

# **Dr. D. Y. Patil Institute of Engineering, Management and Rsearch Akurdi, Pune**

## **GOOD GOVERNANCE DOCUMENT**



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## 1. Introduction

The guidelines published in this document are for the Governance of D. Y. Patil Institute of Engineering Management and Research (DYPIEMR), Akurdi, Pune is run by the Trust, Dr. D. Y. Patil Pratishthan. The document is a fusion product based on

- a. Rules and Regulations and Guidelines by AI
- b.
- c. I India Council for Technical Education,  
New Delhi
- d. Rules and Regulations and Guidelines by Maharashtra Public Universities Act, 2016
- e. Rules and Regulations and Guidelines by Savitribai Phule Pune University, Pune
- f. Existing Best Practices in the institution

This **Good Governance Document** has been prepared to ensure an effective functioning and efficient governance at all levels to the satisfaction of stakeholders. This document provides core principles of good governance. The implementation of these governance guidelines shall lead to effective utilization of manpower, infrastructure and facilities available in the institute and thereby enhance the quality of education. The guidelines will lead to transparency and accountability in the administration.

The expected benefits due to implementation of good governance through the guidelines presented in the document may include:

- To strengthen the existing good practices
- To implement transparency at all levels of governance and administration
- To follow integrity in appointments at all levels
- To strengthen the Industry-Institute interaction
- To establish fair and transparent processes in internal control
- To comply with rules and regulations
- To establish strong and capable financial processes and procedures relating to procurement, appropriate utilization of funds and audit.

- To involve all the stake holders at various levels as deemed fit with regard to guidelines of statutory bodies.
- To maintain registry of interests of members of governing body
- To achieve optimum utilization of infrastructure, resources for better output
- To meet the requirements of accreditations
- To enhance the quality of teaching-learning process
- To set up centers of excellence in research & development and enhancement of quality of research and consultancy.
- To set up and strengthen student support programs, training for enhancing quality in placements and higher education.
- To place improved systems for feedback, self-appraisal of faculty and staff.
- To create bench marking with other institutes of repute.
- To accomplish appraisal of Head of the Institution.

The document provides information on organization of the institute along with its organization structure, functions, and responsibilities of all four statutory bodies namely Governing Body, College development committee etc. In addition, it outlines the responsibilities of various functionaries in the academics and administration including Non Statutory committees formed for the smooth and effective functioning of the college.

## 2.About the Institute

D.Y.Patil Pratishthan Educational complex, Akurdi is in proximity to Pimpri Chinchwad Industrial belt, IT Park of Hinjewadi & Automobile hub of Talegaon. The Pratishthan is spread over 29 acres of land at Akurdi, which is in the vicinity of Akurdi Railway station & Mumbai - Pune Express highway.

Dr. D. Y. Patil Institute of Engineering, Management and Research” (DYPIEMR) is a self- financing institution established under the visionary leadership of Padmashree Dr. D. Y. Patil, Former Governor of Tripura, Bihar and West Bengal from the Academic Year 2012-13. The Institution is approved by All India Council for Technical Education (AICTE), New Delhi, Government of Maharashtra and affiliated to Savitribai Phule Pune University, Pune. The Institute is accredited by National Assessment and Accreditation Council (NAAC), Bangalore with ‘B++’ grade (CGPA- 2.92) and certified by ISO 21001:2018. Institute is offering Bachelor of Engineering program in Mechanical Engineering, Computer Engineering, Artificial Intelligence and Data Science, Electronics and Telecommunication, Civil Engineering and Chemical Engineering.

### **Salient features of our institute are -**

- State of the art infrastructure
- WIFI enabled campus
- Laboratories equipped with equipment with latest technologies
- 24 hours Internet connectivity
- MoUs with reputed Industries and Academic Institutes
- Excellent Placement Record
- 1000+ Worldwide Alumni network
- Annual Student Festivals and a vibrant Campus Life
- All Govt. Scholarships available to students

## 3. Vision-Mission and Quality Policy

### **Vision of Institute:**

To strive for excellence by providing quality technical education and facilitate research for welfare of society

### **Mission of Institute:**

- To educate students with strong fundamentals by providing conducive environment.
- To promote industry-institute collaboration & prepare students for lifelong learning in context of technological change.
- To strengthen leadership, team-work, professional & communication skills and ethical standards
- To inculcate research culture through creativity & innovation.

### **Quality Policy of Institute:**

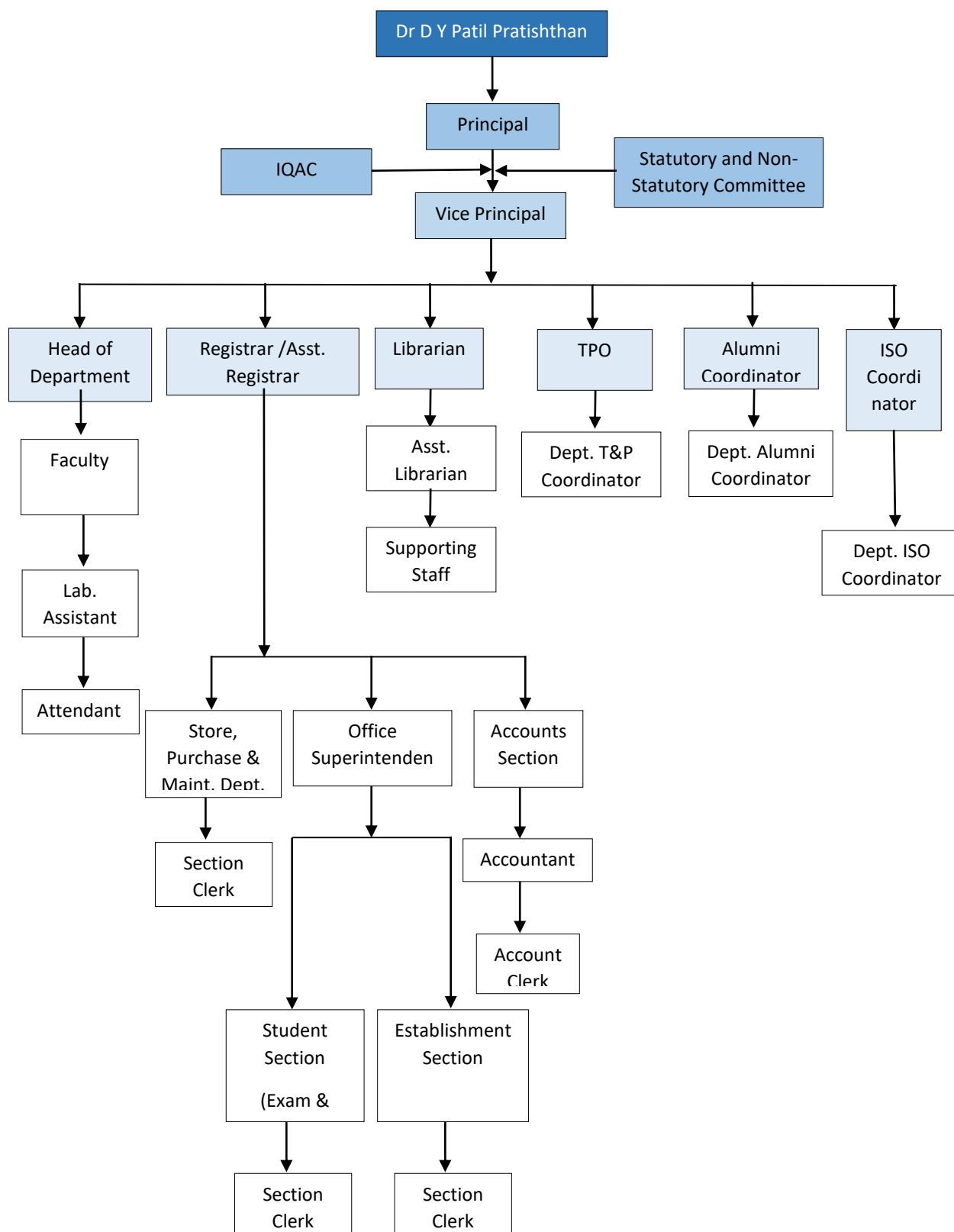
We, at DYPIEMR, are committed to impart quality technical education as per the needs and expectations of the students and industries.

This shall be achieved through:

- Educating students with strong fundamentals by providing conducive teaching-learning environment and in turn enabling them with a strong KNOWLEDGE base, requisite SKILL and a right ATTITUDE
- Strengthening leadership, team work, professional & communication skills and ethical values.
- Promoting Industry - Institute Partnership to improve student employability.

We are also committed for Compliance of all applicable requirements, continual improvements in Educational Organizations Management System, satisfy our social responsibilities and managing intellectual property by respecting requirements.

## 4. Organization Structure of the Institute



## 4. List of Statutory Committees

Sr. No.	Name of Committee	StatutoryBody	Year of Constitution	Term Years	Chairpers on	Member Secretary/ Coordinator
1	Governing Body	AICTE	2022-23	05	Chairman, Trust	Principal
2	College Development Committee	S P Pune University	2022-23	05	Chairman, Trust	Principal
3	IQAC	UGC	2020-21	03	Principal	IQAC Coordinator
4	Anti-ragging Committee and Squad	UGC	2020-21	03	Principal	Senior Teaching Faculty
5	Student Grievance Redressal Committee	AICTE	2020-21	03	Principal	Senior Teaching Faculty
6	Internal Complaint Committee	AICTE	2020-21	03	Senior Teaching faculty (Woman)	
7	Standing Committee (SC/ST Cell)	AICTE	2019-20	05	Senior Faculty member	Faculty and Staff Members



## 5. List of Non-Statutory Committees

Sr. No	Committee	Chairperson	Coordinator	Member	Frequency of Meeting
1	Academic Monitoring Committee	Principal	Dean Academics	Department Program Coordinators	Monthly
2	Examination Cell	Principal	Chief Examination Officer	Department Coordinators	Min One per Sem / As and when required
3	Purchase and Store Committee	Chairman, Trust	Principal	LPC members	Min One per Sem / As and when required
4	Library Committee	Principal	Coordinator Library Committee	Department Coordinators	Twice a year
5	Incubation & Innovation Cell.	Principal	IIC Coordinator	Department Coordinators	Monthly
6	Accreditation Cell	Principal	NAAC Coordinator	Department Coordinators	Monthly
7	Institute Budget Committee	Principal	Asst Registrar	Vice Principal and HoDs	Twice a Year
8	Entrepreneurship Development Cell (EDC)	Principal	Faculty Coordinator	Department Coordinators	Monthly
9	Training and Placement Cell	Dean Placements	TPO	Department Coordinators	Monthly
10	Students' Activities Cell	Principal	Student Activity Coordinator	Department Coordinators	Monthly
11	Alumni Cell	President Alumni Cell	Alumni Coordinator	Department Coordinators	Twice a year
12	Magazine Committee	Principal	Faculty Coordinator	Department Coordinators	Twice a year
13	Website Committee	Principal	Faculty Coordinator	Department Coordinators	Monthly
14	Canteen Committee	Principal	Faculty Coordinator	Department Coordinators	Monthly
15	Department Advisory Board (DAB)	Head of Department	Faculty Coordinator	Faculty Members and Industry Representative	Twice a year

Sr. No	Committee	Chairperson	Coordinator	Member	Frequency of Meeting
16	Program Assessment and Quality Improvement Committee (PAQIC)	Head of Department	Faculty Coordinator	Faculty Members and Industry Representative	Twice a year
17	ISO	Vice Principal	ISO Coordinator	Department Coordinators	Monthly
18	Admission Committee	Principal	Admission Coordinator	Faculty Coordinators	Twice in a Semester
19	Dead Stock Verification committee	Asst Registrar	Store In-charge	Faculty Coordinators	Yearly
20	Social Media & Print Media Publicity	Principal	Faculty Coordinator	Department Faculty Coordinator	Monthly
21	Feedback Committee	Principal	Faculty Coordinator	Department Faculty Coordinator	Twice a Semester
22	Maintenance Committee	Principal	Faculty Coordinator & Asst Registrar	Department Faculty Coordinator	Twice a Semester
23	Cultural Committee	Student Activity Coordinator	Faculty Coordinator	Department Coordinators	Twice a year
24	NSS and Unnat Bharat	Principal	NSS Coordinator	Department Faculty Coordinator	Monthly
25	Student Welfare Cell	Principal	Coordinator	Member	Monthly
26					
27					

## 6.1 List of Students Clubs

Sr. No.	Name of Committee	Department	Chairperson	Coordinator
1	CSI	Computer Engineering	Faculty Coordinator	Student Club Coordinator
2	ACM		Faculty Coordinator	Student Club Coordinator
3	COMPSA		Faculty Coordinator	Student Club Coordinator
4	Coders Club		Faculty Coordinator	Student Club Coordinator
5	IEEE	E&Tc Engineering	Faculty Coordinator	Student Club Coordinator
6	Talk DYPIEMR		Faculty Coordinator	Student Club Coordinator
7	Robotics		Faculty Coordinator	Student Club Coordinator
8	SAE collegiate Club	Mechanical Engineering	Faculty Coordinator	Student Club Coordinator
9	Krishi Mitra		Faculty Coordinator	Student Club Coordinator
10	Energy Conservation		Faculty Coordinator	Student Club Coordinator
11	MESA		Faculty Coordinator	Student Club Coordinator
12	I - ChemE	Chemical Engineering	Faculty Coordinator	Student Club Coordinator
13	IICHe		Faculty Coordinator	Student Club Coordinator
14	Design and Simulation		Faculty Coordinator	Student Club Coordinator
15	CHESA		Faculty Coordinator	Student Club Coordinator
16	IGS	Civil Engineering	Faculty Coordinator	Student Club Coordinator
17	CESA		Faculty Coordinator	Student Club Coordinator
18	AISA	Artificial Intelligence and Data Science	Faculty Coordinator	Student Club Coordinator
19	Novus Neuron		Faculty Coordinator	Student Club Coordinator

Sr. No.	Name of Committee	Department	Chairperson	Coordinator
20	FESA	First Year Engineering	Faculty Coordinator	Student Club Coordinator
21	Environmental Club	Institute Level	Faculty Coordinator	Student Club Coordinator
22	3D Printing Club		Faculty Coordinator	Student Club Coordinator
23	Innovation and Incubation cell		Faculty Coordinator	Student Club Coordinator
24	NSS		Faculty Coordinator	Student Club Coordinator

# **Statutory Committees**

## **[Composition and Roles & Responsibilities]**

## Governing Body

Constitution of Governing Body of Autonomous Colleges as per Maharashtra Public Universities (Norms for Grant of Autonomy to Affiliated Colleges, Recognized Institutions and Conducted or Constituent Colleges) Uniform Statute, 2018

**a) Constitution:**

Constitution of Governing Body of Private or Self-financing College or Constituent College run by Trust/Society.

Sr. No.	Number	Category	Nature
1	5 Members	Management	Trust or Management as per the constitution or bye-laws, with the Chairman or President or Director as the Chairperson and other four members
2	2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
3	2 Member	1 Educationist and 1 industrialist	Nominated by the Management
4	1 Member	AICTE Nominee	Nominated by the AICTE
5	1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education or Maharashtra State Commission for Higher Education and Development
6	1 Member	University Nominee	Nominated by the University
7	1 Member	Principal of College	Ex-Officio Member-Secretary

**b) Term:** The Governing Body shall be reconstituted every three years except in the case of AICTE nominee who shall have a term of five years.

**c) Meetings:** Meetings of the Governing Body shall be held at least once in a year.

**d) Powers and Functions of the Governing Body:**

Subject to the existing provision in the byelaws of respective college and Regulations of Parent University, the Governing Body shall have the following powers and functions, namely:

- (a) Guide the college while fulfilling the objectives for which the Institute
- (b) Approve new programs of study leading to Graduation /degrees
- (c) Make recruitments of Teachers or Principal, Governing Body or other nominees as applicable in accordance with the policies laid down by the statutory bodies, from time to time;
- (d) Approve annual budget of the college.
- (e) Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.

## College Development Committee

There shall be a separate College Development Committee for every affiliated, autonomous, empowered autonomous college or recognized institution as per Section 97 of the Maharashtra Public Universities Act, 2016, consisting of the following members, namely: -

**a) Constitution:**

Sr No.	Constitution Category
1	Chairperson of the management or his nominee ex-officio Chairperson
2	Principal of the college or head of the institution - Member – Secretary
3	Secretary of the management or his nominee
4	One head of department, to be nominated by the principal or the head of the institution
5	Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman
6	One non-teaching employee, elected by regular non-teaching staff from amongst themselves
7	Four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus
8	Coordinator, Internal Quality Assurance Committee of the college
9	President and Secretary of the College Students' Council

**b) Term:** - Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.



c) **Meetings:** The College Development Committee shall meet at least Twice in a year.

**d) Roles & Responsibilities**

The College Development Committee shall, -

- (a) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;
- (b) Decide about the overall teaching programmes or annual calendar of the college;
- (c) Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
- (d) Take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
- (e) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
- (f) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
- (g) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
- (h) Make specific recommendations regarding the improvement in teaching and suitable training programmers for the employees of the college;
- (i) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
- (j) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
- (k) Make recommendations regarding the students' and employees' welfare activities in the college or institution;
- (l) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;

- (m) Frame suitable admissions procedure for different programmes by following the statutory norms;
- (n) Plan major annual events in the college, such as annual day, sports events, cultural events, etc.;
- (o) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
- (p) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
- (q) Recommend the distribution of different prizes, medals and awards to the students.
- (r) Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;
- (s) Perform such other duties and exercise such other powers as may be entrusted by the management and the university

## Internal Quality Assurance Cell (IQAC)

**a) Composition:** IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders-

Sr. No.	Constitution Category	Category
1	Head of the Institution	Chairperson
2	A few senior administrative officers	Member
3	Three to eight teachers	Member
4	One member from the Management	Member
5	One/two nominees from local society, Students and Alumni	Member
6	One/two nominees from Employers /Industrialists/stakeholders	Member
7	One of the senior teachers as the coordinator/Director of the IQAC	IQAC Coordinator / Member secretary

**b) Objective of IQAC is**

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

**c) Strategies IQAC shall evolve mechanisms and procedures for**

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmers;

- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

**Functions Some of the functions expected of the IQAC are:**

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes /activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **Benefits IQAC will facilitate / contribute**

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- c) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- d) Provide a sound basis for decision-making to improve institutional functioning;
- e) Act as a dynamic system for quality changes in HEIs;
- f) Build an organized methodology of documentation and internal communication.

## Anti-Ragging Committee

Every institution, University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the Institution as per the All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009.

### a) Constitution:

Sr. No.	Constitution Category
1	Head of Institution
2	Representatives of civil and police administration
3	Representatives of local media
4	Representatives of Non-Government Organizations involved in youth activities
5	Representatives of faculty members
6	representatives of parents
7	Representatives of students belonging to the fresher's category as well as senior students
8	Representatives of non-teaching staff
9	Committee shall have a diverse mixture of membership in terms of level as well as gender.

### b) Function

It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

## **c) Anti-Ragging Squad:**

Every Institution University including Deemed to be University imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

## **d) Function**

It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.

Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

## STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

As per All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019

a) **Constitution:** Every AICTE approved institution shall constitute Student Grievance Redressal Committee (SGRC) with the following composition, namely

Sr No.	Constitution Category	Category
1	Principal of the College	Chairperson
2	Three senior members of the teaching faculty to be nominated by the Principal (out of three, one member shall be female and other from SC/ST/OBC category)	Members
3	A representative from among students of the college to be nominated by the principal based on academic merit /excellence in sports/performance in co-curricular activities	Special Invitee

**b) Meetings:**

The committee shall meet as and when required or twice in a year.

c) **Term:** The term of the members and the special invitee shall be of two years

d) **Quorum** - The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three

**e) Working –**

- (a) A complaint from an aggrieved student relating to the institution shall be addressed to the chairperson, Student Grievance Redressal Committee.
- (b) In considering the grievances before it, the SGRC shall follow principles of natural justice.



- (c) The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
- (d) Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

## **PROCEDURE FOR REDRESSAL OF GRIEVANCES BY STUDENT GRIEVANCE REDRESSAL COMMITTEE:**

1. Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student may submit an application seeking redressal of grievance.
2. On receipt of a complaint, the institution shall refer the complaint to the appropriate Student Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
3. The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
4. An aggrieved person may appear either in person or authorize a representative to present the case.
5. The student will be informed about the issue resolved by SGRC.

## Internal Compliance Committee (ICC)

Every executive authority (chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested) shall constitute an Internal Complaints Committee (ICC) as per the sub regulation 1 of regulation 4 of University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutes) Regulations, 2015 with an inbuilt mechanism for gender sensitization against sexual harassment.

The ICC shall have following composition-

**a) Constitution:**

Sr. No.	Constitution Category	Category
1	A presiding officer who shall be a women faculty member employed at a senior level (not below a Professor in case of a university, and not below as Associate Professor or Reader in case of a college) at the educational institution, nominated by the Authority	Chairman/Presiding Officer
2	Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Authority	Members
3	Three students, if the matter involves students, who shall be enrolled at the undergraduate, masters and research scholars elected through transparent demographic procedure	Members
4	One member from amongst nongovernmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Authority	Members

**Note:**

At least one-half of the total members of the ICC shall be women. Persons in senior administrative positions in the HEI, such as Vice Chancellor, Pro Vice Chancellors, Rectors, Registrars, Deans, Heads of Departments etc shall not be members of ICC in order to ensure autonomy of their functioning

**b) Term:**

The term of the office of the members of the ICC shall be for a period of three years. HEIs may also employ a system whereby one-third of the members of the ICC may change every year.

The member appointed from amongst the nongovernmental organization or association shall be paid such fees or allowances for holding the proceeding of the Internal Committee, by the Executive Authority as may be prescribed.

**c) Responsibilities of Internal Complaints Committee (ICC) –**

The Internal Complaints Committee shall:

- a) Provide assistance if an employee or a student choose to file a complaint with the police;
- b) Provide mechanism of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- c) Protect the safety of the complainant by not divulging the person's identity and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as

required during that pendency of the complaint, or also provide for the transfer of the offender;

- d) Ensure that victim or witness are not victimized or discriminated against while dealing with complaints of sexual harassment; and
- e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

#### **d) Meetings:**

The committee shall meet at least two times a year.

#### **e) Roles & Responsibilities**

- To build self-esteem and dignity among girl students and ladies faculty member.
- To offer services such as counseling, legal aid in case of atrocities against women.
- To create awareness regarding women rights.
- To arrange programs regarding health, personality development etc.
- To avoid and prohibit sexual harassment at workplace.

## Standing committee (SC / ST Cell)

### Part A

Com position	Memberships	Functions	Responsibilities	Frequency of Meetings	External Members
Chairman Members	HOD's and Senior Faculty Members	<ol style="list-style-type: none"> <li>1. Study the existing state of various provisions in the Constitutions and by the State Government for the Scheduled Castes and Tribes and suggest measures to fulfill the same.</li> <li>2. To investigate various grievances raised by members from Scheduled Castes and Tribes</li> <li>3. To take actions in deciding things related to welfare, reservation, protection, development of Scheduled Castes / Tribes.</li> </ol>	<ol style="list-style-type: none"> <li>1. To conduct regular remedial coaching classes on life skills, personality development, writing assignments and making presentations, as well as English and local language classes.</li> <li>2. To organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.</li> <li>3. To guide the SC/ST/OBC/PWD students of the Institute, to optimally utilize the benefits of the schemes offered by the State Governments, Government of India (GOI), UGC and AICT.</li> <li>4. To provide the book bank facilities to students from the department library and central library.</li> </ol>	Twice in a year & unplanned one depending upon the seriousness of any case.	

## Part B.

Following are the service rules, policies and procedures evolved for SC /ST students.

Government of India ministry of tribal affairs: scheme of post matric scholarships to the students belonging to scheduled tribes for studies in India

Social justice and special Assistant Department, Government of Maharashtra: Matric Tuition fees and examination fees to Backward Class Students (Freeship)

AICTE: SPDP-Skill and Personality Development Programme Centre for SC/ST Students

### Roles and Responsibilities of SC ST Committee:

The Cell will take care of SC/ST students with respect to.

- a) Scholarships – their distribution to the beneficiaries on time.
- b) Solve any problems occurred during their educational career
- c) Making arrangements for sending statistical information required by University/Government authorities.
- d) Any issues relating to discrimination experienced by the students in the College. Students, especially belonging to SC/ST, if they have any issues on the above, may register their complaint either in the cell office.

The above Cell will meet twice in a year and review all the complaints received and take/suggest remedial measures. Students are hereby requested to lodge a complaint with committee co-ordinator if there is any discrimination based on social origin.

# **Non Statutory Committee**

## **[Composition and Roles & Responsibilities]**

## Academic Monitoring Committee

### a. Constitution

Sr. No.	Category	Status
1	Principal of the Institute	Chairperson
2	Dean Academics	Coordinator
3	Dept. program Coordinators from each dept.	Member

### b Functions:

1. To monitor academic sessions on daily basis
2. To monitor attendance on daily basis
3. To take academic review of all classes
4. To check implementation of events in part A and B of academic calendar at department level
5. To verify course file in semester of all faculty
6. To verify and monitor TG activity of all TG batches
7. To verify and communicate monthly students defaulter list to students and parents
8. To monitor timely filling of academic data on colPoll

**c. Tenure:** 1 year

**d Meetings:** Once in month



## Examination Cell

### a. Constitution

Sr. No.	Category	Status
1	Principal of the Institute	Chairperson
2	Chief Examination Officer (CEO)	Coordinator
3	Assistant CEO	Member
4	Dept. program Coordinators from each dept.	Member

### b Functions:

1. Coordination of SPPU oral, Practical and Term Work Examination
2. Internal Marks entry coordination

### c. Tenure: 1 year

### d Meetings: Minimum one in each semester and As and when required

## Purchase Committee

### a. Constitution

Sr. No.	Category	Status
1	Management Representative	Chairman, Trust
2	Principal of the Institute	Coordinator
3	Two Teaching Faculty	Member
4	One Non-Teaching Faculty	Member

### b Functions:

1. To analyze quotations provided by the individual department, and providerecommendation for approval
2. To ensure all documentation is accurately completed
3. To ensure that the supplies/services quoted for comply with what was requested
4. Seek clarification from supplier's/service providers where necessary
5. The PC should also be assigned a role within the supplier pre-preprocessing process
6. Ensuring proportionality, transparency, accountability and fairness in the procurementprocess
7. Ensuring all relevant documentation is prepared prior to PC meeting
8. Involvement in the evaluation discussion
9. Ensuring all necessary procurement procedures are properly followed
10. To Ensure the Quality of the equipment.

### c. Tenure: 1 year

### d. Meetings: Minimum one in each semester and As and when required

## Library Committee

### a. Constitution

Sr. No.	Category	Status
1	Principal of the Institute	Chairperson
2	Faculty Member	Coordinator
3	Faculty representative from each department	Member
4	3 Students Representative	Member

### b. Functions: -

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

### c. Tenure: 3 year

### d. Meetings: Minimum one in each semester

## Maintenance Committee

### a. Constitution

Sr. No.	Category	Status
1	Principal of the Institute	Chair person
2	Registrar /Asst Registrar & Senior Faculty	Coordinators
3	Faculty representative from each department	Member

### b. Functions

1. To consider & approve the maintenance requirements and other related issues.
2. To discuss new project/works of institute.
3. To review the status of ongoing works – progress and execution.

### c. Tenure: 1 year

### d. Meetings: Minimum one in each semester or as and when required

## Innovation and Incubation Cell

a. Constitution:

Sr. No.	Category	Status
1	Principal of the Institute	Chairperson
2	IIC Coordinator	Coordinator
3	Faculty representative from each department	Member

b. Functions

- 1) Encourage faculty and students for innovation, research, startup activities like SIH, TOYCATHON , National Innovation Contest, SPPU INNOVATION FEST, AVISHKAR and IPR.
- 2) Motivate students for entrepreneurship
- 3) Update the progress of Innovation and incubation to the chairperson.

c. Tenure: 1 year

d. Meetings: Once in a month

## Accreditation Cell

a. Constitution:

Sr. No.	Category	Status
1	Principal of the Institute	Chairperson
2	NAAC Coordinator	Coordinator
3	Faculty representative from each department	Member

b. Functions

- 1) Observe the norms of Accreditation Bodies for institute
- 2) Plan and organize the work associated with updated norms of Accreditation bodies.
- 3) Disseminate the academic updates and requirements as per the norms to all faculties.
- 4) Conduct verification of documents as per the norms.

c. **Tenure:** 1 year

d. **Meetings:** Minimum one in each semester

## Institute Budget Committee

a. Constitution:

Sr. No.	Category	Status
1	Principal of the Institute	Chairperson
2	Registrar/Asst. Registrar	Coordinator
3	Faculty representative from each department	Vice Principal and HODs

b. Functions

- 1) Take budget requirements from various departments/sections of the Institute.
- 2) Verify it as per the requirements of the statutory bodies AICTE/UGC/SPPU etc.
- 3) Planning and organizing the processes as per the institute budget
- 4) Verification of the documents such as purchase requisition, quotations, comparative statements and approval notes.
- 5) Updation of record of institute budget.

c. **Tenure:** 1 year

d. **Meetings:** Minimum one in each semester

## Entrepreneur Development Cell (EDC)

### a. Constitution: -

Sr. No.	Category	Status
1	Principal of the Institute	Chair person
2	EDC, Coordinator	Coordinator
3	One faculty member from each department	Member

### b. Functions:-

1. To organize Entrepreneurship Awareness Camps, and Entrepreneurship Development Programmes
2. To develop and introduce curriculum on Entrepreneurship Development at various levels
3. To conduct research work and survey for identifying entrepreneurial opportunities
4. To guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support systems and information on various technologies
5. To organize guest lectures, Seminars, etc. for promotion and growth of entrepreneurship.
6. To arrange visits to industries for prospective entrepreneurs
7. To extend necessary guidance and escort services to the trainees in obtaining approval and execution of their projects.
8. To act as a Centre on business opportunities, processes, technologies, market, etc. by creating and maintaining relevant databases.
9. To provide testing, calibration, quality assurance, design, tool room, pilot plant and other facilities for Entrepreneurs besides expertise in Intellectual Property rights, Patents search, etc.
10. To render advice to sick enterprises and assist the entrepreneurs in rehabilitating them.
11. To conduct skill development training programmes leading to self/wage employment.

### c. Tenure: 1 year

### d. Meetings: Minimum one in each semester



## Training and Placement Cell

### a. Constitution -

Sr. No.	Category	Status
1	Dean, Corporate relation cell	Chair person
2	Assistant Training and Placement In charge	Member
3	One faculty member from each department	Member
4	Training and Placement In charge	Coordinator

### b. Functions:

1. Aiming to Place the maximum number of students through campus & off-campus interviews conducted by the top companies
2. To make every student of DYPCET a success story by helping them become global leaders who can manage and lead change across diverse organizations
3. To strive to help and guide students get deserving placements through state-of-the-art technology, innovation, leadership and partnerships
4. To identify needs of the students and try for placements
5. To make database mentioning companies' information and contact details branch wise.
6. To invite companies for the campus placement.
7. To prepare institute placement brochure and circulate amongst the identified industries.
8. To establish active communication with the industries.
9. To invite delegates from industries to deliver expert lecture.
10. To make arrangement for industrial training for the students/ faculty.
11. To conduct awareness seminars for the preparation of campus placement.
12. To coordinate campus placement procedures
13. To facilitate Departmental initiatives for improving Industry Interaction

### c. Tenure: 3 year

### d. Meetings: Minimum one in each semester

## Student Activity Cell

### a. Constitution -

Sr. No.	Category	Status
1	Principal of the Institute	Chair person
2	Student Activity Coordinator	Member
3	One faculty member from each department	Coordinator

### b. Function:

1. Guest/expert lectures
2. Workshops for students
3. Seminars
4. Industrial visits/Technical visits for students
5. Short Term Training Programs
6. Social Program
7. Science Exhibition (Technical Projects in all the Departments)
8. Intra and Inter Department Competitions
9. Career Counseling and Competitive Examinations
10. Soft-skill/leadership programs
11. Programs on Entrepreneurship Development
12. Aptitude Test, Group Discussion, Technical Test and Mock Personal interviews for students on campus recruitment.

### c. Tenure: 3 year

### d. Meetings: Minimum one in each semester

## Alumni Cell

### a. Constitution -

Sr. No.	Category	Status
1	Principal	Chair person
2	One faculty member from each department	Member
3	Alumni In-charge	Coordinator

### a. Function:

1. To foster relations between the Alumni and the institute and strengthen the bond between Alumni and current students.
2. To organize various events such as Annual Alumni Meet, summer/ Winter City Meetsto keep the alumni in constant touch with the institute and also help them in networking amongst themselves.
3. To tracks and highlights the achievements and successes of alumni so as to provide impetus to the institute and its students. Alumni Committee publishes a bi-annual newsletter - Aluminates - which contains articles, interviews, achievements of alumni.
4. To act -as facilitator and provides administrative help to the alumni.
5. To set-up and maintain a dedicated website for alumni activities.

### b. Tenure: 3 year

### c. Meetings: Minimum one in each semester

## Magazine Committee

### a. Constitution

Sr. No.	Category	Status
1	Principal of the Institute	Chair person
2	Faculty Members from each department	Member
3	Three Student representative	Member
4	Associate Dean, Admission	Coordinator

### b. Functions: -

1. Gather information from all departments regarding conduction of events, students and faculty achievements.
2. Gathering photos at seminars, events, gathering, NSS.
3. The photos collected from various events in the form of gallery in the college premises.
4. To provide a platform for students to express their views in the form of articles/ pictures through various forms.
5. Publishing scientific projects with outreach outcomes.
6. To encourage students for making them to involve in various activities/ events conducted.
7. To gather various information regarding various sports meets conducted within and outside college and achievements of students from institution in different events and publishing the same in magazine.
8. Gather information about major contribution/Achievements of the faculty and publishing the same in the magazine.
9. Gather information from all clubs.
10. Publish Magazine and News Letter.

### c. Tenure: 3 year

### d. Meetings: Minimum one in each semester

## Website Committee

### a. Constitution -

Sr. No.	Category	Status
1	Principal of the Institute	Chair person
2	Registrar	Member
3	One faculty member from each department	Member
4	Website Coordinator	Coordinator

### b. Functions-

1. To identify strategic initiatives for the website and present it to higher management for review and updating.
2. To develop a priority listing of desired design and functionality enhancements
3. To identify, update and enhance website design and content.
4. To coordinate with other committees in posting relevant information/ News/ Highlights.
5. Regarding admission / Academic News / Notices.

### c. Tenure: 3 year

### d. Meetings: Minimum one in each semester

## Canteen Committee

a) Constitution:

Sr. No.	Category	Status
1	Principal of the Institute	Chair person
2	Senior Faculty Members	Coordinator
3	Two Members from Teaching Faculty	Members
4	Two Student representative	Members

**b. Functions: -**

- 1) Monitor and take feedback to ensure the quality of Food items served and Hygienic conditions in the canteen.
- 2) To take feedback about prices of food items
- 3) To monitor and if required the conditions of the canteen facilities are as per safety norms.

**b. Tenure:** 1 year

**c. Meetings:** Minimum one in each semester

## Department Advisory Board (DAB)

### a. Constitution:

Sr. No.	Category	Status
1	Head of Department	Chair person
2	Senior faculty Coordinator	Coordinator
3	Faculty Members department	Members
4	Industry representative	Members
5	Alumni	Members
6	Parents	Members

### b. Functions: -

- a. Provide guidelines to the department to progress academically and remain up to date with the current requirements of the industry
- b. Provide information on recent technical advances for academic activities
- c. Provide inputs on students co-curricular and extra-curricular activities.
- d. Advise on students training and placements
- e. Discussion on Curriculum Gaps, Content Beyond Syllabus and Activities related to attain the course outcome

### c. Tenure: 1 year

### d. Meetings: Minimum one in each semester

## Program Assessment and Quality Improvement Committee (PAQIC)

a. Constitution:

Sr. No.	Category	Status
1	Head of Department	Chair person
2	Senior faculty Coordinator	Coordinator
3	Faculty Members department	Members

b. Functions: -

- Review on result analysis, placement statistics and higher studies
- Provide inputs on course conduct, pedagogy, Content Beyond Syllabus Proposal and Curriculum Gap identification.
- Provide inputs on academic progress and activities for students
- Provide information on recent technical advances for academic activities for upcoming academics
- Provide inputs on students co-curricular and extra-curricular activities.
- Advise on students training and placements

c. Tenure: 1 year

d. Meetings: Minimum one in each semester



## ISO Committee

### a. Constitution:

Sr. No.	Category	Status
1	Vice-Principal of the Institute	Chair person
2	Senior Faculty	Coordinator
3	Heads of Departments	Member
4	One faculty member from each department	Member
5	Registrar/Asst Registrar	Admin Coordinator
6	Establishment Office	Coordinator

### b. Functions: -

- 1) Verification of implementation of various academic processes as per various process Manual
- 2) Verification of Formats for various academic, administrative processes in the institute.
- 3) Maintain the records of Non-conformities in various processes.
- 4) Conduct and monitors outcomes of Internal Audits.

### e. Tenure: 1 year

### f. Meetings: Minimum one in each semester

## Student Welfare Cell

**a. Constitution:**

Sr. No.	Category	Status
1	Principal of the Institute	Chair person
2	Student Welfare / Development Officer	Coordinator
3	Faculty Members from each department	Member

**b. Functions: -**

- 1) To build a healthy working environment and foster good relationships among the student.
- 2) Provide Statutory Welfare schemes and basic amenities.
- 3) To provide opportunities for attending various workshops, seminars, symposiums and conferences conducted by various institutions and agencies in and outside the state.
- 4) To plan and organize regular programs and activities for the development of students.

**c. Tenure: 1 year**

**d. Meetings: Minimum one in each semester**

## Admission Committee

### a. Constitution -

Sr. No.	Category	Status
1	Principal of the Institute	Chair person
2	Senior Faculty Member	Coordinator
3	One faculty member from each department	Member

### b. Functions: -

1. To prepare clear and well-defined policies for admissions.
2. To prepare attractive brochures, prospectus and handouts for wider publicity.
3. To get acquainted with all the rules and regulations of admissions as prescribed by Govt. and guide the students seeking admission accordingly.
4. To prepare plan for addressing 12<sup>th</sup> standard, diploma students as a career counseling activity.
5. To place advertisement in newspapers regarding admissions as and when permitted by DTE.
6. To advise the Principal on improving facilities from the feedbacks got from parents and students during admission counseling.
7. To send representative to admission centers for counseling the students as and when required.
8. To maintain the record of admitted students and forward it to concerned department.
9. To provide best counseling to students and parents who come to seek admissions.
10. To guide admitted students to complete the admission procedure like paying fees, getting roll numbers, hostel admission, I-card, fulfilling eligibility criteria, getting time tables etc.
11. Tenure: - The tenure of the members shall be five years.
12. Frequency of meeting: The committee shall meet four times a year and such other times, as may be required.
13. To prepare detail budget.

### c. Tenure: 1 year

### d. Meetings: Minimum one in each semester

## Dead Stock Verification Committee

### a. Constitution -

Sr. No.	Category	Status
1	Registrar / Asst Registrar	Chair person
2	Store Incharge	Coordinator
3	One faculty member from each department	Member

### b. Functions: -

1. To prepare the list of consumable and non-consumable materials requirements.
2. To prepare and maintain the Dead Stock Register
3. To identify repairable, non-repairable and write-off material in the departments
4. To initiate the process for maintenance and calibration

### c. Tenure: 1 year

### d. Meetings: Minimum one in each semester

## Social Media & Print Media Publicity Committee

a. Constitution:

Sr. No.	Category	Status
1	Principal of the Institute	Chair person
2	Two Senior Faculties	Coordinators
3	Faculty Members from each department	Member

b. Functions: -

- 1) To update institute social medial
- 2) To review department wise social media updation
- 3) To create institute information poster and validate before updating on media.
- 4) To circulate authentic information of institute in all forms of media

e. Tenure: 1 year

f. Meetings: Minimum one in each semester

## Feedback Committee

### a. Constitution:

Sr. No.	Category	Status
1	Principal of the Institute	Chair person
2	Senior Faculty	Coordinator
3	Faculty Members from each department	Member

### b. Function:

1. Online feedback portal/Form is designed by committee appointed by Principal and Vice Principal
2. Time table coordinator will provide academic load and faculty details to committee
3. Allotment of coordinators (except their own department) for smooth conduction of feedback by higher authorities
4. Allotted Team Members confirms the date and time from respective department member for online internal feedback
5. Department coordinator will generate summary of feedback and submit within time to institute coordinator. Then submission of reports to higher authorities
6. Discussion of Higher Authorities with HODs with necessary instruction. Then HODs will communicate it to faculty members.

### c. Tenure: 1 year

### d. Meetings: Minimum one in each semester

## Cultural Committee

### a. Constitution:

Sr. No.	Category	Status
1	Student Activity Coordinator	Chair person
2	Senior Faculty	Coordinator
3	Faculty Members from each department	Member

### b. Function:

1. Plan and organize cultural activities for the students
2. Guide students for various cultural events within and outside institute
3. Maintain discipline during all the events
4. Maintain records of student participation and achievements

**c. Tenure:** 1 year

**d. Meetings:** Minimum one in each semester

## National Service Scheme (NSS) & Unnat Bharat Committee

### a. Constitution -

Sr. No.	Category	Status
1	Principal	Chair person
2	NSS Coordinator	Coordinator
3	One faculty member from each department	Member

### b. Function: -

1. To Motivate, recruit and select students for NSS work.
2. To create awareness regarding social service among the students and other members of the college community.
3. To organize orientation programs for NSS volunteers, explain them about the concept of social service and teach them methods and skills required for achieving the objectives of the scheme.
4. To select service projects on the basis of utility and feasibility.
5. To ensure cooperation and coordination of community agencies, government departments and non-governmental agencies.

### c. Tenure: 3 year

### d. Meetings: Minimum one in each semester



## Research and Development Cell

### a. Constitution

Sr. No.	Category	Status
1	Principal of the Institute	Chair person
2	Research and Development cell Coordinator	Coordinator
3	Senior Faculty Member from each department (Preferably PhD qualified)	Member

### b. Functions: -

1. To work on long term policy and strategy for promotion of research culture in the institute.
2. To advise and encourage the teachers to take up research in emerging areas at individual and group level.
3. To promote inter-disciplinary research programmes by coordinating amongst teachers and also to make and articulate policies for sharing of research and development infrastructure.
4. To encourage institute to hold research seminars in all disciplines for the research students.
5. To work on creation of research and development data base for work done institute departments or in collaboration with industries and other research and development laboratories;
6. To work out and initiate research in delivery of education, pedagogy e-learning and virtual classrooms on learning and understanding of students.
7. To make efforts and also assist the teachers to raise the funds for research activities;
8. To work out the budget for research activities of the institute;
9. To work on long-term policies and strategies for creating synergy between researchers and industries resulting into promotion of knowledge and technology transfer and productive conversion of research.
10. To establish central laboratories with the help of participation of industries.
11. To undertake any other task as may be assigned by the

### c. Tenure: 1 year

### d. Meetings: Minimum one in each semester

## **Industry Institute Partnership Cell (IIPC)**

### **a. Constitution**

Sr. No.	Category	Status
1	Principal of the Institute	Chair person
2	Senior Faculty	Coordinator
3	Senior Faculty Member from each department (Preferably PhD qualified)	Member

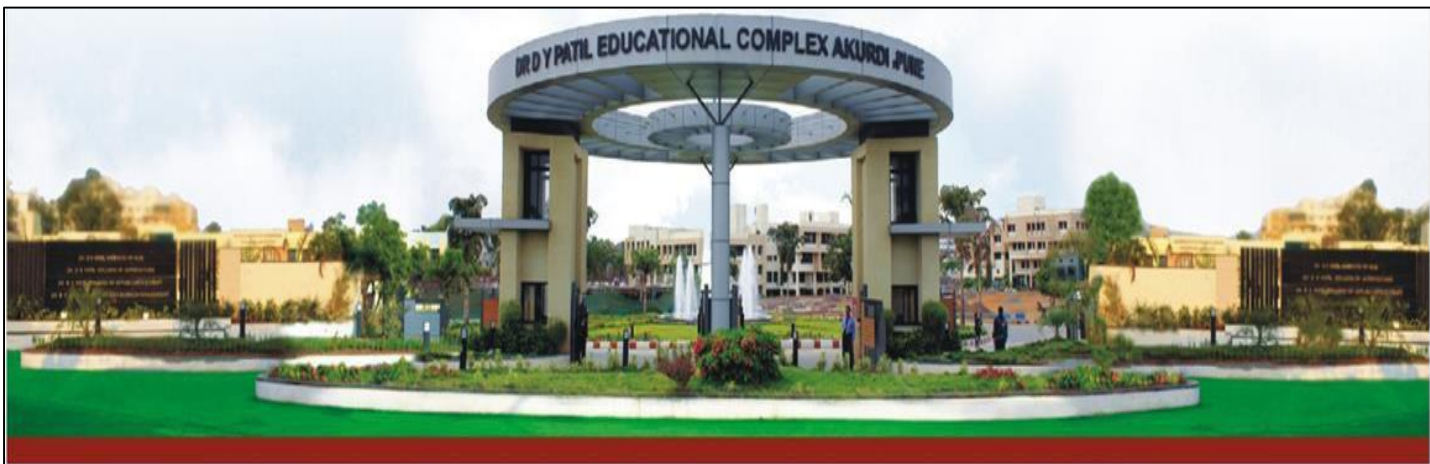
### **a. Objectives / Function:**

1. Establishment of Industry Institute Interaction Cell
2. Encouraging experts from industries to deliver lectures
3. Participation of experts from industry in courses development
4. Visits of faculty members to various industries
5. Professional consultancy by the department to industries
6. Testing facilities in Institute for Industrial equipments
7. Joint research programmes
8. Industry study tours
9. Industry sponsor R & D labs in the Institute
10. MOU with Industries
11. Human resource development programmes for practicing Industries engineer
12. Joint degree programmes
13. UG & PG projects in Industries
14. Part time PG/Doctoral Programme at Institute
15. To Organize Workshops, conferences and seminar with joint participation of the faculty and the industries
16. Hands on students training in industries
17. Short-term project to faculty members in industries
18. Visiting faculties from industries

19. Industry sponsorship for Institute programs
20. Industry fellowships for students

**b. Tenure:** 1 year

**c. Meetings:** Minimum one in each semester



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