICTE, DST, UGC, CSIR, MHRD, DAE-BRNS, BARC, DAE-NBHM, BDT, DOE,D RDO, DRDO-AR&DB, DRDO-DMRL, DRDO-LSRB, DSIR, ICMR, IGCAR, INSA, IREDA, ISRO, ISTE, CSI, MU, IE, IET, IMD, MCIT, MNRE, MoEF, MoES, MoWR, MFPI, NCERT, SERC etc.

ii) The faculty member, who is a Principal Investigator, besides employing Project Associates, if the project proposal contemplates and the funding agency approves, can also use the services of students and research scholars, wherever possible.

iii) Many funding agencies provide funding assistance for establishment of centres of excellence. A faculty member may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centres.

iv) Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Councils of the State and Centre and other agencies.

v) The effort of the faculty member must be to convert his/her creative idea into a product either physical, conceptual or computer software. In order to get recognition not only for the faculty, but also, for the institution, he/she should take efforts to obtain Patent/Intellectual Property Right (IPR) so that nobody could copy them.

6.1.6 CONSULTANCY AND EXTENSION ACTIVITIES

A Faculty member Assistant Professor with higher grade, Associate Professor and Professor are responsible for Consultancy and Extension,

a) **Consultancy Projects**

i) Executing consultancy works for the state and private organizations is another important source of financial resource to the Institute. A faculty member should take efforts to secure consultancy works in his/her area of specialization from industries and business or from State agencies.

ii) To secure consultancy work, the individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry-oriented student projects is an easy way of establishing contacts with the industry counterparts. Hence, faculty member guiding such project works should establish proper, healthy, and positive rapport with the concerned industry from where such project work is undertaken.

iii) A faculty member should constantly update his/her knowledge, familiarize himself/herself with the problem of industry by going through industry publications, attending professional society meetings etc., to establish contact and get to know the problem of industry.

iv) Attending seminars and conferences organized by professional institutions such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE), Computer Society of India (CSI) or other Industrial Associations will also help to understand the problem of industry.

b) Extension activities

i) A faculty member should take efforts to organize refresher courses, seminars, workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such programmes could be self-supporting or sponsored ones.

ii) Conduction of continuing education programmes/structured courses to meet specific requirement of the industry and society is yet another way of augmenting resource for the Institute. A faculty member can organize such programmes either one time or on continual basis year on year.

iii) Extension activities could include various community-oriented services, preferably using the expertise in the field of science and technology, and addressing the requirements of weaker sections of the society.

6.1.7 WORKLOAD NORMS

i) Working Hours All full-time faculty members should perform a minimum of 42½ hours of work per week for the Institute on a 5-day week basis. The Institute has the right to fix the working hours and days depending upon the exigency.

ii) The 42½ hours is only the minimum, but a faculty member is expected to devote more time in connection with execution of sponsored and funded projects, consultancy work, continuing education, summer courses, etc.,

iii) The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment.

b**) Teaching-contact Workload**

The workload of the teachers in full employment shall be not less than 42½ hours a week for 36 working weeks (180 teaching days) for a 5-days a week pattern in an academic year. It should be necessary for the teacher to be available for at least 8½ hours daily in institute. Direct teaching-learning process hours per Week should be as follows:

Assistant Professors - 16 hours/week

Associate Professors/Professors - 14 hours/week

A relaxation of two hours in the workload may, however, be given Head of Department and to those who are working as supervisors to Ph. D. students of the Mumbai University. In no case relaxation will be more than 2 hours.

FACULTY EXPECTATIONS MATRIX

Expectation Matrix				
Parameter	**Assistant Professor with GP 6000/-**	**Assistant Professor with higher Grade**	**Associate Professor**	**Professor**
Writing a research project for funding	At least one	At least one	At least Two	At least Two
Ongoing research project	--	At least one of min 4 lakh	At least one of min 10 lakh	At least one of min 12 lakh
Journal publication every year	--	1	2	2
Conference publication	1	1	2	2
Filing the patent	--	1	1	1
Conducting FDP per year	--	1 Biannually	1 Biannually	1 Annually
Attending FDP per year	2	2	1	1
Consultancy	--	1 Assignment	1 Assignment	Min 1 lakh
No of courses taught	4	4	4	3
Resource person for external events	--	1-2	3-4	4-5
Enrolment for MOOCs for new courses	2	1	Desirable	Desirable
CEP for fund fetching	--		2-3 days	3-5 day

Faculty members to commit yourselves and meet the institute expectations. If each and every one faculty members work passionately towards this, then surely institute ranking will improve year on year, the campus will become more vibrant, research intensive.

6.2 ROLES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF

6.2.1 SCOPE

As employees of the **Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology**, the administrative have to follow the rules & regulations and code of conduct prescribed in performing their duties so as to ensure the set standards achieved. These rules and regulations and code of conduct are applicable to all full time and part time staff members working either on time scale of pay or on consolidated pay attached to the Institute.

6.2.2 ROLES AND RESPONSIBILITIES OF STAFF

The Roles and Responsibilities of Administrative staff as per the various sections are defined that includes, general administration, budgets, accounting and finance related activities by finance section, establishment section, academic related matters, examination related matters, store & purchase section, library section, civil and electrical maintenance etc.

6.2.3 GENERAL ADMINISTRATION

a) Registrar/Administrative Officer Work

As **Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology**, is an Autonomous Institute, there are many statutory committees like Governing Council, Academic Council, Finance Committee, Board of Studies, and College Development Committee. etc. The work relating to these bodies include,

i) Issue of notices to the members requesting them to attend various meetings following established procedures and conventions on instruction from appropriate authority, Head of Institute.

ii) Calling for subjects for inclusion in the agenda from the concerned Dean, compile them and seeking the approval of Head of Institute and prepare agenda and notes for discussion in the various statutory body meetings after getting approval from the appropriate authority.

iii) Sending agenda and notes to the members of various committees.

iv) Keeping record of the minutes of the meetings and communications of minutes/orders issued, after obtaining approval.

v) Maintenance of all important documents such as Memorandum of Association (MoA), Bye-laws and carrying out changes/modifications as and when necessary after approval by appropriate bodies, without destroying the immediately past versions.

vi) Seeking the approval of/information to the UGC, AICTE, University and other bodies, as the case may be, wherever necessary for the changes/modifications made.

vii) Maintenance of all attendance registers and minutes of various committee meetings and maintaining confidentiality of information, where it is essential in the interest of the Institute.

viii) Maintaining all the employee records such as employee personal file, service book, and all other concern matters.

ix) Communicating and putting up notes, unless or otherwise required.

b) Dealing with UGC and Accrediting Agencies

The responsibility of the administration includes,

i) Initiating all necessary actions in time to get extension of the Autonomous Institute status since the conferment has to be extended after the expiry of the stipulated period.

ii) Furnishing all returns called for by the UGC, AICTE, University and other bodies who has supervisory/overseeing powers with regard to the programmes offered by the Institute.

iii) Taking all actions and doing all correspondence relating to securing accreditation from NAAC, NBA or other accrediting bodies, from whom the Institute may decide to get.

iv) Furnishing of compliance reports and providing the details called for by the agency.

c) Collaboration with other Universities

i) All correspondences and pursuing actions relating to collaboration dealings with other Universities/Institutions/Industries in India and abroad.

ii) Taking steps to sign of Memorandum of Undertaking (MoU) with industries and other institutions and following it up.

iii) Keeping of all records relating to collaboration and following it up with the Deans/HODs of the Institute.

iv) Looking after all other related activities pertaining to collaborations.

6.2.4 BUDGET, ACCOUNTS AND FINANCE RELATED ACTIVITIES BY THE FINANCE SECTION

a) Budget preparation

Budget is an important instrument for the control of expenditure and financial management of the Institute. The duties and responsibilities of administrative staff include,

i) Calling for budget details both for consumables and non-consumables from the all the Departments of the Institute.

ii) Compiling the budget and getting the approval of the appropriate body and communication back to the Department concerned.

iii) Calling for budget modification if any from the Departments, compiling, securing approval for revised budget and communication back to Departments.

iv) Bringing to the notice of appropriate authority timely if any deviation noticed timely so that necessary control can be exercised.

b) Account keeping and compilation

i) Keeping of books of accounts such as ledger, subsidiary books, cash book, etc. as per the approved procedure/manual.

ii) Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow and balance sheet.

iii) Management of accounts receivables by taking prompt action to recover the amount due to the Institute.

iv) Receipt of semester fees and other fees from the students accounting them and attending to all other issues relating to that.

v) Accounting of caution deposit of students and refund/adjustment as the case may be.

vi) Maintenance of expenditure details and reviewing them periodically vis-à-vis budget and taking appropriate actions in pursuance of instructions by the authority concerned.

vii) Management of all payables by the Institute by taking prompt action after approval from the authority concerned , all bills for supplies and services availed.

viii) Recovery of Payment of category student's fee receivable from state government office.

c) Fund Management

i) Investment of funds received from parent body (Sardar Patel Institute of Technology and Bhavan's) and from income realized from students as per the decision of the Institute.

ii) Renewal of deposits and withdrawal of deposits for meeting recurring and non-recurring expenditure.

iii) Keeping the funds received as grant for sponsored and funded research projects in separate account and incurring expenditure only for the purpose it is granted.

iv) Keeping the funds received from FDP/seminar/conferences, various professional body such as CSI, IEEE, IETE etc. and all others activities.

d) Salary and wages

i) Preparation of all pay bill, arrears bill and supplementary bills of all employees, drawl and disbursement to the concerned person as per the established procedure.

ii) Maintenance of accounts pertaining to statutory deductions like provident fund, property tax, etc.

iii) Preparation of all remuneration bills and disbursement for testing, consultancy work, remuneration for approved courses conducted and other incentives related payment to the faculty and staff.

iv) Dealing with all matters relating to income tax deduction from the salary and other payments to the employees, which include prompt payment to the statutory authority, filing of returns and issue of tax deduction certificate, etc.

v) Deduction of professional tax and remittance to appropriate authorities under the Income tax Act.

vi) Drawl of payment towards encashment of leave, leave salary, statutory payment like gratuity and recovery of dues from employees.

vii) Dealing with all other matters related to drawl & payment and recovery from the employees of the Institute.

viii) Dealing with all matters relating to sanction of advances to employees, and recovery / adjustment of the same.

6.2.5 PERSONNEL RELATED ACTIVITIES (Establishment/Administration Section)

a) Recruitment of staff

i) Working out staff requirement comprising faculty, technical and administrative staff as per the norms fixed and obtaining necessary sanction from the appropriate authority.

ii) Maintenance of establishment list category-wise and taking action to fill up the position on approval from the authority concern.

iii) Putting up proposal for sanctioning additional staff as and when new programmes are added and/or expanded, etc., after getting necessary proposals from the concerned Head of Department.

iv) Issuing of advertisement, receiving applications, short-listing candidates by test/experience, etc. by the Department and putting up the short listed candidates to the appropriate selection committees constituted for interview and selection.

v) Issuing of appointment orders to the selected candidates after approval by the competent authority.

vi) Maintenance of qualifications fixed for various positions in different category of staff. Taking action to fix qualification for recruitment if and when new positions are created.

b) Service related matters

All matters relating to probation, regularization for all categories of staff promptly.

i) Receipt of all annual performance appraisal forms from the Departments, initial scrutiny for missing details and submission to the review committee.

ii) Arranging for the conduct of annual review for all categories of staff and sanction of increment.

iii) Arranging for special reviews for career advancement/promotion by the committee constituted and issue of orders thereafter.

iv) Maintenance of all service records of all employees and periodic updating.

v) Matters relating to deputation of employees for higher studies in India or abroad.

vi) All matters relating to deputation of faculty to attend conferences/seminars/workshops either in India or abroad.

vii) Issue of certificate such as service certificate, experience certificate, etc., after obtaining approval from the authority concerned.

c) Retirement, severance and disciplinary action

i) Processing of resignation request of employees after checking his/her condition of appointment and the policy of the Institute.

ii) Issuing relief order through the Department concerned only on satisfying all conditions prescribed, and after getting no dues certificate.

iii) Maintaining the retirement date of employees and taking prompt action to relieve him/her following the due procedure prescribed.

iv) Issuing certificate/experience certificate only on completion of all formalities.

v) All matters relating to disciplinary action against employees for offences committed, dereliction of duty, etc.

vi) All correspondence and files relating to legal action against any employee if and when such action pursued by the Institute.

6.2.6 ACADEMIC RELATED MATTERS

a) New academic programme

i) Processing of proposals received from the Heads of Departments and from others for starting new academic programmes in the Institute.

ii) Securing the approval of the Board of Management (Governing Council) after due examination in the concerned Board of Studies and Academic Council.

iii) All correspondences relating to securing of approvals or furnishing of information relating to new programmes.

b) Admission of students

i) Issuing advertisements calling for application for various programmes offered by the Institute and processing of applications.

ii) All correspondences relating to admission of students in various programmes and all issues relating to admission.

iii) Verification of all certificates of students for validity before admission.

iv) Checking for equivalence of eligibility conditions for various programmes especially in respect of students migrating from other Universities.

c) Maintenance of student records

i) Maintenance of all information relating to every student pursuing programme in the Institute in proper form and to retrieve them as and when necessary.

ii) Safe custody of all original certificates received from students for verification and safe return of them after verification.

d) Scholarships, bank loan and research fellowships

i) Issuing certificates to students to secure loan from Banks for pursuing education in the Institute.

ii) All matters relating to securing scholarship for students, who apply to various agencies awarding scholarships.

iii) Matters relating to award of merit scholarship, fee waiver, etc., by the Institute for meritorious students.

iv) Distribution of cash award, prize, etc., to students who secure ranks in the examination as per the scheme of Institute.

v) Forwarding the applications of research scholars and pursuing with UGC and other agencies for the award of research fellowships under various schemes.

e) Disciplinary action

i) Dealing with matters relating to constitution of enquiry committee on issues relating to disciplinary action, securing the report and pursuing disciplinary action against the student(s) concerned.

ii) Pursuing matters relating to cases filed by student in the courts to defend the Institute.

iii) Processing of complaints received from parents of students and others and pursuing action till completion of the process.

iv) Dealing on priority basis disciplinary action relating to ragging by students.

f) Student professional bodies

i) All matters relating to student professional bodies such as CSI, IEEE. IETE, E-cell and others in the various Departments with regard to approval from administration.

ii) Sanction of advance for various events organized by the professional bodies and final settlement/adjustment of accounts by the Department concerned.

g) Issue of Transfer certificates & Hall tickets, etc.

i) Issue of transfer certificate and other certificates signed by appropriate authority to the students when they leave the Institute after completion of programme/discontinuance the programme.

ii) Distribution of Hall tickets to the students after ensuring their compliance of conditions stipulated in the regulations for the end semester examinations.

iii) Any other issues relating to students' academic activities.

6.2.7 EXAMINATION RELATED MATTER

As an Autonomous Institute, the responsibility for scheduling and conducting of mid and end semester examinations, declaration of results, distribution of mark sheets and degree certificates rest with the Institute. The duties and responsibilities of Controller of Examination include,

i) Scheduling and conducting continuous assessment tests for all programmes. Assessment of the answer scripts to the Departments for evaluation and assign marks.

ii) Scheduling of end semester examinations, arranging to get question papers, print and keep them securely for distribution on the date of examinations.

iii) Making arrangements to conduct examinations and evaluations as per the procedure envisaged.

iv) Receipt of finalized grade statements course-wise for every programme from the Departments, after approval by the respective Board of Studies and declaration of the final results of each student.

v) Printing and distribution of cumulative credit point average (CGPA) semester-wise to students of various programmes.

vi) Issue of provisional certificate to the students, who have completed the programme satisfactorily as per the regulations of the programme.

vii) All correspondence to the University of Mumbai regarding award of degree.

viii) Issue of transcripts to the students who wish to obtain higher education.

ix) Issue and receipt of convocation application from students, preparation of degree certificates duly signed by the designated authority and keep under safe custody for distribution.

x) Arrange for convocation and award of degree certificates to the students present in the convocation and by registered post to those who have not attended the convocation.

xi) Any other issues relating to the conduct of examination, evaluation, declaration of results and award of degree certificates.

6.2.8 STORES AND PURCHASE

a) Purchase of items

The duties and responsibilities under this item shall include,

i) Though Departments take action to purchase both consumable and non-consumable items, it is the duty of administration to ensure that they follow the purchase procedure as prescribed by the Institute.

ii) Scrutiny and securing administrative approval from the appropriate authority for the purchase proposal of the Department and return it to the Department concerned.

iii) Checking the short listed comparative statement and the evaluation sheet with remarks for accuracy, missing information and placing it before the purchase committee for consideration/negotiation with the parties' concerned and final decision.

iv) In respect of major items for which open tender is contemplated, obtaining specification from the Departments, calling for open tender through advertisement and forwarding to the Department concerned for remarks.

v) Placing before the purchase committee the tender evaluation by the Department for consideration/negotiation if necessary and approval.

vi) Making arrangements for procuring record note books and other stationery required by the Departments, Examination Cell, etc., every semester/annual as the case may be.

vii) Purchase of all furniture and fittings required by the Departments through appropriate agencies as per the procedure enunciated by the Institute.

b) Stores stocking & distribution

i) Assessing the requirements from Departments, make arrangements for printing and stocking and distribution of calendars, magazines, record note books, other forms and registers required by the Institute.

ii) Printing/purchasing, stocking and distribution of all other stationery such as paper for writing, answer scripts, chalks, dusters, etc., required by the Departments and Examination Cell.

iii) Gathering of indent for furniture from the Departments and arrange for the supply of the same following the procedure.

iv) Maintenance of stock register and arranging for annual stock verification in all the Departments of the Institute.

v) Follow up action on the stock verification report pertaining to Departments to ensure they rectify the defects pointed out.

c) Bills processing

i) Bills received from the Departments and suppliers have to be verified for stock certificate and the claim made by the suppliers.

ii) Bills after due verification be passed by the Accounts Section for passing and issue of cheque.

iii) Payment to the parties by cheque will be made by the Stores and Purchase section through the Department whoever procured the items.

6.2.9 CIVIL/ELECTRICAL MAINTENANCE SECTION

The Roles and responsibilities of maintenance supervisor, maintenance supervisor and electrician are responsible for general maintenance work throughout the Institute and Campus.

i) Handle the Civil and Electrical maintenance of the Institute.

ii) Manage the outsourcing staff for Daily Housekeeping and Cleaning supervision.

iii) Manage the Staff for maintaining toilet blocks cleanliness.

iv) Supervise cleaning staff for cleaning labs, classrooms, staff room, etc.

v) Co-ordinate the setting up of different Labs, Classrooms, Seminar Halls, and Auditorium by shifting or making new furniture, Electrical and Network wiring and providing for required Infrastructure.

vi) Supervise security personnel responsible for the entire Institute.

vii) Monitoring the maintenance of Lifts.

viii) Keeping a track and Renewal of Annual Maintenance Contracts.

ix) Manage and finalize the Quotations for purchase and maintenance of Furniture, Air Conditioners, Water Coolers, Water Purifiers, Intercom, etc. as required by the Institute.

x) Promptly attending day-to-day complaints regarding civil, plumbing and electrical works.

xi) Maintenance of Fire Fighting System and its relevant documents such as O-Form.

xii) Manage housekeeping staff, Electrician and Security Personnel.

xiii) Manage the Staff for repairing and Painting work of building (External and Internal) as and when required.

xiv) Maintaining a Complaint Book/log book to resolve complaints promptly as early as possible (within 2 days).

xv) Any other function assigned by the Head of the Institute.

The Supervisor and Electrician is responsible for the maintenance of Electrical Equipment's in the Institute.

i) Handling complaints from different departments, which includes repairing or replacing electrical devices like Tube lights, Fans, and Switchboards, Power sockets for Projectors, Water Coolers, Air Conditioners, and Intercom etc.

ii) Providing power supply for day-to-day activities and in various events of the Institute by switching ON generators and UPS, as and when required.

iii) Regular Servicing and Maintenance of the generator, batteries, etc.

iv) Maintaining electrical panel boards throughout the campus.

v) Marinating of log book and resolving the complaints promptly as early as possible (within 2 days).

vi) Any other function assigned by the Head of the Institute.

6.2.10 LIBRARY SECTION

To provide professional research, reference and consultation services for the institute and users, to ensure efficient library operations and administration and to effectively maintain the library and its materials. The librarian is responsible for performing a range of duties such as cataloguing library resources, maintaining library records, managing budgets, purchasing of Books which includes,

a) Library Policies and budgets

i) Establish and implement library policies and procedures.

ii) Manage the process for book selection and acquisition recommended by Faculty and student demands.

iii) Prepare and administer the budget for the library and proper allocation of funds and monitor expenditure

iv) Determine and implement cost-effective and accurate methods for information retrieval

b) Cataloguing library resources and Maintaining library records

i) Develop, organize and maintain library collections to meet the demands of specific user groups.

ii) Select, order and catalogue relevant publications and multimedia

iii) Carry out cataloguing and classification of all library resources.

iv) Coordinate print and electronic subscription requests

v) Ensure a current and accurate inventory of library materials and maintain records and prepare statistical and analytical reports.

vi) Assist users in the location of specific material and information

vii) Guide users regarding internet resources and train users in the discovery and management of information

viii) Respond rapidly and reliably to information requests through the use of all appropriate resources.

ix) Conduct bibliographic searches to support user and organizational information needs

x) Review of catalogue entries of new books.

xi) Issuing, Returning, and Reissuing of books to Students and Staff.

xii) Maintaining fine/late fee Record details.

xiii) Arranging a 20% Book bank scheme for Students.

xiv) Arranging library committee meetings, drafting Minutes of the Meeting, maintaining records, etc.

xv) Periodical stock checking of books.

xvi) Sending reminder calls, letters to Staff and Students for an overdue period of books and No dues clearance to Students, faculty and Staff.

c) Connecting with External bodies, professional, users and suppliers

i) Stay current with trends and developments by reviewing publications, attending professional events and receiving training from vendors

ii) Develop and maintain relationships with external bodies such as vendors and suppliers

iii) Promote awareness of research resources, library services and learning opportunities

iv) Ensure compliance with relevant laws and regulations including copyright in connection with use of library materials and resources

v) Continuously in touch with the Students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the Dean, Academics about the same for procurement.

d) **Management and Availability of Hard and E-resources**

i) Ensures availability of previous year's question papers (semester-end examination), syllabus copies and Thesis /Dissertation /Reports of the Project on the Dspace portal and Institute Website.

ii) Renewal and Maintenance of the Library software.

iii) Maintaining the Library database backup.

iv) Provides all the statistical information and reports about the library for various committees (NAAC, NBA, etc.) as per their requirement.

v) Managing renewals of subscription of Journals and Periodicals.

vi) Purchasing and maintaining of e-resources

vii) Solving readers' inquiries and reference to the students about other libraries for their queries.

viii) Updating and maintaining the library website.

ix) Coordinating with various Departments for collecting Events Reports uploading and maintaining it on DSpace (Institutional repository).

x) Organizing various activities to promote occasions like Marathi Bhasha Din, Yoga day to develop a collaborative and vibrant reading culture among the students, faculties, and staff and many more activities.

xi) Making sure the books are intact and in a good condition.

xii) Arranging Book exhibition in collaboration with SPCE.

xiii) Following the AICTE /UGC norms to maintain the Library

xiv) Maintaining the Internet Center Room for Students, to access system for their Research and Project work.

xv) Coordinating with different Department to maintain Departmental Library.

xvi) Any other work related to the library that may be assigned by the Head of Institute.

6.2.11 WORKLOAD

A full time administrative staff should perform a minimum of 42½ hours of work per week for the Institute on a 5 day week basis. The Institute has the right to fix the working hours and days depending upon the exigency.

The 42½ hours is only the minimum, but administrative staff is expected to devote more time to help authorities in connection with the conduction of examination, auditing, accounting, maintenance etc.

6.3 ROLES & RESPONSIBILITIES OF TECHNICAL STAFF

6.3.1 SCOPE

As employees of the **Bhartiya Vidya Bhavan's, Sardar Patel Institute of Technology**, the technical staffs have to follow the rules & regulations and code of conduct prescribed in performing their duties so as to ensure the set standards achieved. These rules and regulations and code of conduct are applicable to all full time and part time staff members working either on time scale of pay or on consolidated pay attached to the Institute.

6.3.2 PRACTICAL CLASSES

a) Laboratories

The technical supporting staffs are employed in the laboratories of various departments. As far as Practical classes in the laboratory are concerned, the technical staffs are responsible for,

i) Arranging the equipment/instruments for conducting experiments by students in pursuance of the instructions of the faculty member in charge of the practical class.

ii) Issuing instruments to the students based on the instructions of the faculty under due acknowledgement of the students for conducting experiments.

iii) Receiving of the gadgets/instruments issued to students, after checking for any malfunctioning, damage caused etc., and reporting to the faculty member any damages etc., if noticed.

iv) While the faculty member in charge of the practical class is responsible for issuing instructions as how to conduct experiment, the technical support member should refrain from prompting the students.

v) While the students conduct experiment, it is the duty of the technical staff to help the faculty member in ensuring that the students do not cause damage to the equipment due to wrong operation or mishandling.

vi) After the laboratory class is over, the technical staff should ensure that the instruments and equipment used are cleaned properly for subsequent use.

vii) In case of any damages, it should be properly entered in the register maintained for the purpose, so that a compiled statement could be sent to the Office at the end of the semester to effect recovery from the student concerned.

viii) Wherever items/chemicals which are harmful, the supporting staff should watch to avoid misuse by students in the interest of the safety of students.

ix) Carry out any other work assigned to them by staff in charge and HOD.

b) Workshops

The technical staffs such as Instructors and Technicians are employed in the Workshop primarily to Coach the students in technical skills involving machining etc. While the faculty member in charge of the Workshop class is responsible for briefing the students about the exercise, the theory behind it, precaution to be adopted etc., the technical staff is responsible for,

i) Issuing of tools and gadgets required for carrying out the exercise assigned to the student and receiving it back after the class is over.

ii) Coaching the students as how to operate the machine, mounting of tool, carrying out machining operation, etc.

iii) Helping the students in grinding the blunt tool, so that the students acquire the skill involved in it.

iv) Adjusting the machine tool, ensuring that they are kept clean after the students complete their exercises.

v) Coaching the students in handling of hand tools involved in carpentry work, helping the student in learning simple carpentry works.

vi) Coaching the students in fitting and welding activities, and in plumbing works.

vii) Demonstrating to the students the steps involved in foundry and smithy related activities as per the instruction of faculty in charge of laboratory / practical class.

viii) Keep a watch on the students so that they handle tools safely and securely in the interest of safety of students.

ix) Technical staff should communicate with the students in English during Lab Classes.

x) Carry out any other work assigned to them by staff in charge and HOD.

c) Testing and machine oriented laboratories

There are many laboratories, wherein the students are given practical exposure in conducting tests, which involve sophisticated and costly machineries. The technical staff provides support services to the faculty member in charge of the practical class in coaching the students. Their responsibilities include,

i) Helping the students in the preparation of specimens required as per the instruction of faculty for conducting the test. The technician should avoid doing by himself instead of the students.

ii) Providing assistance if needed by the students in mounting the specimen and in handling the equipment or machinery so as to ensure that the equipment is not damaged.

iii) Issue of necessary consumables from the sub stock required by the students for conducting the experiment and accounting it properly.

iv) Keeping the testing equipment/machinery in operable condition by checking them when the laboratory classes are not held.

v) Proper custody of all tools, gadgets, measuring instruments and other items of the laboratories and issue to the students and receipt back after the experiment is over.

vi) Maintenance of the laboratory clean.

vii) Carry out any other work assigned to them by staff in charge and HOD.

d) Electrical and Electronics laboratories

i) To assist the faculty in charge of laboratory practical class for an effective and orderly conduct of practical courses.

ii) To ensure whether all the equipment and machineries are in proper working condition before the commencement of lab classes.

iii) To ensure the safety of the students during lab classes by carefully following the safety instructions.

iv) To issue the required meters, instruments, components etc., to the students during practical classes and receiving the same back after completion of experiment.

v) To help the students in the circuit debugging measurement observation, etc., in the regular lab classes

vi) Keeping the working tables in their respective labs always in working condition by proper maintenance.

vii) To help the students in the fabrication of working models, as a part of their project work.

viii) Maintenance of the laboratory clean.

ix) Carry out any other work assigned to them by staff in charge and HOD.

e) Computer related laboratories

i) Routine maintenance of all computer systems, UPS and other peripherals related to laboratory.

ii) Assisting the faculty in charge of laboratory class, so far as it relates to the hardware and system software problems.

iii) If a system is in warranty period or in maintenance contract, wherever it develops defects, write and call the concerned company technical staff for fixing the defects.

iv) Maintenance of computers attached to the Institute office and officials like Head of Institute and Faculty.

v) Maintenance of networking of the laboratory concerned.

vi) Creation of new login during the commencement of semester for the students, so that students can do new exercises during the semester.

vii) Attending to the problem faced by students with respect to hardware and system software.

viii) Arranging LCD projector to the class room, conference hall, seminar hall, etc., as and when needed.

ix) Loading specific software and upgrading of system to meet the specific requirement of students during project works.

x) Maintenance of all software packages attached to the laboratory. Removal of viruses in the system as and when affected.

xi) Switching off the systems and air conditioners when students are not using the laboratory to save energy consumption.

xii) Reporting to the faculty member if the technical staff notice any misuse of the system by students.

xiii) Keeping the laboratory clean.

xiv) To carry out work assigned to them by staff in charge of Laboratory or HOD.

f) Cleanliness and Maintenance

With regard to cleanliness and maintenance, the duties and responsibilities of technical staff include,

i) Ensuring that the laboratory/workshop, in which the technical staff are posted is kept clean and neat by using the sweepers posted for the purpose.

ii) All the equipment / machinery should be maintained so that they are in good working condition always. In case of any fault/defect, it should be brought to the notice of the faculty in charge of the laboratory and take prompt action to rectify the defects.

iii) The technical staff should ensure that the garbage accumulated in the laboratory or in the vicinity outside the laboratory are cleaned by the cleaning staff of the Institute posted for the purpose.

iv) All safety items like fire extinguisher etc., should be kept in working condition and first aid materials are kept in the box to be used in case of emergency.

v) Many equipment/measuring devices need periodical calibration. It is the responsibility of the technical staff to do recalibration with the help of faculty in charge or getting it done by outside agencies wherever it is needed.

vi) Maintenance and exhibition of charts and other learning materials in the laboratory as per the instructions of the laboratory in charge is also the responsibility of technical staff.

vii) The technical staff should bring it to the notice of faculty in charge about unserviceable items and items to be condemned. He/she should also help him/her in taking action to dispose them.

viii) All the machineries and equipment are to be cleaned regularly by technical staff.

g) Record Keeping

Though the overall responsibility for the maintenance and upkeep of records pertaining to the laboratory is vested with the faculty member in charge of the laboratory, the technical staff is responsible for,

i) Maintaining the stock register for both consumable and non-consumable items by making entries then and there, and getting it attested by the faculty member.

ii) Keeping the store room / cupboard wherein the tools, gadgets, etc., are stocked securely and safely and issue to the students on the instruction of the faculty under proper acknowledgement only.

iii) Helping the faculty in reconciliation of stock of items if any discrepancy pointed out by the stock verification team.

iv) Maintenance of register regarding breakage of item by students while doing experiment, preparing the statement duly attested by the faculty member at the end of semester for forwarding to the office to effect recovery.

v) Maintaining all instruction manuals and record note books submitted by students to the faculty for correction and redistribution back to the students.

6.3.3 INVOLVEMENT IN DEVELOPMENTAL ACTIVITIES

a) Laboratory Development

i) The technical staff should contribute in the efforts of the faculty member in developing new experiments as and when needed.

ii) Especially in project works, the students do come up with lots of new ideas. The technical staff with the approval of the project guide and the laboratory in charge should help the students in fabricating/assembling the experimental set up or developing gadget using the laboratory facilities.

iii) Whenever new equipment/machinery are purchased, the technical staff should ensure their fullest co-operation to the faculty in charge in the installation of equipment.

b) Research related

i) Whatever experimental set up needed by the Ph.D./M.Tech./MCA researchers, the technical staff should assist the research scholar with the approval of the laboratory in charge.

ii) Not only help in preparing the experimental set up wherever needed, the technical staff shall assist the researcher in taking readings/measurements and in the operation of the gadget.

iii) As an Institute, emphasis will be on sponsored research projects and consultancy, many research projects involve experiments, testing etc. Therefore, the technical staff of the laboratory should extend co-operation and help to the project co-ordinator and project associates in their endeavour.

iv) Even if the work involves beyond the working hours of the institution, technical staff will have to render assistance to the project co-ordinators.

c) Testing for outside agencies

The institution may get request for testing components, materials etc., for certification from different sources. While conducting testing along with the faculty member, the technical staff should take utmost precaution in preparing samples and careful in testing, so that the credibility is ensured in certification.

6.3.4 EXAMINATION RELATED ACTIVITIES

The duties and responsibilities during practical examination are as follows:

i) Issue of instruments and other equipment to the students as per the instruction of examiners appointed for the purpose.

ii) Desist from revealing to the students any confidential information relating to the content and scope of the practical test given to the students.

iii) Desist from giving any prompt or assistance to the students, who are undergoing examination thereby not jeopardizing the sanctity of the examination.

iv) Checking all the equipment, machinery and tools for any defect and rectify the same so that the students do not face any difficulty during examination.

6.3.5 WORKLOAD

A full-time technical staff should perform a minimum of 42½ hours of work per week for the Institute on a 5 day week basis. The Institute has the right to fix the working hours and days depending upon the exigency.

i) The 42½ hours is only the minimum, but a technical staff is expected to devote more time to help faculty in connection with the execution of sponsored projects, consultancy work, continuing education, summer courses, etc.,

ii) It is quite likely in some semesters, there may not be much work in a particular laboratory. Therefore, the HOD concerned will redeploy the technical staff depending on the need so that the workload is even out among the staff of the department.

CHAPTER 7

CODE OF CONDUCT

7.1 FACULTY OF THE INSTITUTE

As actions and behaviour of its faculty have an impact on the education and livelihood of thousands of people, as well as on the local environment and the society, it becomes utmost important that faculty should have regard for the impact of their personal behaviour in the institute, colleagues, the pillars of the institute, the environment and society. This code highlights a framework of standards and behaviour guidelines, but it is not intended to be exhaustive.

An "faculty" of Bharatiya Vidya Bhavans, Sardar Patel Institute of Technology is a person who regularly works for the institute on a Permanent/Probation/contract/Ad-hoc basis.

The faculty code of conduct defines acceptable behaviour and social norms that teaching faculty, Non-teaching- technical staff and Administrative staff in Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology, Mumbai should adopt on a day-to-day basis. All employees including contractual staff must align their actions with the ethos of the institute.

7.1.1 Code of Conduct for the Faculty are as follows:

1. A teacher shall comply with the provisions of the Act, Government Resolutions, Statues, Ordinance, Regulations, Rules, Circulars, and other directions issued thereunder from time to time by the Institute, University, and the Central & the State Government.
2. A teacher shall not in the course of his/her duties in any manner disobey, disregard, or wilfully default in carrying out any lawful instructions, reasonable orders or directives given by any person or body having authority to give such lawful instructions, reasonable orders or directives. A teacher shall not refuse to carry out the academic and administrative decisions taken by the Deans/Principal/Management. A teacher shall however, have the right to express his/her difference with the policies and decisions of the institutions/management/authorities and officers of the Institute.
3. A teacher shall not commit acts of insubordination and defines lawful orders.
4. Every teacher shall always maintain absolute integrity and devotion to duty.
5. Every teacher shall devote himself diligently to his work and utilize his time to the service of the University or the college, as the case may be, and to the cause of education and give full cooperation in all academic programs and other activities conducive to the welfare of the student community.
6. It shall be incumbent on every teacher to perform the academic duties such as preparation of lecturers, class lecturing, tutorials, assignments, demonstrations, group

discussions, Library assignments, guidance etc. A teacher shall engage classes regularly and punctuality and impart lessons and instructions, do such internal assessment/examinations evaluation as the Head of the Institution/Deans shall allot to him from time to time and shall not ordinarily remain absent from work without prior permissions or grant of leave.

7. A teacher shall report to the duty regularly and punctually.

8. A teacher shall sign the attendance register and electronics biometric attendance on arrival and also before leaving the campus after the working hours. A head of the institution/Dean-Administration shall determine the time for reporting for duty and closing. A teacher may be required to work beyond the required time in certain circumstances to be determined by the head for Institutional progress.

9. A Head of the institution/Dean-Administration shall keep record of attendance of the teachers working in his institution. Every teacher shall observe the scheduled hours of working during which he must be present at the place of his duty.

10. A teacher shall devote the requisite number of teaching hours as assigned by the Head of the Institution/Dean-Academic according to the teaching workload.

11. A teacher shall not neglect in correcting practical records, class work or homework done by the students.

12. A teacher while being present in the institution shall not, absent himself (except with the prior permission of the principal/Dean-Administration) from classes which he is required to attend and conduct his duty to his fullest.

13. A teacher can organize or attend any meeting during the working hours where he is required or permitted by the head of institution/Deans to do so.

14. A teacher shall not leave the institution during working hours without the permission of the head of the institution/Dean-Administration. A teacher leaving the institution for duty elsewhere shall inform his head of his whereabouts to facilitate his recall in an emergency.

15. A teacher shall not remain absent from the institution without leave or without the prior permission of the Head of the Institution/Dean-Administration.

provided that where such absent without leave or without the previous permission is due reasons beyond the control of the teacher concerned, it shall not be deemed to be a breach of the code of conduct if, on return to duty, the teacher has applied for and obtained ex-post facto, the necessary sanction for the leave.

16. A teacher shall report for any additional duty assigned by the Head of the Institution/Deans/HoDs, whether before or after the working hours.

17. A teacher shall do all work connected with extra-curricular and co-curricular activities assigned to him from time to time by the Head of his Institution/Deans/HoDs.

18. A teacher shall perform his academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the institution. It shall also be obligatory for a teacher to do all work connected with examination such as paper setting, assessment and re-assessment of answer books including moderation, preparing result, invigilation superintendent of examination center, working as a member of team to squad/observer, coding-decoding of answer books, coordinating work of Central assessment etc. assigned to him by the Institute or by the Head of his Institution. It shall also be obligatory for a teacher to train himself in operation and use of all technological advancement and gadgets necessary to perform his duties and provide the best learning to his/her students.

19. A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize a student/s on any grounds.

20. A teacher shall not indulge in or resort to, directly or indirectly, any malpractices or unfair means in teaching/examinations/administrations. Indulging or encouraging any form of malpractice connected with examinations or any other activity is a serious offence.

21. A teacher shall not discriminate against any student on political ground or for reasons of caste, creed, sect, religion, sex, nationality or languages or for reasons of personal nature.

22. A teacher shall not practice or incite any student to practice casteism, communalism or untouchability.

23. A teacher shall not use his position to spread their political, religious or other ideologies among Student/s which is against the institutional motives.

24. A teacher shall not propagate through his teaching lessons or otherwise, communal or sectarian outlook, or inciting or allowing any student to indulge in communal or sectarian activities.

25. A teacher shall not behave or encourage or incite student/s, teacher/s, or employee/s to behave in a rowdy or disorderly manner in the institution premises.

26. A teacher shall not cause or incite any other person to cause any damage to the institution property.

27. A teacher shall not incite students or teachers against other students or teachers, colleagues or administration/governing body of the college. This does not interfere with the right of a teacher to express his opinion on principles in seminars etc.

28. A teacher shall help the Head of the Institution/Deans to enforce and maintain discipline amongst the students.

29. A teacher shall work in the best of interest of students and of university/institution.

30. A teacher shall not subject a student to or encourage other students to subject a student to torture or other cruel, inhuman or degrading treatment or punishment including any cultural practice that dehumanizes or is injurious to the physical and mental well-being of the student.

31. A teacher shall not do anything that shall suggest or create the impression that a student is more favoured than any other student.

32. A teacher shall serve as a role model to learners showing high degree of decency in speech, mannerism, discipline, dressing and general.

33. A teacher shall inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.

34. A teacher shall attend the flag hoisting ceremony on independence and republic day and functions organized by the institutions/on other days of national importance.

35. A teacher shall not misbehave with students or their parents/guardians, teachers or other employees of the institution.

36. A teacher shall not use abusive language, quarrel or display riotous behavior.

37. A teacher shall not make false accusations against the head of the institution/management/ authorities of the Institution/colleagues/employees/students whether after being provoked or otherwise.

38. A teacher shall refrain from lodging, unsubstantiated allegations against colleagues and higher authorities.

39. A teacher shall not directly or indirectly do anything that may constitute sexual harassment of student/s and/or colleague/s and/or employee/s or any person at his/her work place.

40. A teacher shall not engage in any other gainful economic activity at the work place. A teacher shall not engage himself in any private tuition for which a fee/remuneration is charged either within or outside the precincts of the Institution in which he is working.

41. A teacher shall not prepare or publish any book commonly known as 'keys'.

42. A teacher shall not engage himself as a selling agent or canvasser for any published firm or trader.

43. A teacher shall not furnish incorrect information regarding his qualifications, experience, age etc. in respect of the appointment/promotion.

44. A teacher shall not raise questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the above considerations for improvement of his prospects.

45. No teacher shall drink alcohol while on duty or be found drunk during working hours. He shall not be under the influence of any intoxicating drink or drug during the course of his duty.

46. A teacher shall not smoke in the classroom during working hours or in any place within the campus of the Institution.

47. A teacher shall not except in accordance with any general or special order of the University of the Institution, as the case may be, or in the performance in good faith or duties assigned to him/her divulge or communicate directly any official document or other information whatsoever to any teacher or to any other person to whom he/she is not authorized to divulge or communicate such documents or information. A teacher shall not divulge privileged or classified information or document to any person or body that is not entitled to have access to such information or document.

48. A teacher shall not misappropriate institution's property or commit acts of theft, fraud or embezzlement of funds.

49. A teacher shall submit report of the project/activity under taken by him along with the statement of accounts (with all vouchers) to the sponsoring agency within a stipulated time.

50. A teacher shall not obstruct staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce of embarrass institution authorities.

51. A teacher shall not take active part in politics so as to cause interference in the discharge of his duties shall not be in any manner associate himself with any movement or organization which is or tends directly or indirectly, to be subversive of law and order or the interest of the Institution education. But a teacher can become, or continue to be a member of any literary, scientific, or professional organizations.

52. A teacher shall not without previous intimation to the Head of Institution or the Management of the Institution as the case may be, stand for election or accept

nomination to any local body, legislature of the State or Parliament. Nor shall he/she in any manner force his/her subordinates of his/her students against their will for the canvassing of his/her election. A teacher shall before seeking election or accepting nomination as aforesaid give an undertaking to the Institution, as the case may be, that in the event of his/her being elected or nominated he/she shall if so, required by the Institution, remain on leave with or without pay as may be admissible to him/her under the rules for the period he/she remains as member of such local body, legislature of Parliament. The Institution, as the case may be direct a teacher who has been elected or nominated to any local body Legislature or Parliament to apply for leave for the whole or part of the period and the teacher shall comply accordingly, provided that the granting of any leave to the teacher nominated to any local body, Legislature of Parliament shall not prejudice his/her right to promotion, increments or other benefits, if any, to which he/she would have been entitled had he/she not proceeded on leave.

53. A teacher shall not contest any election of Banks/Societies/Sports or Socio-cultural associations without previous intimation to the Head of the Institution.

54. A teacher shall not approach court of law regarding any matter related with his service/employment without exhausting available remedies and without giving proper intimation to the Head of Institution.

55. A teacher shall not misuse or carelessly use amenities provided to him/her by the Institution to facilitate the discharge of his/her duties. A teacher shall not make use of the resources and/or facilities of the Institution for personal, commercial, political, or villainous purposes.

56. A teacher has academic freedom which entitles him to criticize ideas and methods, but he shall not defame others.

57. A teacher shall not rudely and aggressively behave persistently with other staff members and students.

58. A teacher who supervises other staff have special responsibility to treat their staff fairly and honestly. He shall make available development and training opportunities without patronage, favouritism, or unfair discrimination.

59. A teacher shall not participate in decisions to the appointment of a relative or a family member.

60. A teacher shall not accept or permit any members of his family or any other person acting on behalf to accept any gift or pecuniary advantage from any student or his

parent/guardian or any person with whom he has come into contact by virtue of his position in the institution, in order to do any kind of favour to the student/any person.

61. A teacher shall take paid outside consultative work only in accordance with Institution's policy and guidelines and it should not interfere with the performance of the teacher's teaching, research, and administrative duties.

62. A teacher shall not join or continue to be a member of any association the objects and activities of which are prejudicial to the interest of the Institution as the case may be, or the sovereignty and integrity of India or public order or morality. Provided that a teacher may become a member of the Association of teachers as may be approved by the Institution according to rules.

63. A teacher shall not give unauthorized interviews or releases to electronic and print media. He shall not use the electronic/print media with mollified intention of defaming the institution.

64. A teacher shall not in any radio broadcast or in any document published anonymously or in his own name person or in any communication to the press or in the name of any other any public utterance makes any statement or express an opinion.

65. A teacher shall not except with the previous sanction of the Head of Institution or the authorities of the institution, as the case may be engaged directly or indirectly in any trade or business or under any other employment.

66. A teacher shall not bring or attempt any influence to bear upon any question in respect of matters pertaining to his service.

67. A teacher shall not involve himself/herself in any act that is likely to bring the teaching profession into disrepute.

68. It shall therefore be the responsibility of every teacher to preserve the dignity and honor of his profession and also maintain his/her own dignity, honour and integrity.

69. Notwithstanding anything herein before contained, bonafide criticism or expression of opinion by any teacher shall not constitute misconduct.

Misconduct – Failure to conform to the above-mentioned Rule/s shall be construed as misconduct.

The enforcement of the Code is the responsibility of the appointing/disciplinary authority. The violation of the code of conduct invites disciplinary action for which detailed procedure and penalties need to be prescribed. The magnitude or seriousness may not be the same in all

the cases. Hence the cases of violation or non-observance shall have to be dealt with at different levels and in different ways in accordance with the nature of violation.

Creating Awareness to begin with, code should be circulated widely amongst the teachers. It should be uploaded on the websites of Institution. The Academic Staff College should include the code in the curriculum of orientation and refresher programs. At the time of initial appointment a teacher should be provided a copy of the code of professional ethics and a copy of a code of conduct for perusal and an undertaking should be taken from him/her that he/she would always strive to observe the Code in letter and spirit.

7.1.2 Applicability and Violations of Code of conduct:

The members should bring to the attention of appropriate authority any suspected violations of any of the provisions of these rules and regulations.

- **a)** A staff member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (e.g. the suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her department.
- **b)** Reports/representations shall be made to the grievance redressal committee furnishing information/evidence, for necessary redressal.
- **c)** The affected member should address their problem through proper channels to the grievance committee. If they are not satisfied with the committee's outcome, only then can they appeal to higher authorities, Head of Institute.
- **d)** Raising such a concern is a service to the Institute and will not jeopardize one's position or employment.
- **e)** Proven violations may result in either verbal or written warnings to the employee or suitable disciplinary action up to and including termination from employment of the Institute. If needed, legal recourse may also be resorted to against the concerned individuals depending on the gravity of violation.

7.1.3 CONFLICT OF INTEREST/COMMITMENT

A faculty member owes his/her primary professional allegiance to the Institute and its mission to engage in the highest level of education, research, and extension activities. He/she is committed to devote his/her time fully to academic, research, consultancy, extension, and administration related activities. Therefore, doing private business is strictly prohibited; more so related transactions, personal work, etc., during the Institute working hours.

7.2 AMINISTRATIVE AND TECHNICAL STAFF OF THE INSTITUTE

As members of administrative and technical category staff, their responsibility in providing necessary support services in imparting education, research and extension activities of the Institute and in the administration of the Institute is enormous. They are responsible for sustaining the highest ethical standards of the Institute and the broader community in which they function. This code serves as a guide to all the members of both the category.

As actions and behaviour of its employees have an impact on the education and livelihood of thousands of people, as well as on the local environment and the society, it becomes utmost important that employees should have regard for the impact of their personal behaviour on the institute, colleagues, the stakeholders of the institute, the environment and society. This code highlights a framework of standards and behaviour guidelines, but it is not intended to be exhaustive.

An “employee” of Bharatiya Vidya Bhavans, Sardar Patel Institute of Technology is a person who regularly works for the institute on a Permanent/Probation/contract/Ad-hoc basis.

The employee code of conduct defines acceptable behaviour and social norms that non-teaching technical staff and administrative staff in Bharatiya Vidya Bhavan', Sardar Patel Institute of Technology, Mumbai, Maharashtra should adopt on a day-to-day basis. All employees including contractual staff must align their actions with the ethos of the institute.

An employee of the, Bharatiya Vidya Bhavan’s, Sardar Patel Institute of Technology, the administrative and technical staff must follow the rules & regulations and code of conduct prescribed in performing their duties to ensure the set standards achieved. These rules and regulations and code of conduct are applicable to all full time and part time staff members working either on time scale of pay or on consolidated pay attached to the Institute. The Institute reserves the right to modify/ replace this Code of Conduct at any time without prior notice.

To ensure that, Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology, prescribes the following code of conduct for its Administrative and Technical staff :

7.2.1 CODE OF CONDUCT FOR STAFF

1. Perform and discharge your duties with the highest degree of professionalism and dedication to the best of your abilities.
2. The technical and administrative staff should strive to achieve just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
3. Ensure regular contribution for the personal development of students, while looking after their interest and welfare.
4. Do not disclose confidential information about students, which the member knows, to anyone other than to authorize persons/agency or in the interest of law.
5. Maintain an affectionate and friendly attitude towards all students and helping them to improve their behaviour, unmindful of some untoward event if occurred.
6. Abstain from indulging in any corrupt practices with the students by showing favour of any kind.
7. Be polite and compassionate to parents/guardian of wards when they approach the in connection with his/her ward's educational matters, thereby ensuring proper public relations.
8. Never disclose confidential information about students or staff or faculty to anyone other than to authorized persons/agencies or in the interest of law.
9. Abstain from indulging in any corrupt practices with the students by showing favour of any kind.
10. Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
11. Develop friendly and co-operative relationship with the faculty members.
12. Technical staff must provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.
13. Technical staff must be accommodative and allow use of laboratories as and when the student requires over and above those mentioned in timetable.
14. Commit yourself to and uphold the supremacy of the Constitution and democratic

values.

15. Maintain high ethical standards and honesty.

16. Always perform work assignments properly and diligently whether a verbal directive or written instructions is given by your immediate Superior, faculty, or Head of section or any other authority considered competent enough.

17. Follow established work schedules**.**

18. Do not address the higher authority prematurely on the same issue unless it is established that all points or submissions made earlier have not been fully considered by the immediate superior or Head of Office or any other authority at the lowest level competent to deal with the matter.

19. Extend co-operation to colleagues in activities relating to academic and administrative matters and their professional development.

20. Refrain from any form of sexual discrimination, harassment, or misconduct in the form of a verbal, nonverbal or physical nature, including written and electronic communications.

21. Return to work on expiration of vacation or leave of absence must be strictly adhered to.

22. Strictly avoid personal work during college hours.

23. Use the infrastructure and facilities for official use only.

24. Cooperate fully in an authorized internal investigation.

25. Do not consume any intoxicating drinks or drugs while on duty.

26. Smoking and Gambling of any kind is not permitted and strictly prohibited inside the campus.

27. Appropriately dress to maintain the professional etiquette in the institute during working hours.

28. Do not join or support any illegal strike.

29. Do not bring any political influence in matters pertaining to your service.

30. Maintain political neutrality.

7.2.2 APPLICABILITY AND VIOLATIONS OF CODE OF CONDUCT

The members should bring to the attention of appropriate authority any suspected violations of any of the provisions of these rules and regulations.

i) A staff member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the

immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (e.g. the suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her department.

ii) Reports/representations shall be made to the grievance redressal committee furnishing information/evidence, for necessary redressal.

iii) The affected member should address their problem through proper channels to the grievance committee. If they are not satisfied with the committee's outcome, only then can they appeal to higher authorities, Head of Institute.

iv) Raising such a concern is a service to the Institute and will not jeopardize one's position or employment.

v) Proven violations may result in either verbal or written warnings to the employee or suitable disciplinary action up to and including termination from employment of the Institute. If needed, legal recourse may also be resorted to against the concerned individuals depending on the gravity of violations.

7.2.3 RELATIONSHIP WITH STUDENTS

While the aim of the Institute is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,

i) According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.

ii) Making regular contribution for the personal development of students, while looking after their interest and welfare.

iii) Not disclosing confidential information about students, which the member knows, to anyone other than to authorize persons/agency or in the interest of law.

iv) Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behaviour, unmindful of some untoward event if occurred, rather than having a feeling of revenge.

v) Abstaining from indulging in any corrupt practices with the students by showing favour of any kind.

vi) Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations.

vii) Trying to integrate the values of integrity, honesty and fairness and desire in all the dealings by the staff, since the Institute values them

7.2.4 RELATIONSHIP WITH FACULTY MEMBERS

As the technical and administrative staff are expected to work closely with the faculty of the Institute in day to day activities, the staff should

i) Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.

ii) Develop friendly and co-operative relationship with the faculty members.

iii) Understand the role of supporting staff vis-à-vis the role of a faculty member that would enable developing proper relationship.

iv) Not to transgress his/her defined role in the interest of discharge of assigned duties and responsibilities.

v) Provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.

7.2.5 RELATIONSHIP WITH COLLEAGUES

A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should,

i) move with his/her colleagues in the Institute in a manner that he/she expect them to move with him/her.

ii) extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.

iii) eschew writing anonymous letters in self interest to the authorities about his/her colleagues thereby harming others in self interest.

iv) desist spreading rumors or wrong news about his/her colleagues to express his/her displeasure.

v) refrain from passing information about colleagues to any individual or agency without his/her express permission.

7.2.6 RELATIONSHIP WITH HEAD OF INSTITUTE

A member is expected to develop proper rapport with the employer viz. Management of the Institute. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,

i) Perform all professional activities through proper channels.

ii) Do not discuss with unauthorized individuals about professional and other information pertaining to the Institute.

iii) Look for promotion/elevation only on grounds of competence/performance.

iv) Do not expect appointment or promotion out of turn, based on favouritism or against professional interest/ethics. Honour the provision of the bilateral agreement viz. bond/Institute, which the member committed/entered with the employer viz. Institute.

v) Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the Institute.

vi) Co-operate whole heartedly with the authorities of the Institute in the fulfilment of mission and goals of Institute by performing his/her role in a professional manner.

vii) Avoid condemnation of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the interest of Institute.

viii) Every member is required to conduct the Institute's transaction with utmost honesty, integrity and fairness.

ix) Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.

x) Should follow all norms and job details assigned by the Institute to the member from time to time with dedication.

7.2.7 USE OF INSTITUTE RESOURCES

The Institute resources include, but limited to, the use of telephone systems, data communication and networking services, Institute domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities and other equipment, time and effort of staff, students and others.

These resources must be used only for the purposes of the Institute. They should not be used for personal gain and for personal purposes, except in a manner that is incidental, and reasonable in the list of employee's duties.

7.2.8 REPRESETATION AND GRIEVANCE REDRESSAL

i) A staff member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (eg. The suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her department.

ii) Reports/representations shall be made to the grievance redressal committee furnishing factual information/evidence, for necessary redressal.

iii) The affected member should address his/her problem through channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities, Head of Institute.

7.2.9 RELATIONSHIP WITH SOCIETY

The activities of a member of technical and administration are not only related to the Institute but also have a serious impact on common social interests. Therefore, the following aspects merit consideration in this regard.

i) Adherence to desirable standards expected of the Institute by the society.

ii) Participation in diverse activities of the community as a good citizen.

iii) Soliciting public co-operation in the educational programmes of the Institute.

iv) Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

7.2.10 CONFLICT OF INTEREST/COMMITMENT

A staff member owes his/her primary professional allegiance to the Institute and its mission to engage in the highest level of education, research and extension activities. He/she is committed to devote his/her time fully to academic, research, consultancy, extension and administration related activities. Therefore, doing private business is strictly prohibited; more so related transactions, personal work, etc., during the Institute working hours.

7.2.11 MISCELLANEOUS RULES OF CONDUCT

The following are the miscellaneous items of rules of conduct, which a member is expected to follow.

i) If any member wishes to stand for election to any local body, State Assembly or Parliament, he/she shall seek the permission from appropriate authority and take leave for the period of his/her election campaign. He/she shall also take such leave as is due to his/her or leave without pay so long as he/she remains a member of the elected body of which he/she is a member.

ii) A staff member shall not indulge in any adverse criticism of the Institute and its officers by means of any article, broadcast or any other document or statement.

iii) A staff member shall not be under the influence of any intoxicating drug or liquor during the hours of his/her duty.

iv) Use of cell phones by students in the Institute campus during working hours is discouraged and hence a technical staff member should not use them during practical class hours, meetings, etc.

v) **Notwithstanding rules and regulations and code of conduct specified this document, all technical and administrative staff should follow the various rules and regulations framed, instructions issued by the Institute from time to time in true letter and spirit.**

7.3 STUDENTS OF THE INSTITUTE

7.3.1 Preamble:

We at Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology have introduced a code of conduct for the students, to foster the scholarly and civic development of the students in a safe and secure learning environment, and to protect the people, properties and processes that support the institute and its missions. The code of conduct comprises the instructions obliging the students enrolled for various programmes/courses in the college and have to abide by the same. It is pertinent for the students to be aware of the rules and regulations, protect their rights and become more responsible towards the institution.

The student code of conduct defines acceptable behaviour and social norms that all students in Bhartiya Vidya Bhavan's, Sardar Patel Institute of Technology, Mumbai, Maharashtra should adopt on a day-to-day basis. All students, pursuing undergraduate, post-graduate, research Ph.D. and those who are withdrawn from the rolls on temporary basis for a semester or for an academic year for various reasons, but continue their relationship with the Institution,

or who have been notified of their acceptance for admission must align their actions with the ethos of the institute.

The code should be adhered to by all the students enrolled in various programmes/courses in the college, while they are in campus as well representing college off-campus. The code is available on the institute official website for students' reference.

To ensure that, Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology, prescribes the following code of conduct for its students:

7.3.2 Code of Conduct for Students are as follows:

1. Students are expected to practice high standards of academic and professional honesty and integrity and to respect the rights, privileges, and property of other members of the academic community as well as the Society.
2. The student must be regular and shall fulfil the attendance norms. As per norms of University of Mumbai, students are required to maintain minimum attendance of 75% in each subject failing which the Institute reserves the right to detain the student.
3. Students should refrain from any conduct that would interfere with institute functions or endanger the health, welfare, or safety of other individual.
4. Students must not indulge in any activities amounting to violation of college rules and regulations, maintain integrity and avoid any form of misconduct affecting institute's standing. Disciplinary action will be taken against student/s found violating rules of conduct.

Forms of misconduct are as follows:

4.1 Violation of college rules, regulations and any act of theft or damage causing loss to the college property, property of faculty and other students.

4.2 Non-possession of Identity card issued by the college or refusal to produce the same on demand by authorities.

4.3 Use of abusive language, physical violence, bullying, threatening, acts of discrimination on the basis of gender, caste, religion, race, language, color, sexual orientation, disabilities (physical or mental), or any act endangering life or personal safety of others.

4.4 Violations of rules and non-compliance of decisions related to Sexual Harassment and Internal Complaints Committee, Anti-Ragging, Grievance Redressal and Unfair Means during examinations.

4.5 Consumption, sale, possession and use of drugs, tobacco, smoking, alcohol, weapons, or any destructive devices including unauthorised possession of such objects contrary to the prevalent legal regulations.

4.6 Acts of indulgence in gambling, forgery, providing misleading/incorrect information.

4.7 Use of media or technology for academic purpose, extracurricular activities and promotional activities without proper permission.

4.8 Accessing, storing, viewing, transmitting and/or circulating any pornographic and/or obscene material.

4.9 Any disruptive act/s thereby hampering teaching learning process in the campus.

5. Refrain from Academic Misconduct and cheating including the following but not limited to:

5.1 Copying during examinations, or assignments, copying thesis or manuscripts.

5.2 Allowing or facilitating copying, or writing a report or taking examination for someone else.

5.3 Using unauthorized material, copying, collaborating when not authorized.

5.4 Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.

5.5 Creating sources, or citations that do not exist.

5.6 Altering previously evaluated and re-submitting the work for re-evaluation.

5.7 Forgery of another student's name on an assignment, report, research paper, and thesis or attendance sheet.

6. Refrain from Plagiarism of material, ideas, figures, code, or data as one's own, without appropriately acknowledging the original source.

Examples of plagiarism include:

6.1 Reproducing in whole or in part text/sentences from a report, book, thesis, publication or from the internet.

6.2 Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.

6.3 Taking material from class-notes or incorporating material from the internet,

Graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.

6.4 Self-plagiarism which constitutes copying verbatim from one's own earlier Published work in a journal or conference proceedings without appropriate citations.

6.5 Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

6.6 Paraphrasing or changing an author's words or style without citation.

7. Ragging in any form as defined under the UGC Prohibition of Ragging and Regulations, 2009 is strictly prohibited.

7.3.3 Rules: Anti-Ragging:

Bhartiya Vidya Bhavan's, Sardar Patel Institute of Technology, Anti-Ragging Committee is set up as per the guidelines of the University of Mumbai. Ragging is banned as per the Supreme Court Ruling (Civil Appeal No. 887 of 2009) and Mumbai University Circular No. CONCOL/286, dated 23rd July, 2009 and under Section 26 (1) (g) of the University Grants Commission Act, 1956, New Delhi, 110002.

As per the Gazette of India, July 4, 2009 UGC defines what constitutes Ragging. Ragging constitutes one or more of any of the following acts:

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

7.2 Including in rowdy or in-disciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

7.3 Asking any student to do any act which such student will not in the ordinary ourse do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

7.4 Any act by a senior student that prevents, disrupts or disturb the regular academic

activity of any other student or a fresher.

7.5 Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

7.6 Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

7.7 Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gesture, causing bodily harm or any other danger to health or person.

7.8 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 fresher or any other student.

7.9 Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority, or superiority by a student over any fresher or any other student.

7.10 With or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Note: An offence of Ragging may be charged either on a written complaint by the affected or on independent finding of the Anti-Ragging Squad.

8. Annual Fee must be paid on time and at the time of completion of the course, the student shall be required to clear any pending dues if any.

9. Do not obstruct or disrupt teaching or freedom of conduct or other lawful activities on the campus/premises or in connection with any other college-sponsored event or activity.

10. Students need to take prior permission from his/her mentor/HoD/Dean before submitting/publishing papers, participating in co-curricular activities and extracurricular activities and duly intimate the status after completion of the event.

11. Students are not permitted to undertake any educational tours or Industrial visits without the prior approval and permission of the HoD / Dean / Principal. All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students.

12. All student committees must obtain prior permission from Dean-administration before conducting any event on campus or off campus. This must be showcased when asked by any governing authorities.
13. Return all infrastructure such as projector, benches, stools, tables, extension boards etc to the respective departments/sections in proper condition after the completion of the events.
14. Switch off all electrical appliances such as lights, fans, ACs before leaving the classrooms/laboratories/conference room/seminar halls etc. Outside eatables are not allowed in laboratories.
15. Lockers to be care properly and keys to be returned on completion of the program. Avoid keeping inappropriate and undesirable material in the locker.
16. Submit any certificates obtained by participation in academic, extra-curricular and co-curricular activities to the class teacher within 10 days of receiving it for official record.
17. Maintain cleanliness and hygiene in washrooms, boys and girls common rooms, classrooms and laboratories etc..
18. Do not engage in sexual discrimination in verbal or physical behaviour directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that is likely to create an intimidating or demeaning environment that impedes a conducive atmosphere in the institute.
19. Do not falsify, mislead, forge, or alter official or academic records or documents or conspire with or induce others to forge or alter college records or documents.
20. Institute prohibits unauthorized access and use of Institute properties such as offices, labs, seminar halls, conference room and other physical spaces, keys, telephones, and IT infrastructure without proper authorization from Dean-Administration.
21. Refrain from any act of Violence, damage to property, theft, threatening, harassing, or assaultive conduct causing injury to other persons within the campus.
22. A Student or group of Students shall not form any organization, society or organize any event or collect funds or subscriptions without the specific written permission of the concerned authorities.
23. Cooperate when requested by an authorized institute official in any internal investigation.
24. Observe social Etiquette and be punctual while attending the meeting(s) (offline/online) invited by the authorities.

25. Strictly avoid illegal or unauthorized possession or use of weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.

26. Do not consume any intoxicating drinks or drugs during college hours and on campus.

27. Smoking and Gambling of any kind is not permitted and strictly prohibited inside the campus.

28. Do not engage or incite other students to engage by any means whatsoever and perform or attempt to perform acts which bring disrepute to other students / faculty of the institute.

29. Do not use electronic or other means to record or photograph any person and distribute it on the campus without the person's prior knowledge and permission.

30. Appropriately dress to maintain the professional etiquette in the institute during college hours.

31. Commit yourself to and uphold the supremacy of the Constitution and democratic values. Do not join or support any illegal strike.

32. The use of the Institute's name, logo, seal, and photographs in the advertising and other promotional material and activities of outside organizations is prohibited.

33 Rules: Unfair Means Inquiry Committee:

Unfair Means Inquiry Committee is formed as per O.5050 of university of Mumbai. The Committee has been constituted in keeping with the statutory requirements of the University of Mumbai. The committee functions as a recommendatory body and submit its recommendations in the form of a report to concerned competent authority which will take action against students caught practicing unfair means during examinations orresorting to malpractices in examinations.

"Unfair means" includes one or more of the following acts or omissions on the part of students/during the examination period.

33.1 Possessing unfair means material and or copying there from.

33.2 Transcribing any unauthorized material or any other use thereof.

33.3 Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the examination hall without permission of the supervisor or

causing disturbances in any manner in the examination proceedings.

33.4 Unauthorized communicating with other examinees or anyone else inside or outside the examination hall.

33.5 Mutual/Mass copying

33.6 Smuggling-put, either blank or written, or smuggling-in of answer books as copying material.

33.7 Smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.

33.8 Interfering with or counterfeiting of University/College/Institution seal oranswer book or office stationary used in the examinations.

33.9 Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.

33.10 Impersonation at the University/ College/ Institution examination.

33.11 Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or college or institution examination.

33.12 Or any other similar act/s and/or omission/s which may be considered as unfair means by the competent authority.

7.3.4 Violations of Code of Conduct

1. Any student found to have committed or attempted to have committed the following act or omission, is subject to appropriate disciplinary action under this Code.
2. These instances are illustrative, and the college reserves the right to take disciplinary action as mentioned below in appropriate circumstances not set out in the code.
3. A student should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (e.g. the suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her department or institute.
4. Reports/representations shall be made to the grievance redressal committee furnishing information/evidence, for necessary redressal.
5. The affected students should address their problem through proper channels to the grievance committee. If they are not satisfied with the committee's outcome, only then can they appeal to higher authorities, Deans/Principal.

6. Any student who is not a party to the violation of the code of conduct but is a mere witness is equally responsible to bring to the Deans/Principal acts of such violations on a real time basis. Failing to do so will amount to the witness being charged with equal disciplinary actions

7.3.5 PUNISHMENT AND PENALTIES

One or more of the following actions can be taken when a student is found to have violated the student code of conduct:

1. **Warning**: A written letter of reprimand resulting from a student's misconduct.
2. **Suspension**: Suspension is an action that terminates the student's continuity in the College campus for a specified period.
3. **Monetary Fines**: Monetary Fines are a disciplinary action in which a student is made to pay an amount towards committing misconduct. It also includes Restitution which means making compensation for loss, injury, or damage of the college property.
4. **Confiscation:** Confiscation means confiscation of goods used or possessed in violationof college regulations.
5. **Restriction of Privileges:** Restriction of privileges means the denial or depriving of specific privileges, including but not limited to, access to a student facility, placement programmers, college events for a defined period.
6. **Withholding of Degree:** Means withholding of degree otherwise earned for a defined period or until the completion of assigned disciplinary action.
7. **Dismissal** is an extreme action, which permanently separates a student from the college campus without giving an opportunity to re-enroll at any time in future.
8. **Other sanctions**: Other appropriate disciplinary actions may be imposed by the Competent Authority.

CHAPTER 8

FACULTY AND STAFF LEAVES

Every employee of SPIT is eligible for taking different kinds of leaves depending on the form of situation/need. It must not be considered as a right that has to be utilised, but a provision that needs to be sanctioned by the higher authorities. However, leave is not generally refused, except under unusual circumstances.

8.1 Office Timings

All the faculty and staff members are hereby informed that the institute strictly observes the following office timings.

Role	In-Time	Out-Time	Remarks
Faculty, Technical support and Library staff	8.00 am to 10.30 am	4.30 pm to 7.00 pm	2 late marks limited to 30 minutes will be permitted in a month. A third late mark will be counted as half-day leave. Every day, 8 & ½ hours of presence at the institute is a must. This includes a lunch break of 30 minutes
Office staff	9.30 am to 10.00 am	6.00 pm to 6.30 pm	—do—
Attendant	8.00 am to 9.30 am	5.00 pm to 6.30 pm	2 late marks limited to 30 minutes will be permitted in a month. A third late mark will be counted as half-day leave. Every day, 9 hours of presence at the institute is a must. This includes a lunch break of 30 minutes.

- Faculty/staff personnel are required to devote at least 8 & ½ hours per day and 42 & ½ hours per week.
- Faculty members and laboratory-related staff must be present 05 minutes before the scheduled time of lecture/laboratory session. Any kind of delay will result in late marks.
- Everyone will observe the lunch break of a maximum 30 minutes at his/her convenience.
- Late marks can be considered in exceptional cases like unscheduled railway timetables, water logging, heavy rain or unexpected situations which are not in the control of the employee. Such cases will be dealt with separately.
- We expect you to cooperate with us for a better and healthy working environment.

8.2. Leave Regulations

Teachers are governed by leave rules of the University of Mumbai and Non-Teaching staff is governed by rules regarding service conditions with respect to Non-Agricultural Universities Act i.e. 'Standard Code'.

8.3 Applicability

The mentioned rules and regulations apply to all permanent/on probation employees (teaching, as well as non-teaching staff) of the Sardar Patel Institute of Technology, Mumbai.

8.3.1 Right to leave

- Leave cannot be claimed as a matter of right. The leave sanctioning authority may refuse or revoke any leave applications if found so.
- Leave sanctioning authority cannot alter the kind of leave due and applied for.
- Leave will not be granted to staff under suspension.

8.3.2 Application for leave

- Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for understandable reasons.

Sr. No.	Type of Leave	Forwarded by	Recommended By	Approved by
1	Earned Leave (EL) more than one week	HOD	Dean-Administration	Principal
2	Commuted Leave more than one week	HOD	Dean-Administration	Principal
3	Study Leave	HOD	Dean-Administration	Principal
4	Maternity Leave	HOD	Dean-Administration	Principal
5	Earned Leave up to one week	–	HOD	Dean-Administration
6	Medical Leave up to one week	–	HOD	Dean-Administration
7	Casual Leave (CL)	–	HOD	Dean-Administration
8	Deans and HODs (any leave)	–	–	Principal

8.3.3 Authority empowered to sanction leave

- The applications for leave shall be addressed to the Principal / Registrar / Head of Department.
- Leave may be sanctioned by the Principal or by a delegated staff member.
- The registrar regulates the leave accounts of staff members (teaching and non-teaching).
- For the Principal, the Director may sanction leave.

8.3.4 Commencement and termination of leave

- Leave ordinarily begins from the date on which it is availed of; and ends on the day preceding the date on which duty is resumed.
- Saturdays/Sundays or other Holidays, or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

8.3.5 Combination of leave

- Except as otherwise provided, any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

8.3.6 Grant of leave beyond the date of retirement and in the event of resignation

- No leave shall be granted beyond the date on which a member of the staff must retire on a compulsory basis.
- If any employee of the Institute resigns, he/she shall not be granted either prior or subsequent to his resignation, any leave due to his/her credit. Provided that the Principal may, in any case, grant leave to an employee prior to his/her resignation if, in the opinion of the Principal, the circumstances of the case justify such grant of leave.

8.3.7 Conversion of one form of leave into another form

- Leave of any kind taken earlier can be converted into leave of any other kind at a later date on an application within 30 days of joining the duty after leave by the employee, and at the discretion of the leave sanctioning authority subject to adjustment of leave salary.

8.3.8 Grant of leave on medical grounds

- The application for leave on medical grounds shall be accompanied by a medical certificate in prescribed form from a Registered Medical Practitioner; defining as clearly as possible the nature and probable duration of the illness.
- At its discretion, the authority competent to grant leave may secure a second medical opinion by requesting a Medical Officer to have the applicant medically examined on the earliest possible date and the Employee concerned shall present himself for re-examination before the medical officer specified by the College.
- The grant of a medical certificate under this rule does not in itself confer upon the Employee concerned any right to leave, but sanction of such leave can be at the discretion of the sanctioning authority.

An MoU has been signed with Dr. Rao Nursing Home in case of emergencies. Conditions of the MoU are as follows: *This Memorandum of Understanding (MoU) is entered into this 01.04.2023 by and between Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology, Bhavan's Campus, Munshi Nagar, Andheri (West), Mumbai – 400 058.*

AND

Dr Rao Nursing Home, A-11, Monica, Behind Mira Bldg, Rajkumar, J.P. Road, Andheri (West), Mumbai – 400 058.

This Memorandum of Understanding is proposed in order to provide medical aid in case of emergency to the students and staff members of the Institute.

Through this Memorandum of Understanding, the two parties agree to the following:

- Dr Rao Nursing Home will provide first-hand consultation and medication in case of emergency to the students and staff members of the institute.
- Bhavan's Sardar Patel Institute of Technology agrees to pay Rs.500/- as consultation charges per person to Dr Rao Nursing Home for providing first-hand consultation. Charges for any other medical aid requiring preliminary treatment will be reimbursed on a case-to-case basis.
- Medical aid will be provided by Dr Rao Nursing Home to the staff and students of Bhavan's Sardar Patel Institute of Technology on their producing a recommendation slip issued by the college, duly signed by an authorized signatory.
- An invoice may be raised by Dr Rao Nursing Home at the end of the subsequent month and forwarded to the office along with the recommendation slips issued by the college.

- Payment at the end of every month will be remitted to Dr Rao Nursing home by a crossed cheque.
- This MoU may not be amended without the prior written consent of both parties.
- This MoU will be effective for two years from 01/04/2023 to 31/03/2025. This MoU can be renewed based on mutual convenience.

In WITNESS WHEREOF the parties here to do subscribe their signatures this 1st day of April 2023.

8.3.9 Rejoining duty before the expiry of leave

- Except with the permission of the authority, who granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

8.3.10 Recall to duty before expiry of leave

- In case an employee is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

8.3.11 Absence after expiry of leave

- Unless the authority competent to grant leave extends the leave, an employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.
- Wilful absence from duty after the expiry of leave renders an Employee liable to disciplinary action.

8.3.12 Sabbatical Leave

- The faculty member can take a sabbatical and/or Leave without pay/earned leave and work full-time for the Company in a non-executive Capacity (COO, CEO, Vertical Head, etc). Eligibility, duration, and approvals of such leave are granted by the Governance Committee of SPIT, limited to not more than 3 months per year.

8.4. Types of Leave

8.4.1 Casual Leave

- Non-teaching staff is entitled to 8 days of casual leave and teaching staff is entitled to 12 days of Casual Leave per year.

- Permission for casual leave shall ordinarily be obtained before the day on which casual leave is required. In exceptional circumstances where the application for casual leave cannot be submitted before the leave begins, ex-post-facto sanction for casual leave shall be obtained by the employee.
- Mass casual leave shall not be treated as casual leave. It shall be treated as an unauthorized absence and dealt with accordingly. The action to go on mass casual leave shall be treated as misconduct.

The employee shall be entitled to not more than 7 days of casual leave at a time. The same may be prefixed or suffixed with holidays or Sundays provided that the period of total absence does not exceed 7 days at a time. Any number of Sundays and/or Public holidays are permitted to be prefixed/or suffixed so, also a holiday or a series of holidays are permitted to interpose between the period of casual leave. However, the total period of casual leave and holidays enjoyed in continuation at one time should not exceed seven days, save only in exceptional circumstances; it may be extended up to nine days.

- The casual leave cannot be combined with any other kind of leave except compensatory leave.
- Casual leave of half a day can be granted to an employee.

8.4.2 Earned Leave

- An employee who is not entitled to vacation shall be entitled to an earned leave of 30 days in a year.
- Each employee's leave account shall be credited with earned leave in advance, in two instalments of 15 days each on 1st January and 1st July of every calendar year.
- The leave at the credit of the employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days.
- Provided that where the earned leave at the credit of the employee as on the last day of December or June is 300 days or less but more than 285 days, the advance credit of 15 days earned leave on the first day of January or July shall instead of being credited in leave account being kept separately and first adjusted against the earned leave that the employee takes during that half year and balance, if any, shall be credited to the leave account at the close of the half year, subject to the condition that balance of such earned leave plus leave already at credit does not exceed the maximum limit of 300 days.

- Vacation staff required to do any work during vacations will get Earned Leave equal to one-third of the number of days on which they work on vacation subject to a maximum of 30 days in a year.
- The employee may be not more than 180 days earned leave at a time.
- The employee who retires on superannuation or who dies while in service, shall be entitled to the benefit of cash equivalent of unutilized earned leave standing to his / her credit, on the date of such retirement or death as the case may be, subject to a maximum of 300 days.
- The employee who resigns from service shall be entitled to the benefit of cash equivalent to 50% of unutilized earned leave standing to his / her credit, on the date of such resignation.

8.4.3 Leave on Half Pay

- The employee including an employee who is entitled to vacation shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without any limitation. The employee shall not be entitled to leave on half pay during the first year of his / her service. The leave on half pay due may be granted to the employee either on medical grounds or for private reasons. The leave requested on medical grounds shall have to be supported with a certificate from the Medical Authority.

8.4.4 Commuted Leave

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

- The commuted leave shall be debited to the account of leave on half pay at the rate of twice the number of days actually availed of.
- No commuted leave shall be granted under this rule unless the authority competent to sanction leave is satisfied that there is a reasonable prospect of the employee returning to duty on its expiry.
- Where an employee who has been granted commuted leave resigns from service without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered.

8.4.5 Maternity Leave

- Maternity Leave may be granted to permanent female staff with less than two surviving children and who has put in at least two years of continuous service, for a period of up to 180 days from the date of its commencement
- Maternity Leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed 45 days in the entire service and the application for leave is supported by a medical certificate.
- Maternity Leave shall not be debited to the leave account.
- Maternity Leave may be combined with leave of any other kind except Casual Leave.
- Any leave (including commuted leave up to 60 days) may be taken without a medical certificate for up to one year in continuation of Maternity leave.
- During maternity leave, a leave salary equal to the last pay drawn is admissible.

8.4.6 Extraordinary Leave

- Extraordinary leave (leave without pay and allowances) may be granted to an employee in special circumstances when no other leave is admissible.
- The period of extraordinary leave other than on medical grounds shall not count for increment.
- The Extraordinary leave on medical grounds shall count for increment only with permission from the Principal.
- **7th Governing Body meeting held on 26th December 2019**

The following policy is approved regarding Extraordinary Leave for faculty and staff suffering from cancer.

It is hereby resolved by the Governing Body of Bhavan's S.P.I.T. on December 26th 2019, that staff of Bhartiya Vidya Bhavan's Sardar Patel Institute of Technology suffering from cancer will be considered eligible for Extraordinary Leave for a maximum period of 12 months (once in total service of S.P.I.T.). During this period of Extraordinary Leave, 75% of salary (Basic+ GP+ DA+ HRA+ CLA) drawn by the employee on the last day before proceeding on leave, will be paid to the staff member, up to a maximum of ₹ 50, 000/- per month. The above scheme will apply to staff members who have exhausted all leaves, Medical as well as Earned Leave to his/her credit.

8.4.7 Compensatory Leave

- Employees asked to work on Saturdays/Sundays/Public Holidays by the competent authority in writing will be entitled to compensatory leave for the same. Compensatory leave can prefixed or suffixed to any other leave i.e. Casual leave / Earned leave / Medical leave. At a time compensatory leave cannot be accumulated for more than 3 days. Compensatory leave has to be availed within the same calendar year (exception granted to staff required to work on Saturdays during December and cannot avail leave immediately due to extensive workload can avail compensatory leave by the end of June of the next year.

8.4.8 Half Pay to Earned Leave

Half-pay leave can be converted to Earned Leave for vacation staff members subject to the following conditions:

a) Converted earned leave can be availed only after the total earned leave to the credit of the employee is exhausted.
b) It can be sanctioned on the following grounds:
    i) On the death of a family member
    ii) On the marriage of close blood relation
    iii) Board exams of son/daughter
    iv) Any other reason found suitable by authorities
c) The maximum limit of availing converted earned leave should be 15 days at a time subject to credit of same in their leave account.
d) Sanction of the above leave is at the discretion of the authorities.

8.4.9 Vacation

- Teachers and technical staff are entitled to vacation as per the rules of the University of Mumbai (presently 40 days during summer and 30 days during winter is admissible). Employees should be physically present either before proceeding on vacation or the day preceding the last day of vacation.

8.4.10 Study Leave/Preparatory Leave

- A teacher can be granted study leave at the discretion of the governing body of the college subject to a maximum of 3 years. The teacher who is granted study leave shall agree/bond with the institute for at least 5 years.

- Service Book is updated half-yearly i.e. half leave credited to the account on 1st January (for credit earned from July to December of the earlier year) and 1st July (for credit earned from January to June of the same year).

CHAPTER 9

RECRUITMENT

9.1 Recruitment

The Institute's selection and recruitment procedure is based on the prevalent UGC norms. The Institute believes in giving equal opportunity to all candidates who are eligible for the post and selecting the best candidate that suits the post and fulfills all required criteria as specified by the UGC from time to time.

9.1.1 Recruitment Procedure

- **Approval of Vacancy**

When the requirement arises, it is informed by the Head of the Department to the Dean of Administration. After approval from the Principal, an advertisement is placed in print media as well as uploaded on the @careers SPIT on the website. The candidates are shared with the link to upload their resume and certificates or email to the Dean of Administration.

- **Scrutiny and Selection**

The applications are scrutinized by the Dean Administration and their team. A list of eligible candidates is then furnished and sent emails by the Dean Administration and invited for a physical interview on a given date.

9.1.2 Interview Process

To check the teaching skills of the candidates, a team is set up to judge the candidate on the following criteria:

- Subject Knowledge
- Presentation
- Communication Skills

9.1.3 Selection Committee for permanent recruitment

The Institute strictly follows the rules and regulations stipulated by the State Government and the Maharashtra University Act of 2016.

The Selection Committee shall consist of-

(a) the Vice-Chancellor, Chairperson;

(b) the Chancellor's nominee on the Management Council;

(c) two experts having special knowledge in the field related to the post to be filled, who are not connected with the university or affiliated college or recognized institution under its jurisdiction, nominated by the Chancellor;

(d) one person belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes, or Other Backward Classes, not below the rank of Principal or Professor nominated by the Vice-Chancellor;

(e) one elected principal or teacher who is a member of Management Council to be nominated by the Management Council,

(f) the Director of Higher Education or his nominee, not below the rank of the Joint Director of Higher Education;

(g) the Registrar, Member-Secretary:

Provided that, where he is a candidate for the post then in such case, the Pro-Vice-Chancellor shall be the Member-Secretary.

(3) All posts, mentioned in sub-section (1) shall be duly and widely advertised.

(4) The date of the meeting of every selection committee shall be so fixed as to allow a notice of at least thirty days of such meeting, to be given to each member; and the particulars of each candidate shall be sent to each member of the selection committee to reach him at least seven days before the date of meeting.

(5) In case of appointment to the post referred to in subsection (1), if, on a petition by any person directly affected, or suo motu, the Chancellor, after making or having made such inquiries or obtaining or having obtained such explanations, including explanations from the person whose appointments are likely to be affected, as may be or may have been necessary, made by any authority or officer of the university at any time was not by the law at that time in force, the Chancellor, may, by order, notwithstanding anything contained in the contract relating to the conditions of service of such person, direct the Vice-Chancellor to terminate his appointment after giving him one month's notice or one month's salary instead of such notice, and the Vice-Chancellor shall forthwith comply and take steps for a fresh selection to be made. The person whose appointment has been so terminated shall be eligible to apply again for the same post.

(6) Any order made by the Chancellor, under the last preceding sub-section shall be final and a copy of the order shall be served on the person concerned by the Vice-Chancellor within three days from its receipts.

(7) It shall be the duty of the Vice-Chancellor, to ensure that no payment whatsoever is made to any person, by way of salary or allowance, from the funds of the university, for any period after the termination of his services, and any authority or officer authorizing or making any such payment shall be liable to reimburse the amount so paid to the university.

(8) The Selection Committee and mode of appointment of other officers of the university shall be prescribed by the State Government in the Official Gazette.

(9) The management of any affiliated college shall before proceeding to fill in vacancies of aided teachers and other aided employees in accordance with the prescribed procedure shall

ascertain from the Director of Higher Education whether there is any suitable person available on the list of aided surplus persons maintained by the Director of Higher Education for absorption in other colleges and in the event of such person being available, the management shall appoint that person in accordance with the direction issued by Director of Higher Education:

Provided that, this process of absorption of surplus teachers and other employees shall be applicable to only aided teachers and aided other employees.

(10) The Selection Committee, selection process and mode of appointment of principals and teachers of affiliated colleges and recognized institutions shall be as per the guidelines, directions of the University Grants Commission as may be prescribed by the State Government in the Official Gazette.

9.1.4 Offer of Appointment

After the interview process, the selection committee submits their assessment to the Principal/Dean Administration. As per the committee's selection, the chosen candidate is then sent an offer of appointment which mentions the dates till when the offer is valid.

9.1.5 Letter of Acceptance

- The candidate must send the letter of acceptance through email mentioning his/her acceptance of the conditions mentioned in the offer letter.
- The candidate must be present on the date mentioned in the letter of acceptance and informed before the Dean Administration.

9.2 Appointment

The main leadership of the Institute decides the kind of appointment based on the required and available workload for a particular subject. Depending upon the workload a candidate may be appointed as:

- Adjunct Faculty for the semester
- Adhoc faculty for eleven months

9.2.1 Procedure for Permanent Appointment

- If there is sufficient workload for a subject a candidate is first appointed on an ad hoc basis for eleven months.
- The Institute then approaches the University with an Advertisement regarding the same position for a permanent post.
- As per the Roster maintained from time to time based on Government rules, the University will then allow the position to be advertised.

- A committee is then formed and an interview is conducted following all the UGC norms.
- The selected candidate must fulfill the required probationary period and only after successful completion of the same, which is attested by the Registrar in writing will the candidate be considered permanent.

9.3 Seniority

- Seniority shall be determined by the merit order assigned by the Institute's main leadership.
- Seniority is fixed as per the date of entry to service in the Institute in the respective cadre and follows the UGC norms regarding the same.

CHAPTER 10

PROMOTION

10.1 Promotion of Teaching Faculty

The Institute follows the AICTE/UGC norms prescribed from time to time for the promotion of candidates.

Entry-level Assistant Professors (Level 10) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfil the eligibility and performance criteria as laid out in Clause 6.3. of these regulations.

10.2 Career Advancement Scheme (CAS) for college teachers

Career Advancement Scheme (CAS) means Career Advancement Scheme laid down in the "AICTE / UGC Regulations" for the promotion of University / College Teachers.

10.2.1 Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

- Eligibility: Assistant Professors who have completed four years of service with a Ph.D. or five years of service with an M.Phil. / PG Degree in Professional Courses such as M.Tech., M.Sc., MCA.
- or Six years of service for those without Ph.D./M.Phil. / PG Degree in Professional courses.
- or Attended one Orientation course of 21 days duration on teaching methodology; and
- or Any one of the following: Completed Refresher / Research Methodology Course OR
- Any two of the following: Workshop, Syllabus Gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes, and Faculty Development Programmes of at least one week (5 days) duration,
- or taken one MOOCs course (with e-certification) or development of e-contents in four quadrants / MOOCs course during the assessment period.

CAS Promotion Criteria: A teacher shall be promoted if

- The teacher gets a 'satisfactory or 'good' grade in the annual performance assessment reports of at least three of the last four years of the assessment period as prescribed, and
- The promotion is recommended by the screening-cum evaluation committee.

10.2.2 Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12) Eligibility:

- Assistant Professors who have completed five years of service in academic Level 11.
- Any two of the following in the last five years of Academic Level-11: Completed courses/programs from among the categories of Refresher Courses/Research Methodology/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-

Evaluation/ Technology Programmes/ Faculty Development Programmes/ Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration

- Or completed two courses of at least one week (five days) duration instead of every single course/program of at least two weeks (ten days) duration); or taken MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards the conduct of a MOOCs course during the period of assessment.
- Note: The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in colleges from 01.07.2020.

CAS Promotion Criteria: A teacher shall be promoted if

- The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, and
- The promotion is recommended by the Screening cum evaluation committee.

10.2.3 Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

- Selection Grade Assistant Professor who has completed three years of service in that grade.
- Ph.D. degree in concerned subject/allied/relevant discipline.
- Any one of the following during the last three years: completed one course/programme from among the categories of Refresher Courses/ Methodology Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration
- Completed two courses of at least one week (five days) duration instead of every single course/program of at least two weeks (ten days) duration); or taken one MOOCs course (with e-certification); or contribution towards development of e-content in 4 quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria: A teacher shall be promoted if

- The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in AICTE/UGC.
- The promotion to the post of Associate Professor is recommended through a selection committee constituted as per these Regulations.

10.2.4. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

- Associate Professors who have completed three years of service in that grade.
- Ph.D. degree in concerned subject/allied/relevant discipline.
- A minimum of 10 research publications in peer-reviewed/UGC-listed journals out of which three research papers shall be published during the assessment period.
- A minimum of 110 Research Score

CAS Promotion Criteria: A teacher shall be promoted if

- The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period.
- The promotion to the post of Professor is recommended through a selection committee as per these Regulations.