



Locally Rooted Globally Competent Education

PRADNYA NIKETAN EDUCATION SOCIETY, PUNE

NAGESH KARAJAGI *ORCHID* COLLEGE OF ENGINEERING & TECHNOLOGY, SOLAPUR.

(The Degree Engineering College affiliated to Solapur University, Solapur &
Dr. Babasaheb Ambedkar Technological University, Lonere from AY 2017-18
approved by A.I.C.T.E. New Delhi & Recognized by Govt. of Maharashtra)

AICTE Permanent ID : 1-2893356, DTE Code : EN 6223

POLICY MANUAL

(Approved by the Board of Governance)



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Pradnya Niketan Education Society, Pune's

N. K. *ORCHID* COLLEGE OF ENGINEERING & TECHNOLOGY, SOLAPUR

NAAC Accredited, Approved by AICTE, New Delhi & Affiliated to DBATU, Lonere

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Date : 05 / 06 / 2023

CERTIFICATE

This is to certify that the Policy Manual Version-II of Nagesh Karajagi Orchid College of Engineering and Technology, Solapur is prepared as per the guidelines of A.I.C.T.E., University and State Govt. rules and regulations.

It contains Academic, Administrative and other policies related to our Institute & contains total 125 pages respectively.

Hence certified.



(Mr. Vilas Patil)
SECRETARY

Pradnya Niketan Education
Society, Pune.

I N D E X

Sr. No.	Particulars	Page No.
Academic Policies		
AC-1	Academic Systems	04
AC-2	Student Feedback System	13
AC-3	Conduct of Examination Policy	17
AC-4	Training & Placement Policy	19
AC-5	Career Counseling Policy	22
AC-6	Proctor System	23
AC-7	Co-curricular courses	25
AC-8	Technical Event Policy	27
AC-9	Students' Association Policy	29
AC-10	Performance Appraisal System	31
AC-11	Research & Development Policy	49
AC-12	Testing & Consultancy Policy	53
Administrative Policies		
AD-1	Service Rules and Related Policy	56
AD-2	Administrative Policy	71
AD-3	IT Infrastructure Policy	74
AD-4	Maintenance Policy	82
AD-5	Library Policy	84
AD-6	Hostel Policy	90
AD-7	Grievance Redressal System	95



Sr. No.	Particulars	Page No.
AD-8	Budget Policy	96
AD-9	Environmental (Green) Policy	98
AD-10	SOP for Misconduct by Students	103
AD-11	E-Governance Policy	110
Other Policies		
OT-1	Sports Policy	112
OT-2	Suggestion Box System	115
OT-3	Anti-Ragging Policy	117



Chapter AC- 1

ACADEMIC SYSTEMS

1.1 PREAMBLE

Our motive is to make our students locally rooted and globally competent during four years of the degree course. The academic systems are devised in line with our vision statement. The following academic systems are defined to achieve vision of the institute.

1. Academic Calendar
2. Student Centric Teaching-Learning
3. Academic Monitoring
4. Student-Faculty Development
5. Student Feedback
6. Student-Faculty Rewards

1.2 Academic calendar

The Academic Calendar is a comprehensive plan of the semester and a guide to all stake holders. The Calendar also serves as a record of many academic policies and procedures of the institute.

- The Academic Calendar of the institute is prepared by Dean-Academics with reference to Academic Calendar of DBATU. Changes are incorporated at intervals throughout the year.
- Dean Academic monitor the Implementation of academic calendar

1.3 Student Centric Teaching-Learning

Student learning experiences are enriched through various student-centric methods such as experiential learning, participative learning, problem-solving methodologies. Teaching and supporting academic processes are designed to achieve different cognitive skills of Bloom's Taxonomy.

- Academic monitoring committee (AMC) headed by Dean Academics is constituted to monitor the teaching learning process.

1.4 Academic monitoring committee (AMC)

Academic monitoring committee is formed to enhance and ensure the quality in academics. This committee shall monitor all Academic Initiatives & report to Principal on monthly basis.

The committee consists of following members.

1. Dean Academics
2. Member Civil Engg. Dept.
3. Member E&TC Engg. Dept.
4. Member CSE Engg. Dept.
5. Member Electrical Engg. Dept.
6. Member Mech Engg. Dept.
7. HOD First year Engg. Dept.



Roles & Responsibilities of the Committee

- Collecting best practices from all departments & institutionalizing it.
- Improving effectiveness of all initiatives such as
 - Course file & teaching plan
 - Use of ICT, video, NPTEL lectures etc.
 - Subject archives
 - Industry visits
 - Parent meets
 - Student attendance & discipline
 - Efforts to improve results
 - Faculty development initiatives
 - Effectiveness of practicals & project sessions.
 - Improving Test 1 & Test 2 results
 - Improving effectiveness of CC
 - Effectiveness of students associations
- Evaluate and discuss result analysis for checking quality of academic results including tests & prelim exams (Data should be provided by HOD in prescribed format)

1.5 Student-Faculty development

Student faculty development programs are initiatives designed to enhance the skills, knowledge, and overall professional development of both students and faculty members in an educational institution. These programs aim to foster a collaborative learning and improve the quality of education.

Dean academics is responsible for

- Arranging & conducting counseling sessions for students, faculties & staff.
- Findings of the sessions & addressing the issues related to the problems faced by the students.

1.6 Student Feedback

Feedback from the students is taken at two levels.

1) Feedback by HOD after one month

- Head of department goes to each class in his department after one month of teaching is over.
- He should ask to questions to the students related to the teaching quality of the teachers who are teaching to that class. The sample questions are as follows.
 - Whether Mathematical aspects are elaborated in detail.
 - Whether sufficient number of problems solved in the class.
 - Whether theoretical concepts are related with industrial applications.
 - Concepts / doubts are cleared by teacher.
 - Discussion of MCQ in the class
 - Use of modern teaching aids during teaching



- Notes
 - Innovative practices used
 - Teacher motivate the students
 - Board writing is legitimate.
 - Speed of Teaching
- The rating for the teaching quality should be excellent/ best/ good/ average/ below average.
 - For each rating how many students raised hand should be noted by the student coordinator and the same is written on the feedback form.
 - HOD should also take the feedback about positive points of the teacher and suggestions for the teacher.
 - The percentage coverage of the syllabus should also be noted.
 - When all the classes feedback is taken by the HOD, he should call the meeting of all the faculty members concerned to his department to convey the feedback and discussion for corrective action. Principal is presiding over for all the feedback meetings.

Student Feedback form

(A) Class Room Services							
Name of faculty							
Subject							
% Syllabus covered							
Teaching Quality	Excellent	Best	Good	Average	Below Average		
Head Count							
Questions to be asked for taking feedback						Yes	No
Q1. Whether reports the class on time							
Q2. Whether course outcomes (COs) are explained							
Q3. Whether explains the concepts & clears doubts?							
Q4. Whether creates interest in the subject area							
Q5. Whether encourage the students to ask the questions							
Q6. Whether provides notes							
Q7. Whether make use of teaching aid (PPT/VDO/animation)							
Q8. Whether maintain discipline/silence during lecture							
Q9. Whether relates theory with industry/practical problems							
Q10. Whether voice is audible/board writing visible to back bencher							
Q11. Whether motivates/demotivates the students							
Q12. Whether engage full 60 minute lecture							
Justifications/Positive Points:							
1							
2							
3							
4							
Suggestions for Improvement:							
1							
2							
3							
4							
Faculty remark/Action taken							
Signature of Faculty							
Practical/ Lab Work		Name of the Faculty:					
Q1. Number of practical/lab work conducted (____/out of)							
Q2. Number of experiments completed and assessed (____/out of)							
Q3. Whether all the experimental set up are in working condition (Yes / No)							
Q4. Whether faculty is available for 2 hrs in the lab for practicals (Yes / No)							



2) Online feedback after end of semester

- A feedback form is design by the Role Holders' Committee to take the written feedback from each and every students after completion of the semester.
- Class coordinator forward google link of online feedback on students what's app group of the class and gets the feedback filled from each and every student.
- The feedback forms are analyzed for various parameters.
- The detailed report subject wise and faculty wise is given to each and every faculty for further improvement.

The sample feedback form

5/31/23, 12:32 PM AY:2022-23 Sem-II Mech B.Tech A Teaching-Learning Feedback

AY:2022-23 Sem-II Mech B.Tech A Teaching-Learning Feedback

Instructions: -
1) Dear students, Please sincerely give your valuable feedback which will be useful for improving teaching - learning process. Your identity will not be disclosed as this feedback is collected at central level with Dean Academics of the Institute.
2) This is complete feedback form for all subjects. Kindly ensure better connectivity to avoid data loss.

* Indicates required question

1. Email *

Subject 1 :- Mechatronics

Name of subject teacher: Dr.S.S.Metan

Give feedback of following questions.

2. 1) Whether course outcomes (COs) are explained at the starting of the subject? *

Mark only one oval.

☐ Yes
☐ No

3. 2) Does teacher discuss outcomes of every lecture? *

Mark only one oval.

☐ Yes
☐ No

<https://docs.google.com/forms/d/1miOgw8haDR5c4f0YdObdFILMGZ9V3Vx6d9RL1c8Mg/edit>



4. 3) Knowledge & concept clarity of the teacher on the subject area *

Mark only one oval.

- ☐ Excellent
☐ Best
☐ Good
☐ Average
☐ Below Average

5. 4) Level of interest created in the subject area *

Mark only one oval.

- ☐ Excellent
☐ Best
☐ Good
☐ Average
☐ Below Average

6. 5) Conduction of lecture in systematic & planned manner *

Mark only one oval.

- ☐ Excellent
☐ Best
☐ Good
☐ Average
☐ Below Average

<https://docs.google.com/forms/d/1m1Ogw8haDR5c4DYd0bFILMGZ9V3VNe6d9RL1c0Mg/edit>

2/45

7. 6) Enthusiasm of the teacher during teaching-learning process. *

Mark only one oval.

- ☐ Excellent
☐ Best
☐ Good
☐ Average
☐ Below Average

8. 7) Encourage the students for asking the questions & clarifies doubts *

Mark only one oval.

- ☐ Excellent
☐ Best
☐ Good
☐ Average
☐ Below Average

9. 8) Pace/ speed of teaching *

Mark only one oval.

- ☐ Excellent (Just right)
☐ Best (Slightly slow)
☐ Good (slow)
☐ Average (Fast)
☐ Below Average (Too fast)

<https://docs.google.com/forms/d/1m1Ogw8haDR5c4DYd0bFILMGZ9V3VNe6d9RL1c0Mg/edit>

3/45



10. 9) Quality of the board writing/ PPTs / digital writing etc. is clear, easy to read & understandable *

Mark only one oval.

- ☐ Excellent
☐ Best
☐ Good
☐ Average
☐ Below Average

11. 10) Use of modern teaching aids like video clips, real time case studies, applications & additional information about topic. *

Mark only one oval.

- ☐ Excellent
☐ Best
☐ Good
☐ Average
☐ Below Average

12. 11) Provides notes /PPTs *

Mark only one oval.

- ☐ Yes
☐ No

<https://docs.google.com/forms/d/1m1Ogw8nsDR5c4f0Yd0bdFILMG29V3VNd6d9RL1c8Mg/edit>

4/45

13. 12) English proficiency of the teacher *

Mark only one oval.

- ☐ Excellent
☐ Best
☐ Good
☐ Average
☐ Below Average

14. 13) Friendly, helpful & motivates the students for overall development *

Mark only one oval.

- ☐ Excellent
☐ Best
☐ Good
☐ Average
☐ Below Average

15. 14) Your subject understanding *

Mark only one oval.

- ☐ Excellent
☐ Best
☐ Good
☐ Average
☐ Below Average



<https://docs.google.com/forms/d/1m1Ogw8nsDR5c4f0Yd0bdFILMG29V3VNd6d9RL1c8Mg/edit>

5/45

1.7 Student, Faculty and Staff Award

To motivate student and faculties, performance based award system has been implemented.

- Best Outgoing Student award

Procedure:

The nomination form is called from the students of each department. A team of senior faculty headed by HOD of the department scrutinizes the assessment form. The HOD sends two names to Dean Academics. The interview of all the shortlisted student is conducted by the Principal and Roll Holders to decide best outgoing student of the institute.

- Best Faculty of the Department

Procedure

All the employees of the institute are informed to fill and submit Performance Appraisal Proforma which is prepared for all departments Faculty, First Year Faculty, Non-Teaching staff, TnP team, Office Admin staff and Menial Staff to respective head. The employee who score maximum marks is declared as best employee of the institute in various categories.

1.8 Roles and Responsibility of Class Coordinator

- Class coordinator plays vital role in the overall progress of the students & the Institute.
- Class Coordinator should have
 - Roll Call list of the students
 - Student information list

Roll no	Name of the student	Mobile number of the student	Parent address with mobile no.	e-mail id

1. Class time table copy
2. Prepare schedule of orientation program & ensure that it gets executed effectively.
3. Maintain record in respect of leave and absenteeism of students & ensure that phone calls are made to the parents
4. Prepare and display defaulters list on monthly basis & send letters to the parents.
5. Attendance report and class test performance be communicated to parents on proper mobile no/ address.
6. Result analysis of at least earlier two examinations.
7. Keep the Xerox copy of University result ledger to send the result to parents as soon as the same is available in the college.
8. Prepare the result analysis of the class.



9. Make analysis of the class result immediately, after declaration of the result (Internal Tests & University exam) and take corrective steps for the failure students.
10. Prepare the list of scholar students & decide the strategy along with subject in charges for additional activities to them.
11. Extra efforts for students, who have failed in subject(s) of earlier examination
12. Take review of syllabus coverage from the students, on monthly basis and convey the same to HOD. Ensure that Subject Teachers take necessary steps in this regard to cover the syllabus.
13. Conduct meeting of Subject Teachers during the semester and maintain the minutes of the same .
14. Maintain the record in respect of other curricular, co-curricular and extracurricular activities (This record will be useful for best class award).
15. Arrange the parent meet & ensure that parents will attend the meetings.
16. Ensure that all assignments are displayed on the notice board in the first week of semester. This will avoid overlapping of the submission dates.
17. Conduct brainstorming sessions with subject in charges & students for new initiatives which will helps to improve the overall performance of the class.
18. All record files should be submitted by Class-coordinator to HOD at the end of the semester.

1.9 Course file content

A. General Information and Data

1. Vision and Mission Statements of the Institute
2. Vision and Mission Statements of the Department
3. Academic Calendar
4. Individual Time Table
5. Syllabus and Structure
6. Unit wise Text books & References
7. Roll call list
8. List of Scholar and Slow learner students (Subject wise)
9. Activity plan and schedule for scholar and slow learner
10. MCQ Bank
11. Subject Notes and Subject Archives
12. Attendance Record
13. University Question papers. (Minimum last three years)
14. Plan of industrial visit if any (keep permission letter)
15. Plan of expert lecture if any (keep invitation letter, photo)

B. Outcome Based Educational Data and Assessment

1. Program Educational objectives (PEOs)
2. Program Outcomes (POs)
3. Program Specific Outcome (PSOs)
4. Course Objectives and Course Outcomes (COs)
5. Mapping of COs to POs with Justification.



6. Mapping of COs to PSOs with Justification.
7. Unit Level outcomes (ULOs)
8. Mapping of ULOs with COs
9. Teaching plan with lecture outcomes
10. Assignments/Tutorials Questions mapping with COs & Blooms Taxonomy
11. Midterm and Prelim Question papers mapping with COs & Blooms Taxonomy
12. Experiment list with Experiment Outcomes (EO's)
13. Calculation of attainment of COs, PSOs & POs

C. Qualitative Assessment

1. End semester Examination Result analysis of previous year
2. Internal Continuous Assessment Record
3. Result Analysis (Midterm and Prelim examination)
4. Feedback of the faculty



Chapter AC- 2

STUDENT FEEDBACK SYSTEM

2.1 STUDENT FEEDBACK SYSTEM

- Feedback from the students is taken at two levels.

3) Feedback by HOD after one month

- Head of department goes to each class in his department after one month of teaching is over.
- He should ask to questions to the students related to the teaching quality of the teachers who are teaching to that class. The sample questions are as follows.
 - Whether Mathematical aspects are elaborated in detail.
 - Whether sufficient number of problems solved in the class.
 - Whether theoretical concepts are related with industrial applications.
 - Concepts / doubts are cleared by teacher.
 - Discussion of MCQ in the class
 - Use of modern teaching aids during teaching
 - Notes
 - Innovative practices used
 - Teacher motivate the students
 - Board writing is legitimate.
 - Speed of Teaching
- The rating for the teaching quality should be excellent/ best/ good/ average/ below average.
- For each rating how many students raised hand should be noted by the student coordinator and the same is written on the feedback form.
- HOD should also take the feedback about positive points of the teacher and suggestions for the teacher.
- The percentage coverage of the syllabus should also be noted.
- When all the classes' feedback is taken by the HOD, he should call the meeting of all the faculty members concerned to his department to convey the feedback and discussion for corrective action.
- Principal is presiding over for all the feedback meetings.



Student Feedback form

[illegible]

	(B) Laboratories
	(C) Library
	(D) Office
	(E) General

4) Online Feedback after end of semester

- A feedback form is design by the Role Holders' Committee to take the online feedback from each and every student after completion of the semester.
- A Google form is designed to get the feedback from each and every student.
- The collected feedback is analyzed for various parameters and sent to concerned faculty members to take corrective action.



- The sample feedback form.



N. K. ORCHID COLLEGE OF ENGINEERING & TECHNOLOGY, SOLAPUR

Student Feedback Form

Academic Year: 2017-18		Branch:		Class:		Sem:	
Students are requested to rate each subject faculty on the basis of following rating scales and write corresponding marks in the cell.							
Excellent: 5 Best: 4 Good: 3 Average: 2 Below Average: 1							
Sr. No.	Particulars	Rating					
		Name of Faculty					
1	Arrives in class room/labs punctually						
2	Effectively gains attention of students and settles down the class						
3	Effectively uses English in teaching- learning process						
4	Audibility of voice						
5	Makes use of modern teaching aids like PPT, video clips, real time case studies, applications, additional information about topic etc						
6	Provides notes, question bank, university question papers						
7	Conceptual clarity/subject knowledge						
8	Covers course in systematic and planned manner						
9	Clearifies the doubts to satisfaction						
10	Timely assessment of assignment/journals/test papers						
11	Maintains order and discipline in class						
12	Takes corrective action as per feedback						
13	Attire/dress sense of faculty						
14	Impartial/unbiased approach						
Remark							



Chapter AC - 3

CONDUCT OF EXAMINATION POLICY

3.1 PREMABLE

- Examination scheme for the courses are specified by the DBATU University, Lonere.
- Examination scheme consists of
 - End Semester Examination (ESE)
 - Continuous Assessment (ICA)
 - In Semester Evaluation (ISE)

3.2 POLICIES FOR ESE

- ESE is done in two parts
 - 1) University Theory examination
 - 2) Practical Oral Exam / Oral Examination (POE / OE)
- University theory examination is conducted by DBATU University, Lonere
- DBATU University, Lonere notifies the time table for the theory examination
- DBATU University, Lonere appoints Principal as the exam center chief, the internal senior supervisors and external senior supervisors for the conduction of theory examination.
- University divides the entire examination duration into slots and appoints internal and external senior supervisors.
- Internal senior supervisor should prepare the duty chart and assign the invigilation duty to Jr. Supervisors.
- University issues guidelines, circulars and notices for the smooth conduction of examinations from time to time.
- Internal senior supervisor and external senior supervisor should strictly adhere to the guidelines, circulars and notices issued by the university from time to time for conduction
- Any issue in the examination hall should be immediately brought to the notice of Sr. Supervisor by the Jr. Supervisor.
- Senior supervisor should update the Principal, the day to day activities of examination
- University appoints internal & external examiner for the conduction of POE/ OE
- Head of the Department should appoint a POE coordinator.
- A POE coordinator should prepare the orders of internal & external examiners, experts and lab assistants and convey the orders to the concerned within one day of receipt of names of examiners from university.
- POE coordinator should coordinate all the activities for the smooth conduction of POE/OE



- Marksheets of POE/OE should be submitted to exam section of NKOCET office either by internal examiner or external examiner on the same day of the completion of exam.

3.3 POLICIES FOR Continuous Assessment

- The guidelines for CA are specified in university curriculum.
- Dean Academics plans the time table for the CA I and incorporates them in academic calendar.
- HOD appoints exam coordinator for conduction of class test.
- Exam coordinator should prepare detailed time table and circulate to students and faculty.
- Exam coordinator should assign invigilation duty to the faculties.
- Exam coordinator should maintain the record of question paper, schedule and marks of the test.
- Assignments & tutorial are prepared by faculty members and ensure timely submission of the assignments, journals by the students and record of same is maintained.
- Evaluation of marks is done on following points
 - Test, Attendance, Assignments / Tutorial, Journal / Oral
- Teachers assessment based on one or more appropriate activities related to course curriculum and conducted and evaluated at institute level which includes assignments, viva-voce, quizzes, subject seminars with report writing, field visits, subject mini project, application software training, case study with report writing
- Faculty should monitor the performance and behavior of each student on continual basis throughout the semester
- HOD should supervise the activities conducted by subject teachers
- Internal marks are submitted to the HOD

3.4 POLICIES FOR MIDSEM Examination

The guidelines for conduct of MidSem are specified by university.

- For all the classes, after the completion of fifty percent syllabus midsem written test should be conducted and evaluated.
- Exam coordinator should maintain the record of question paper, schedule and marks of the test.



Chapter AC - 4

TRAINING AND PLACEMENT POLICY

4.1 INTRODUCTION

The goal of the Training & Placement Cell of the Institute is to provide employment opportunities and world class training to students of the Institute in leading organizations/Industry. The Training & Placement Cell further provides ample opportunities to the students to develop their personality by conducting programs regularly on communication skills and soft skills. We have 3 full time Soft Skill trainers & 1 Aptitude trainer and we have added in daily time-table. Training activities are organized throughout the year in an effort towards preparing the prospective students for the campus selection programs.

Training & Placement Cell makes the students Industry-friendly and Industry ready candidates. The Cell is well equipped with ample infrastructure in terms of Seminar Halls, Meeting/Consultancy Hall for Pre-Placement Talk, Presentations, etc. It also arranges training for students in Industries for two to four weeks at the end of the session.

Vision:

Expedite students' engagement with their dream destination of becoming a global level engineer.

Mission:

To help students, clarify their educational and career goals as well as acquire employment-seeking skills and ultimately attain desired employment.

Objectives of Training & Placement Cell:

- To create awareness among the students about Campus Recruitment and acquire employment-seeking skills.
- To motivate the First Year students, to nurture and to guide them in seeking their dream careers.
- To impart guidance and training to the students in all the aspects of Campus Recruitment like Soft Skills, Aptitude test preparation, Group Discussion and Interview techniques.
- To improve on the quality and quantity of placements by inviting and developing rapport with reputed companies.
- Organize and coordinate Campus Placement Program, to achieve the target of a job to every aspirant.
- To develop symbiotic, vibrant and purposeful relationship with Industries for their regular visit to the Campus for their Recruitment needs.



4.2 PLACEMENT POLICIES

- Training and Placement Cell will play the role of a facilitator and councilor for placement related activities. Training and placement Cell does not guarantee a job.
- The placement facility is available to all those students from the Institute interested in availing placement assistance.
- It is mandatory for the students to attend Soft Skills, Aptitude, Company Specific Training(CST), and any other trainings organized by the Training and Placement Cell, failing to which students will not be allowed to participate in any Training and Placement activity.
- Training and Placement Uniform is mandatory for students to be present in the Campus Recruitment Programme, failing to which students will not be allowed to appear for campus interview.
- Students must wear their identity card with them during Pre-Placement Talk/Test/GD/Interviews or any other placement process.
- Students should be present 15 minutes before the Pre-Placement talk at the venue and be seated. Delay in reporting will disqualify the student from the recruitment process. Students will not be allowed once the company representatives enter the venue.
- Canvassing with the Company Personnel will disqualify the candidature of the student. If students face any difficulty or have any queries, they should contact the member of T&P cell only. Students should not contact the recruiter directly. This should be strictly followed.
- Any student, who has received the offer letter from the Company, must inform the Training and Placement Coordinator and submit the photocopy of the same as soon as possible.
- A nice ambience should be maintained by the students during the Pre-placement Programme. Any behavior bringing disgrace to the institute will not be tolerated and strict action will be taken against such students. Students should follow professional etiquettes. If found guilty, such students will be disqualified from further placement activity.
- During the Campus Recruitment Process, a student should undergo all the tests for which the student is eligible, failing to do so he/she will be debarred from the Campus recruitment Programme of all other subsequent companies.
- Students should have positive approach towards placement drives.
- Students who do not wish to avail placement assistance should inform the T&P office in advance, so as to give opportunity to the other students.
- If market situation and Job scenario necessitates a revision in the Placement Policy. It will be done in a manner so as to maximize the benefit to the student community as a whole. etc.



4.3 SOFT SKILLS/APTITUDE TRAINING

- To develop effective communication of verbal and written
- To develop presentation skills with clarity and precision
- To enable them to deliver effective business communication systems, business reports that are result oriented
- To master inter personal skills, team management and leadership potential.
- To handle real work life challenges in different circumstances with confidence & maturity.
- To help students clearly envision their career, plan, prepare for placement agenda.
- The Training & Placement Cell further provides ample opportunities to the students to develop their personality by conducting programs regularly on communication skills and soft skills.
- Institute should have full time Soft Skill trainers & Aptitude trainer. The soft skill sessions and aptitude sessions should be added in daily time-table.
- Training activities should be organized throughout the year as an effort towards preparing the prospective students for the campus selection programs.



Chapter AC - 5

CAREER COUNSELING CELL POLICY

The **Career Counseling Cell (CCC)** of the college is a voluntary organization guided by faculty members.

5.1 OBJECTIVES:

- To create awareness among the students about Competitive Exam.
- To motivate the students and cultivate in seeking their dream careers in higher education
- To guide students to succeed in examinations like GATE and Other State Technical Exams.
- To provide information and assistance to students regarding Job opportunities in India and abroad
- To arrange Technical and Aptitude classes for preparing GATE exam

5.2 POLICY AND GUIDELINES

- The Principal of Institute calls a meeting of all the departmental heads and **Career Counseling Cell (CCC)** coordinator to plan activities/classes to be conducted during current academic year.
- After planning for different activities/classes from each department, a detail plan of activities/classes is prepared along with dates for conduction.
- According to planning respective faculty has to conduct the Technical and Aptitude classes for the students
- The Principal of Institute takes the follow-up of activities to be conducted
- Arrange guidance and experience sharing session of Experts and GATE qualified students for motivating and creating awareness among the students about Competitive Exams.



Chapter AC - 6

PROCTOR SYSTEM POLICY

6.1 Objectives

The data related with the mental health of students is collected from different research finding. Following are some of the key points of the research carried out.

- Adults suffer from an anxiety disorder, by age 22.
- 80 percent say they frequently or sometimes experience daily stress.
- 34 percent have felt depressed at some point in the past three months.
- 13 percent have been diagnosed with a mental health condition such as a disorder or depression.
- 9 percent have seriously considered suicide in the past year.
- 5% of India's population suffers from common mental disorders, such as depression , anxiety, eating disorders, addiction, self-harm etc.
- They did not consult to teachers and parents or a professional to get a proper guidance.
- Students in different Institutes felt shy to share such issues to avoid the peer pressure.
- Students don't get enough motivation from society to overcome such problematical issues.
- IITs, most prominent organizations, there are a lot of cases of students facing such mental health problems.
- The foremost issue is we are losing the talent, which could be utilized for the betterment of the country.

6.2 Prevention is better than cure

To keep the environment in the institute stress free & fully supportive for learning it has decided to form a proctor system which will take care of not only the academic issues that students are facing but their family & personal problems also. Institute strongly believes that engineering graduate should have good mental health which includes Physical, Intellectual, Creative, and Spiritual aspects of personality.

6.3 Roles, Responsibilities & Guidelines for Proctor Teachers

Roles & Responsibilities of Proctor

- Discussing performance with the students & giving them guidelines for improvement.
- Getting students' profile ready.
- Calling parents every months to check & discuss following points-



- Receipt of monthly attendance record of their ward
- Receipt of test marks after CA-1,CA-2 & Mid-semester examination
- Discussing performance of the ward with parents if meritorious/medium/poor
- Calling parents for parent meeting
- Connect with 12th aspirants through students
- Sharing achievements of the Departments/Institute with the students
- Arranging & conducting proctor sessions as per the time table.

6.4 General Guidelines for Proctor Teacher

- Prepare proctor activity calendar (Involve students of your proctor group)
- Ensure that you will be uninterrupted during the proctor session
- Provide advice & guidance as and when required
- Prepare for the proctor session
- Share experience and expertise as appropriate with students
- Offer encouragement and support to try new things & motivate them for study
- Help students to move out their comfort zones
- Push students to take risks when appropriate
- Arrange & execute few activities for confidence building
- Plan & execute session for improving communication skills
- Help students to understand when things do not go as planned
- Identify resources that will help students with personal development and growth, such as recommending books, workshops, or other learning tools
- Encourage students to join networking organizations (introduce them to new contacts)
- Provide the real feedback that students need to hear in order to move forward
- Take lunch with students at least once in a month
- Address to their personal & academic problems as & when required
- Monitor attendance of the students
- Help in time & stress management
- Keep attendance record of proctor sessions & note the activities conducted.
- Respect your students & celebrate their successes in groups
- Work as if you are the family member
- Take care of overall development of your proctor student.



Chapter AC- 7

CO-CURRICULAR COURSES POLICY

7.1 PREAMBLE

In order to strengthen the teaching-learning ambience and prepare the undergraduates to meet the challenges of the global work environment, the Institute has taken up several initiatives like value added courses and interfacing with the industry to bridge the gap between the curriculum and the requirements of industry.

7.2 OBJECTIVES:

1. To create awareness among the students about Extra curriculum courses/activities.
2. To motivate the students and cultivate in seeking their dream careers in higher education
3. To guide students to succeed in challenges of the global work environment.
4. To provide information and assistance to students regarding Job opportunities in India and abroad
5. To bridge the gap between the curriculum and the requirements of industry.

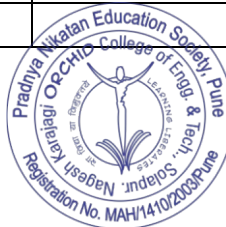
7.3 POLICY AND GUIDELINES

- The Principal of Institute calls a meeting of all the departmental heads and **Career Counselling Cell (CCC)** coordinator to plan activities/classes to be conducted during current academic year.
- After planning for different activities/classes from the department, a detail plan of activities/classes is prepared along with dates for conduction.
- The Principal of Institute takes the follow-up of activities to be conducted
- Arrange guidance and experience sharing session of Experts for motivating and creating awareness amongst the students about the courses.

7.4 REMUNERATION DISTRIBUTION POLICY:

Honorable Trustee members and Principal of the institute have decided following remuneration policy for conducting co-curricular courses/activities. The fee of the course is decided by Hon. Principal in **Career Counselling Cell** meeting. After the successful completion of the course, the test is conducted to assess the performance of the students. The certificates are issued after qualifying the minimum criteria in test. Following table shows the tentative distribution of remuneration of offline/online courses.

Particulars of Distribution	Offline Courses Remuneration Percentage	Online Courses Remuneration Percentage
Institute	24	15



Particulars of Distribution	Offline Courses Remuneration Percentage	Online Courses Remuneration Percentage
Resource Faculty	63-65	75
Supporting Staff	3-5	2
Principal	2	2
HOD	3	3
Admin. Office	3	3
	100	100



Chapter AC - 8

TECHNICAL EVENT POLICY

8.1 PREAMBLE:

- To provide higher education to students and prepare them for leadership in nation building.
- To help in the development of a higher moral character through traditional and values.
- To promote academic excellence in teaching, learning and research.
- To let the student, discover their talents through co-curricular activities Workshops, Seminars, Industrial visits etc.

8.2 OBJECTIVES:

- To provide opportunities for leadership through competition and co-operation and confidence building.
- To help in the development of skills needed to keep up with modern technology in a professional world.

8.3 POLICY AND GUIDELINES

- The Principal of Institute calls a meeting of all the departmental heads to list out different co-curricular activities to be conducted during current semester. Head of all departments depute one faculty member from their department for planning of different activities.
- After planning for different co-curricular activities from each department, a detail list of Seminars/Workshops/Industry Visits/Entrepreneur Development Programs & technical Event is prepared along with tentative dates for conduction.
- The Principal takes meeting with department HOD and in-charge of different co-curricular activities for deciding, schedule and venue.
- Once the events are finalized respective event in-charge submits the detail budget proposal for conducting various Co-Curricular Events of current semester.
- Respective event in charge traces potential Resource Person in respective domain and also prospective industry for conducting Industrial visit.
- Tentative schedule for conducting Technical Event is finalized.

8.4 ORGANIZING SEMINARS / WORKSHOPS

- A clear objective of the proposed workshop linked with trending technology is planned under this event.
- Clear indication of expected outcome and value addition is defined from each department.
- Subject Matter Experts linked with Industry and Academia is listed and one Resource person is finalized.



- A day wise schedule is prepared along with venue and resources required for conduction.
- A details brochure is prepared listing all details of workshop and other information related to it.
- Specimen certificate is prepared to approval and distributed accordingly on the last day of workshop.
- A details summary report is prepared by Workshop in-charge to be submitted to Principal and Head of respective department.

8.5 ORGANIZING TECHNICAL EVENTS

- The Principal conducts meeting with department HOD for finalizing events under the symposium along with dates of conduction and also budget estimation for the entire event.
- The Principal appoints a Technical coordinator for the entire events who later appoints department coordinators for individual events in consultation with department HOD.
- Department coordinator appoints student heads for individual event along with student coordinators for the same event.
- List of various events to be conducted and listed into two categories which is Technical and Non- Technical events.
- Rules for various technical and non-technical events are defined by technical coordinator with the help of respective student event coordinator.
- A detail poster representing various events is prepared and printed from offset printing services.
- Department technical coordinator will identify group of students for campaigning.
- These students will collect entries from various Institutes and submit the entries along with funds collected for respective event.
- Food committee formed under this event will make necessary arrangements in college canteen during day of event.
- On the day of event Inauguration program is arranged for all participating students.
- Once event is inaugurated participant students proceeds to respective venue of event.
- On the last day of event list of winning participant is submitted to technical event coordinator who starts preparation for closing ceremony.
- Prize distribution ceremony is organized and winning participants are awarded with winning certificate and memento along with cash prizes.
- These awards will be distributed by Chief Guest and Secretary along with department HODs.
- Details report of technical event along with Income and Expenditure statement will be submitted to Principal for Audit and compliance.



Chapter AC - 9

STUDENTS' ASSOCIATION POLICY

9.1 PREAMBLE

Engineering Students' Association aims to play a pivotal role in the development of students. To explore the hidden talent in students, nurture leadership qualities & to keep them abreast with latest and recent trends by organizing various co-curriculum and extra-curricular activities. Mentored by experienced faculty members, which works for the students. It also aims to improve non-technical abilities of students by engendering good communication skills, managerial abilities, presentation skills and team work.

9.2 STUDENT COUNCIL

Students Council is formed at the beginning of every academic year based on University guidelines as mentioned below:

- Principal is chairman of students' council
- G.S. is the secretary of students' council.
- One faculty representative nominated by principal is appointed as member.
- Class representative of every class (topper in earlier university exam) is nominated as member.
- Sport secretary, cultural secretary, NSS secretary and two ladies representatives from girl students of college are nominated as members.
- Care is taken to follow guideline of university regarding taking reserved category students as members.
- Students' council holds at least three meeting in a year and also as and when necessary on various issues related to students.
- Minutes of meeting are maintained by the Principal.

9.3 STUDENTS ASSOCIATION COMMITTEE

List of students interested for various portfolio of association will be collected from each class. Student association members are selected based on the interview conducted by HOD and faculty coordinator. The student association consists of the following members.

- Faculty co ordinator (02)
- President: One member from BE class
- Secretary: One member from BE class
- Treasurer: One member from TE class
- Assistant treasurer : One member from each class and division.



Every department should form the students association at the start of the academic year which should be named as follows.

- **CESA** - Civil Engineering Students Association.
- **CSESA**- Computer Science & Engineering Students Association
- **AEXS** - Association of Electronics & Telecommunication Engineering Students
- **ACEE** - Ambitious Canal of Electrical Engineering
- **MESA**- Mechanical Engineering Student Association

9.4 AIMS AND OBJECTIVE OF STUDENT COUNCIL AND ASSOCIATIONS

Aims

- To promote harmonious relations throughout the entire Institute.
- To provide a forum for student expression.
- To plan special events or projects.
- To equip the students with professional skills.
- To arouse among the students a spirit of social service.
- To provide an opportunity to the students to train themselves in the art of self-governance and leadership.
- To arouse cultural awareness among the student's.

Objectives :

- To raise the level of cultural and cognitive awareness among the students of the Institute.
- To encourage the idea of student and volunteer work for the Institute.
- To develop and strengthen the trust and respect among the students of the Council as well as all the academic and administrative staff of Institute.
- To encourage students to develop their personal skills, like event management & time management by organizing inter & inter Collegiate Events
- To maintain open communication between students and teaching staff.
- To train students in the duties and responsibilities of good citizenship.
- To develop leadership qualities among the students.
- To maintain campus discipline among the students.

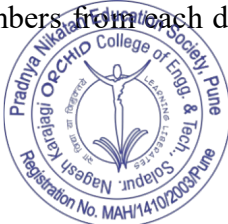


Chapter AC - 10

PERFORMANCE APPRAISAL SYSTEM

10.1 PERFORMANCE APPRAISAL SYSTEM

- **Teaching Staff** :- The PAS for faculty members includes performance of faculty members in areas such as Results, Student Feedback, Contribution in R & D, Co-curricular and Extra-Curricular activities and assessment by higher authorities.
 - Minimum expectation levels are defined for each cadre addressing contributions appropriate to the cadre.
 - Every faculty member submits a performance appraisal, designed to capture the performance in all spheres. As per minimum performance expectation guidelines defined in the Role Holders' meeting, the incumbent assistant professor should focus more on academics and teaching pedagogies.
 - For Assistant professor having moderate experience between 2 – 5 years, apart from having better performance in academic content delivery and quality of results, one should try to establish good connect with industry, contribute in department level and institute level co-curricular and extra-curricular activities.
 - Senior faculty members should focus on Research and Development activities and try to publish papers in reputed national and international journals. Also they should try to get sponsored projects from industries.
 - Faculty members working at the level of Professor should try to get research grants by writing proposals to various agencies.
- **Non-Teaching Staff** :- Performance appraisal forms are separately designed for each cadre of nonteaching staff (Technical assistant, Clerk, peon, Housekeeping staff, security staff) addressing contributions appropriate for the cadre. Each staff submits his/her performance appraisal, which is assessed by head of the respective unit and reviewed every year.
- **Rewards and Appreciation for Best Performers** :- Based on the performance in teaching, research contribution, institute and University level contribution etc. best performing faculty members from each department are felicitated with 'Best Faculty



award' and 'Letter of Appreciation'. The 'Best Employee' is awarded from each cadre of non-teaching and supporting staff having excellent performance in that cadre. The institute has also started 'Best T & P Coordinator Award' from the year 2015.

- **Remedial Measures:** - The college administration addresses all the issues related to appraisal system of the staff and evaluates it. The faculty submits Self-Appraisal Report which is assessed by the Head of Department and Dean (Admin) and reported to the Principal. Low performing faculty members are counseled by Head of the department and Dean (Admin). Suggestions are given to overcome shortcomings and efforts are taken to motivate the faculty to perform better. In extreme cases letters of non-performance are given. Policy is defined for dealing with the cases of consistent non-performers.



10.2 PERFORMANCE APPRAISAL FORM FOR FACULTY MEMBERS

Performance Appraisal Proforma for Faculty Member for AY 2021-22

Name of the Faculty:.....

Department:

Designation:

Parameter	Max Marks	Marks Achieved
Teaching Process & Result	30	
Feedback of students	20	
RD work & Innovation	20	
Industry Connect	08	
Continuing Education & Quality Improvement Programs	05	
Initiative to handle co-curricular/ extracurricular activities	12	
Assessment by higher Authority	05	
Total	100	



Performance Appraisal Proforma for Faculty Member for AY 2021-22

Name of the Faculty: _____ Department: _____ Designation: _____

Experience: _____ Industry: _____ Academic: _____ Total: _____ Age:- _____ Date of Joining NKOCET: _____

Qualification (Specialization): _____ UG: _____ PG: _____ Ph.D.: _____

Membership of Professional Bodies: _____ Contact No.: _____

Instructions:

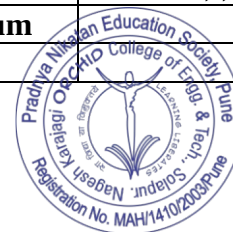
1. All the data should be pertaining to the academic year 2021-22.
2. Separate sheet may be attached for additional information, if required.
3. Marks allotted are maximum marks.

1. **Performance in Teaching Process & Results: (Theory Subject, Max marks 30) (Min. Three theory subjects to be taught in a year)**

Details of Lecture conducted

Sr. No.	Class	Subject	No. of Scheduled Lectures	No. of Lectures Actually Conducted

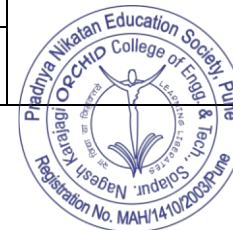
Sr. No.	Range of Marks obtained	No. of students in the range	% of students in this range (col(3) * 100) / strength of class	Weight for level of Subject		Marks obtained (10 * Col (4) * col(5 or 6)) / 100
				Difficult	Medium	
1	2	3	4	5	6	7



40% - 49%			0.60	0.50	
50% - 59%			0.75	0.65	
60% - 65%			0.85	0.80	
66% - 75%			0.95	0.90	
>75%			1	1	
			Total		

1. Type of subject (Difficult/Medium) will be decided by HOD.
2. If for any of the easy subject the paper set in a year is tough and result of entire university is less, for such easy subject, weight of difficult subject may be used for that year with prior endorsement of HOD and Principal.
3. The marks considered for DBATU subjects will be full marks i.e. including CA, Midsem and Endsem examination. i.e. out of 100 or 50 as applicable.
4. Above table to be repeated for each subject taught in an academic year.

Sr. No.	Class (1)	Subjects Taught (2)	Total Marks in col (7) of above table (3)	Marks out of 30 (Total of Best three marks in col (3))
1.				
2.				
3.				
4.				
5.				
Grand Total				



Sr. No	Parameter for Assessment	Max. Marks Allotted	Sub 1	Sub 2	Sub 3	Assessed by
2	Feedback of student (Excellent $20 \times 1\%$ of voters) /100 (Best $20 \times 0.9\%$ of voters) /100 (Good $20 \times 0.7\%$ of voters) /100 (Average $20 \times 0.25\%$ of voters) /100 For below avg. zero marks to be considered.	20				
3	R & D work & Innovation a) Publications Research papers/ Articles/ Other publication (Mention details of publication) i) Book published as Sole author (12) ii) Publication in SCI, Thomson Reuters, Scopus indexed Journals (12) iii) Publication in UGC/ AICTE approved Journals, Web of Science indexed Journals (08) iv) Publication in any other journals (04)	12				
	b) Innovation i) Patent (20) i) Filed (10) ii) Granted (20) ii) Research grants awarded a) ≤ 2 Lakh (8) b) ≥ 2 Lakh and ≤ 5 Lakhs (12) c) ≥ 5 (20) iii) 5 marks will be given for research grant proposal submission iv) PG dissertation guidance (02 marks/ student) v) BE project guidance (01 marks/ group)	08				



Sr. No.	Parameter for Assessment	Max. Marks Allotted	HOD's Remark	Assessed by
4	Industry Connect a) Sponsored Projects (Problem definition should be strong enough and after completion it should be deployed in the industry. HOD should assess involvement of faculty in the project work, visit to industry, interaction with industry mentor. It should be very strong.) (0.5 * 8) b) Placements to at least 2 students (For other than T&P officers) (0.5 * 8) c) Training to industry persons (It should be effective and at least for one full day) (0.5 * 8) d) Initiation of high quality industry training to min. three students leading to placements (e.g. Zensar, Thermax etc) Only first time. (0.75 * 8) e) Any other industry connect endorsed by HOD and Principal (0.5 * 8) Contribution to Society f) Unnat Bharat Abhiyan/ Unnat Maharashtra Abhiyan (0.75 * 8) g) Work on techno-societal problem (After completion it should be deployed/ implemented). (0.5 * 8)	08		



5	Continuing Education & Quality Improvement Programs a) Conducted workshops or FDP at institute level (1*5) b) Organized workshops or FDP at institute level (0.5*5) c) Conducted seminar at institute level (0.9*5) d) Organized seminar at institute level (0.45*5) e) Conducted seminar at department level (0.7*5) f) Organized seminar at department level (0.35*5) g) Courses conducted for students at dept. (1*5) h) Courses organized for students at dept. (0.5*5) i) Workshops/STTPs Attended (Min. 1 week duration) (0.3 * 5) j) NPTEL course certification (0.5 *5)	5		
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6	Initiative to handle Co-curricular/extra-curricular activities a) Handled additional responsibility at Institute level (0.9*6 for Type-I Activity, 0.5*6 for Type – II Activity, 0.25 *6 for Type-III Activity) b) Handled additional responsibility at department (0.7*6 for Type-I Activity, 0.4*6 for Type – II Activity, 0.25 *6 for Type-III Activity) c) Training & Placement (0.9*6) d) Admissions coordinators (0.9*6) e) Admissions committee member (0.45*6) f) Industrial experience acquired (Min. 1 week duration) (0.7*6) g) Guest Lecture Invited for (0.6 *6) Arranged (0.3*6) h) Cultural Activities (0.25*6 for Coordinator , 0.15*6 for Member) i) Sports Activities (0.25*6 for Coordinator , 0.15*6 for Member) j) Testing & consultancy (0.9*6)	12	1.	
7	Assessment by higher authorities	5		(HOD)
	Total	100		



- Pls refer to the list of Institute Level and Department Level Co-curricular and extra-curricular activities for identifying Category of respective activity.

Comments/ Additional Information/ Achievements in 2021-22 (Not covered in the form):

Developments you would like to share at Personal front/ Family:

Signature of faculty member



Signature of H.O.D.

10.4 VARIOUS PORTFOLIOS TO BE CONSIDERED BY FACULTY IN APPRAISAL FORM

Sr. No.	Institute Level Portfolio/ Activity
1.	Rector Gents Hostel
2.	Assistant Rector Gents Hostel
3.	Rector Ladies Hostel
4.	Assistant Rector Ladies Hostel
5.	Mess/Catering Committee
6.	Magazine Coordinator
7.	Magazine Committee Member
8.	N.S.S.
9.	Rotract Club
10.	Publicity & Marketing
11.	Soft Skill Coordinator
12.	Counseling Coordinator
13.	Institute area & bldg. plans & Campus Development
14.	Landscaping
15.	Library Committee
16.	Student Council
17.	Academic Calendar
18.	Coordinators Training & Placement
19.	Institute Website
20.	R.O. Plant
21.	Bus facility Coordinator
22.	Coordinator Ragging Prevention Committee

Sr. No.	Institute Level Portfolio/ Activity
23.	Member Ragging Prevention Committee
24.	Coordinator Women's Harassment Prevention Committee
25.	Member Women's Harassment Prevention Committee
26.	ISTE Chapter
27.	Suggestion Box In-charge
28.	College Video Preparation
29.	ISO Coordinator
30.	Study Abroad Cell
31.	News letter
32.	Fire Fighting Coordinator
33.	Orchitech
34.	Robo Club
35.	ERP Coordinator
36.	NPTEL
37.	Spoken Tutorial
38.	Entrepreneurship Cell Coordinator
39.	Anti-ragging Committee Coordinator
40.	Anti-ragging Committee Member
41.	Sports Committee Coordinator
42.	Sports Committee Member
43.	Incubation Cell Coordinator



Sr. No.	Department Level Portfolio/ Activity
1.	PG coordinator
2.	Seminar & Project Coordinator (UG)
3.	Research Lab In-charge
4.	R&D coordinator
5.	GATE coordinator
6.	Department ISO coordinator
7.	Industrial Training Coordinator
8.	MOU coordinator
9.	Class Coordinator
10.	Industrial Visit coordinator
11.	NAAC & NBA coordinator
12.	NPTEL coordinator
13.	Spoken Tutorial Coordinator
14.	R&D coordinator (Incubation)
15.	R&D coordinator (Industry Connect)
16.	Department Library Coordinator
17.	Aptitude coordinator
18.	POE & Test coordinator
19.	Tea club coordinator
20.	Video recording coordinator
21.	Website coordinator
22.	Magazine coordinator
23.	ERP coordinator
24.	Time table coordinator
25.	Alumni Coordinator
26.	PTA coordinator
27.	Student Association Coordinator

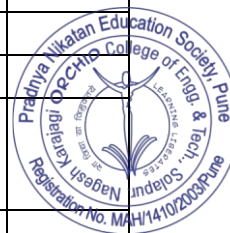
10.5 PERFORMANCE APPRAISAL FOR HEAD OF THE DEPARTMENT

Periodical Performance Appraisal will reap benefits to the college, the departments, the faculty, and the Department Heads themselves through the careful exercising. Completion of this form is one step in that appraisal process. Using the scale given below, please rate the department head in the categories listed and in the measure of overall effectiveness. Add any comments or observations that you might feel to be pertinent under the question, on the reverse side, or on a separate sheet.

Rating : Excellent – 5, Good- 4, Average- 3, Below Average- 0

Rating to be given by Principal after verifying the Compliances document

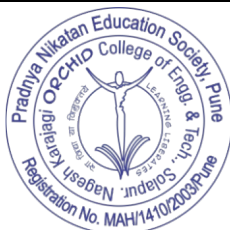
Sr. No.	Particulars	Compliance by HOD	Remark	Rating
	Performance Standards			
1.	Sets targets for the department, for the faculty, for students, and for himself			
	Fosters good teaching and stimulates research and scholarly activity in the department			
	Review and evaluation of targets			
	Meticulously plans the activities so as to meet the expected target.			
	Updates the team members and higher authorities about target road map.			
	Conducts regular feedback meeting with team members about milestones in target accomplishment.			
	Student Development Initiatives			
	Guides the team to develop student interest in learning.			
	Takes initiatives for good projects, mini projects, self learning opportunities.			
	Clearly communicates common goals to students			
	Conceives, plans and encourages students to participate in co-curricular activities.			
	Takes initiative in result improvement			
	Promotes student interest and participation in co-curricular activities.			
	Faculty Recruitment			
	Effective in attracting good faculty.			
	Actively and successfully shares the development of department to other colleges and university to attract faculty.			
	Faculty Evaluation & Development			
	Arranges uniform allocation of individual responsibilities.			
	Assists in the development of each person's special talents.			
	Recognizes and rewards colleagues in accordance with their contributions			
	Resource Generation			



Sr. No.	Particulars	Compliance by HOD	Remark	Rating
	Maintains an accurate, current assessment of needed resources			
	Facilitates obtaining grants and contracts from outside funds to support faculty research			
	Attention to Detail			
	Handles necessary paperwork			
	Promptly resolves matters of facilities			
	Maintains accurate student, faculty and financial records of department.			
	Problem Solving			
	Alert to and able to cope with unanticipated events			
	Able to obtain the cooperative response of faculty to a problem			
	Decision Making			
	Makes necessary decisions in a timely and decisive manner			
	Defines problems and critical issues properly			
	Collects and evaluates relevant data necessary for decision making.			
	Proposes and implements solution in consultation with team members.			
	Receives feedback with openness and takes steps in improving decision.			
	Communication			
	Provides clear instructions			
	Creates an atmosphere of openness by keeping colleagues informed of departmental policies and procedures as well as university and college- level discussions and decisions.			
	Morale and Attitude			
	Exhibits a spirit of trust and respect for colleagues			
	Generally positive and expresses pride in the accomplishment of others			
	Able to built cooperation amongst faculty members			
	Professionalism			
	Adheres to the institutional code of conduct.			
	Seeks others' point of view about colleague/student/system before coming to a conclusion.			
	Uses time effectively to complete & plan work.			
	Uses an appropriate tone of voice & body language even in a difficult situation.			
	Dresses appropriately that invokes respect & dignity.			
	Shows readiness to work under other's coordination and leadership.			
	Relates to colleagues in a friendly & positive manner			



Sr. No.	Particulars	Compliance by HOD	Remark	Rating
	Conducts departmental meetings regularly			
	Demonstrates a positive role model for students/ parents/ colleagues.			
	Accepts inter departmental request for sharing lectures or conducting lectures.			
	Gets assessment at university level completed as per the schedule, after examination.			
	Managerial Skills			
	Displays efficiency in conducting examinations .			
	Contributes and manages /admissions other central activities			
	Shows through action and words that he / she is in tune with Institution's philosophy			
	Resolves conflicts amicably and with maturity both at the departmental and institutional levels.			
	Maintains healthy relationship with students.			
	Helps maintain student discipline			
	Takes charge as leader when situation demands.			
	Contributes in improvising visibility of department in the society			
	Maintains healthy relation with the colleagues			
	Maintains records and cooperates for audit sessions effectively			
	Interaction and networking with other organization			
	Interacts with industry for student and faculty training, expert lecture, sponsored projects etc.			
	Participates in Resource generation , testing , consultancy etc.			
	Interacts with premiere institutes			
	Actively participates with Alumni			
	Invites industry experts or academicians, thus enhancing institute visibility.			
	Connects with alumni of the institute			
	Writes about achievement of institute, current education related issues, contributing towards visibility.			
	Vision			
	Has led the department with a definite vision of the direction and needs of the department for the future			
	Has developed a sound departmental plan			



10.6 ASSESSMENT CRITERION AND MINIMUM EXPECTATION LEVELS FOR BEST FACULTY AWARD

- The faculty member should have completed Post-graduation (M.E./ M. Tech) to be eligible for best Teaching Faculty Award.
- The faculty member should have served the institute for at least 2 years to be eligible for best Teaching Faculty Award.
- If a research publication/ research work is done by 2 or more faculty members, marks for the same are to be distributed among the faculty members on the basis of their contribution/ involvement in the publication/ research activity.
- Only One Best Teaching Faculty Award per Department will be given from next year.
- As per the 'Minimum Performance Expectations' guidelines, a faculty member should score minimum expected marks in every parameter of assessment, to be eligible for the award of Best Teaching Faculty Member.
- The lock in period for getting the award of Best Teaching Faculty member for Associate Professors and Professors will be 05 Years.
- The minimum expected score for academic results and student feedback is reduced after discussion.
- Revised 'Minimum Performance Expectations' guidelines are as below:

	Result (35)	Student Feedback (25)	R & D Work and Innovation (18)	Workshops / STTPs (5)	Co/ Extra curricular Activities (12)	Assessment by Higher Authority (5)	Total
Incumbent Asst. Prof. (Less than 2 Yrs)	17.5	15	0	0	5	3	40
Asst. Prof. (2-5 Yrs Experience)	17.5	17.5	5	2	8	4	55
Asst. Prof. (More than 5 Yrs. Experience) & Asso. Professor	17.5	20	10	4	12	5	70
Professor	17.5	21	15	4	12	5	75

- In a department, if a senior faculty member becomes eligible for award after completion of lock in period, along with the eligible faculty member, next top performer in the department will also be awarded.



- Revised 'Minimum Performance Expectations' guidelines for General Engineering Faculty members are as below:

	Result (35)	Student Feedback (25)	R & D Work and Innovation (13)	Co/ Extra- curricular Activities (6)	Contribution in Inst Dev., Admissions (16)	Assessment by Higher Authority (5)	Total
Incumbent Asst. Prof. (Less than 2 Yrs)	17.5	15	0	3	11	3	40
Asst. Prof. (2-5 Yrs Experience)	17.5	17.5	3	4	11	4	55
Asst. Prof. (More than 5 Yrs. Experience) & Asso. Professor	17.5	20	6	6	13	5	70
Professor	17.5	21	9	6	13	5	75

- For T & P Coordinators**, two assessment sheets will be produced by Dean (T & P), one is based on the outcome of efforts of the T & P Coordinator i.e. number of placements from the coordinator. While the other sheet will rate the overall performance of the T & P Coordinator and efforts put for placement activities of the department. Both assessments will rate the performance of T & P Coordinator on the scale of 35. First outcome based assessment score will be counted for evaluating the performance of T & P Coordinator as 'Teaching Faculty'. While the other assessment is considered for evaluating the performance of T & P Coordinator for 'Best T & P Coordinator' award.
- The lock in period for getting the award of Best T & P Coordinator will be 01 Year.
- The two Assessment Matrices for T & P Coordinators will be as below:

- Performance Analysis of T & P Coordinator for Best Teaching Faculty Award:**

Result (35)	Student Feedback (25)	Assessment by Dean (T & P) = (Percentage of Placements Done * 35)/100 (35)	Assessment by Higher Authority (5)	Total (100)
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- Performance Analysis of T & P Coordinator for Best T & P Coordinator Award:**

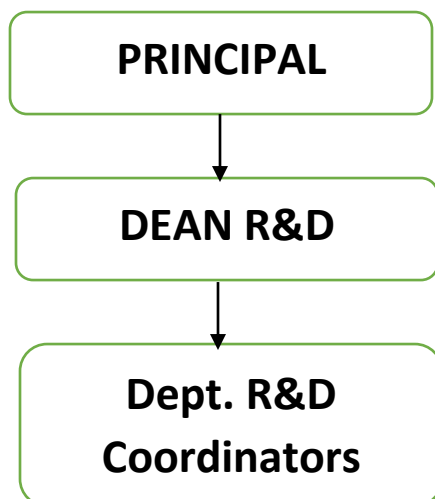
This is strictly on the basis of evaluation of performance of the T & P Coordinator by Dean (T & P) on the scale of 35.



Chapter AC- 11

RESEARCH AND DEVELOPMENT POLICY

11.1 ORGANOGRAM FOR R&D



11.2 SPONSORSHIP FOR Ph.D.

The Institute gives sponsorship to pursue Ph.D. at various institutes of national repute as well as other Universities. The institute gives study leave of one Semester with full pay to complete the stay requirement at the research institute.

11.3 FINANCIAL SUPPORT FOR Ph.D. WORK

The Institute gives financial Support of Rs. 50-70 thousand per year to the faculty members for their Ph.D. Work. The amount to be sanctioned is decided by HOD of concerned Department, Dean R&D and Principal.

11.4 FINANCIAL SUPPORT FOR UG PROJECTS

The Institute provides an financial assistance of Rs. 1.5 laks per department per year for the final year UG projects (Rs 7,000-10,000 per project)



11.5 FINANCIAL SUPPORT FOR RESEARCH PUBLICATION/ CONFERENCES

In order to boost R&D activities by keeping in mind NAAC and NBA accreditation it is essential to provide financial assistance to faculty members for publishing research papers and filing patents. As there are many journals and international conferences charging publication fees to faculty members (authors), so there is need to give financial assistance to our faculty members.

I. Financial assistance for research publications and Conferences.

Sr. No.	Category of research journal/ Conference and funding	Institutes financial assistance offered to First author
1.	Scopus indexed/ SCI (free with no publication fees)	4,000 incentive per paper to first author
2.	International journal UGC Listed/ Scopus/ SCI indexed journal (Paid)	75% of publication fees (max. limit upto Rs. 10000/- from Institute.
3.	National Conference	75% of registration fees+ TA DA for attending the conference if paper is accepted
4.	International Conference	75% of registration fees if paper is accepted + TA DA if conference is within India. 50% of registration fees +One way flight ticket charges if conference is abroad & if paper is accepted (Once in two years)

- Its mandatory to write NKOCET affiliation for all research papers
- Departments R and D committee will verify claim category
- If publication is made with research guide or with our students then also 75% of publications fees will be given by the Institute.
- If publication is made with other Institutes faculty members/ industry person then 50% of publication fees will be given by the Institute.

II) Financial Assistance for filling IPR (Patents)

Sr. No.	Category	Applicants and Co-applicants	All Patent filling expenses		Revenue sharing
			Institutes Contribution	Innovators contribution	
1	Fully funded	Main Applicant Principal, NKOCET Co-applicant	100%	0%	Institute 50% and Innovators



Sr. No.	Category	Applicants and Co-applicants	All Patent filling expenses		Revenue sharing
			Institutes Contribution	Innovators contribution	
		Inventors			50%
2	Partially funded	Main Applicant Innovator and Co-applicant Principal, NKOCET	75%	25%	Innovators 80% and Institute 20%
3	Collaborative	Main Applicant Innovator and industry person Co-applicant Principal, NKOCET	50%	Innovator and industry person 25% each or as per mutual agreement	Innovators and industry person 90% and Institute 10%

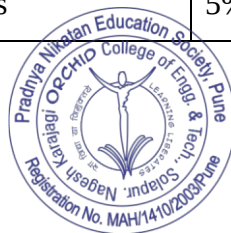
- In all above cases revenue sharing agreement shall be made with The Principal, NKOCET, Solapur.
- Participation in Seminar/ Workshops/ STTP :**
Rs.5,000/- annual budget for each faculty. (25% of registration fees will be bourned by faculty & 75% of registration fees will be bourned by Institute. TADA within the country will be bourned by Institute as per rules. Under exceptional cases where there is immediate case of students training, entire fees will be bourned by Institute with recommendation form HOD).
- Membership of professional bodies**
Institute pay 50% of professional body membership fees

11.6 RESEARCH PROJECTS:

Received research grant by Govt. or private Funding agencies.

Under this scheme principal Investigator will be eligible to get the incentive as per following categories of the projects.

Category	Project Category based on Amount of Research Grant received	Incentive Amount (Rs)
A	Research Grant up to Rs. 10.00 Lakhs	5% of grant



Category	Project Category based on Amount of Research Grant received	Incentive Amount (Rs)
B	Research Grant more than Rs. 10.00 Lakhs and up to Rs. 25.00 Lakhs	5% or 75000/- whichever is less
C	Research Grant more than Rs. 25.00 Lakhs	3% or 100000/- whichever is less

- When more than one person is working on the project the incentive amount will be equally divided amongst the team member or can decided case to basis.
- Incentive will be distributed after completion of the project and related formalities.



Chapter AC - 12

TESTING AND CONSULTANCY POLICY

12.1 PREMABLE

Being an Engineering Institute, NKOCET believes in practicing testing and consultancy work for Industry and Society. Civil department of the Institute is actively involved in testing and consultancy work.

12.2 TESTING AND CONSULTANCY

Testing and consultancy work acts as a bridge between Industry, society and Institute. This initiative gives a platform for Institute as well as Faculties to get updated with the Technology and happenings in the Industry. To promote the testing consultancy work Institute provides necessary Infrastructure such as Laboratory, testing equipments, power supply etc. Testing and Consultancy work fetches various benefits for Institute as well as Faculty and other staff involved in the same.

12.3 BENEFIT TO FACULTIES MEMBERS

- Technical knowledge and professional aptitude is updated.
- Faculties can earn name and fame in the field of their expertise.
- Monetary benefit to all faculty and staff involved in Testing and Consultancy work.
- Faculties can have a good rapport with Industry and Society which helps them in enhancing their teaching pedagogies.

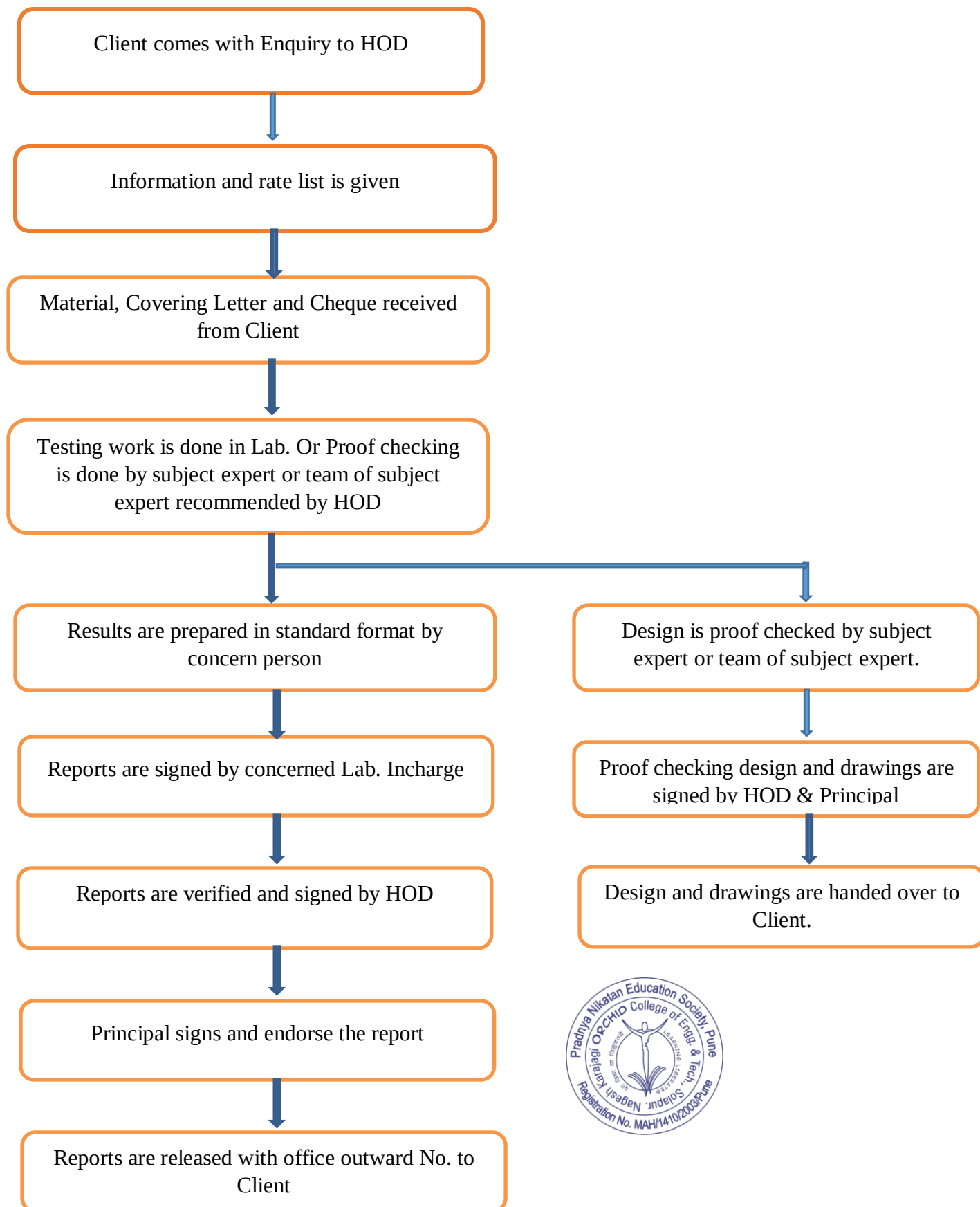
12.4 BENEFIT TO INSTITUTE

- The investment made by the Institute is put for most deserving purpose i.e. to create the Institute-Industry interface.
- This work is known as Institutional Social Responsibility (ISR) because of it's Technical contribution towards the Society.
- This work will create opportunities for raising the research funds for the development of Laboratories.
- Students of the Institute are exposed to the real world experience of technical field.
- The Institute-Industry interface will create opportunities for the Industrial Training and Placements of the students.

12.5 FLOW OF THE PROCESS

- 1) Rate list is revised every year. (attached as enclosure)
- 2) Distribution of earnings from Testing and Consultancy is done on the basis Remuneration & distribution chart. (attached as enclosure)
- 3) Remuneration is given to faculty and staff twice a year i.e. after Sept.30th and March 31st.







Pradnya Niketan Education Society, Pune.

**NAGESH KARAJAGI ORCHID COLLEGE OF
ENGINEERING & TECHNOLOGY, SOLAPUR**

NAAC Accredited, Approved by AICTE, New Delhi & Affiliated to DBATU, Lonere

E-mail : office@orchidengg.ac.in, Website : www.orchidengg.ac.in, Phone : (0217) 2500020/21
Post Box No. 154, Gut No. 16, Solapur-Tuljapur Road, Tale Hipparaga, Solapur- 413 002.

Date : 11/10/2020

As per the minutes of meeting held with Hon. Secretary on 10/10/2020 earlier **Remuneration Distribution Policy** regarding Material Testing, Consultancy, and Co-curricular and online courses is revised. The new Remuneration Distribution policy is as follows.

Remuneration Distributions

(For Material Testing, Consultancy, Co-curricular and Online Courses)

Sr. No.	Material Testing		Consultancy		Co-curricular Courses		Online courses (Internship, GATE Classes)
1	Institute	55%	Institute	35%	Institute	24%	15%
2	Tester	15%	Consultant	48%	Resource Faculty	63%-65%	75%
3	Lab. Incharge	8%					
4	Lab. Assistant	4%*	Lab. Assistant	1%*	Supporting Staff	3%-5%	2%
5	Peon (Lab. /Dept.)	3%*	Peon (Lab. /Dept.)	1%*	Principal	2%	2%
6	H.O.D.	7%	H.O.D.	7%	H.O.D.	3%	3%
7	Principal	4%	Principal	4%	Admin Office	3%	3%
8	Admin Office	4%	Admin Office	4%			

* To be decided by H.O.D. & Principal based on their involvement/Contribution

(Mr. S. S. Shelke)
REGISTRAR

(Dr. V. V. Bag)
DEAN ADMIN

(Dr. J. B. Dafedar)
PRINCIPAL



Chapter AD - 1

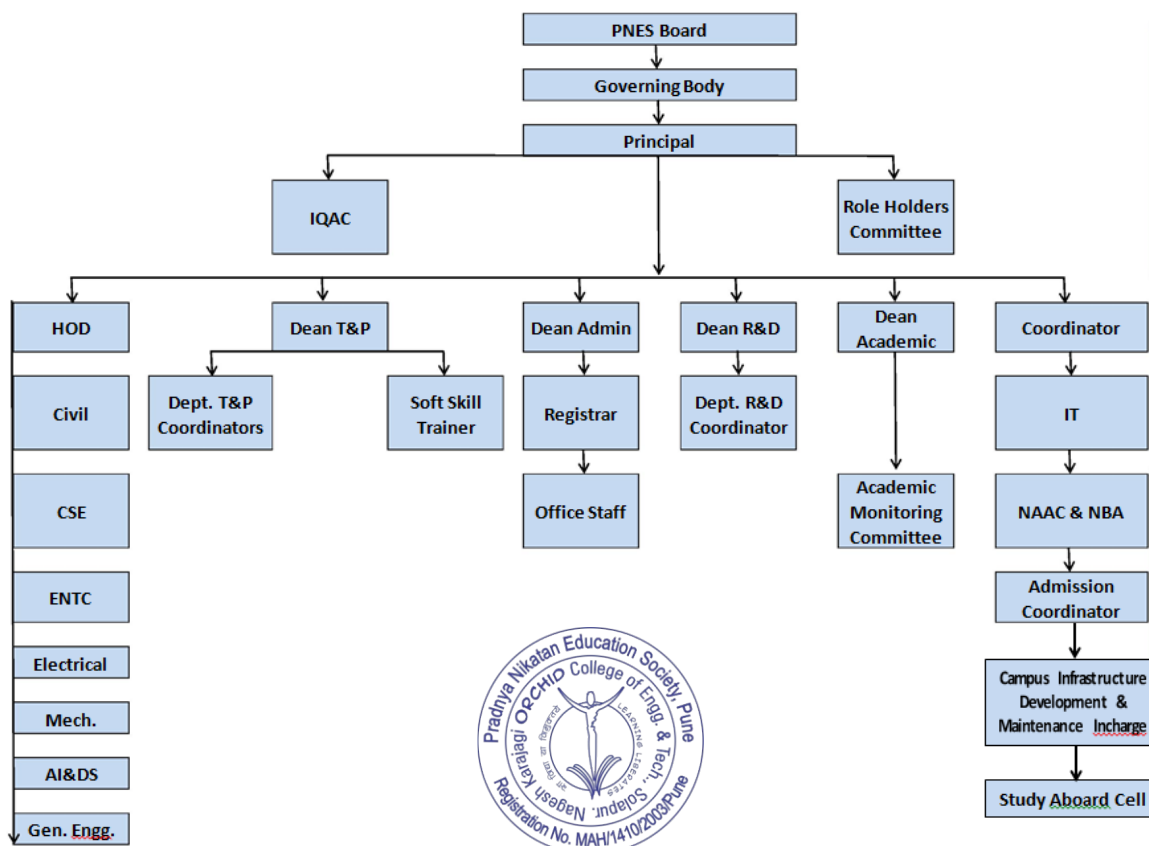
SERVICE RULES & RELATED POLICY

1.1 PREAMBLE

Nagesh Karajagi Orchid College of Engineering and Technology, Solapur (NKOCET) is run by the Pradnya Niketan Education Society, Pune (PNES). Currently PNES has two institutions - The Orchid School in Pune & NKOCET in Solapur.

NKOCET approved by AICTE, New Delhi, opened its gates for Technology Education from the academic year 2008-2009. It is recognized by Government of Maharashtra & affiliated to Solapur University, Solapur, Maharashtra and Dr. Babasaheb Ambedkar Technological University, Lonere, Maharashtra from academic year 2017-18.

It has also introduced post graduate (M.E.) courses from AY 2012-13. The institute spreads over picturesque, sprawling land, in the vicinity of beautiful Hipparaga Lake.



VISION

Locally Rooted, Globally Competent Education.

MISSION

- To strive for excellence in our teaching-learning process, encouraging creativity and critical thinking.
- To earn the reputation of institution with world class programme.
- To become the destination for prospective students of Engineering.
- To imbibe universal values of respect, commitment and team spirit.
- To provide globally competent education to fulfill comprehensive needs of individuals, industry and society.

QUALITY POLICY

- Peaking excellence in technical education.
- Providing holistic education for the students' personality development.
- Performance assessment of students and faculty on continuous basis.
- Providing employable education.
- Professionalizing faculty development.
- Promoting research and consultancy.
- Pursuing Industry - Institute interaction.

OBJECTIVES

- To emphasize on value based education through multi-grade modern teaching methodologies and techniques.
- To adopts strong teaching-learning system with use of modern teaching aids such as video, animations to make learning easier and interesting.
- To provide additional industrial oriented courses in each dept. to make the students industry ready.
- To introduce soft skill as additional subject in the curriculum.
- To focus on industrial training imparted to the students for practical learning.
- To focus on main and mini projects to enhance experiential learning of students.
- To provide quality and employable education to the students.

1.2 APPOINTMENTS

- As per curriculum workload and student-faculty ratio, Heads of the department should prepare the staff requirement two month before every semester and submit to the principal.
- The Principal ensure the requirement of faculty submitted by concerned HOD as per the workload and requirement of AICTE and University norms.



- The Principal put up the requirement of teaching and non-teaching staff before the management and governing body meeting for its approval.
- After getting approval from Governing Body and Management the appointment of faculty and non-teaching staff to be made by following due procedure as per the University statute.
- The minimum workload during the week for each category shall be maintained as follows.

Sr. No.	Designation	Workload
1.	Principal	04
2.	Professor	12
3.	Associate Professor	14
4.	Assistant Professor	16

The appointment of requirement of teachers to be made as per the University statute and AICTE norms.

Temporary Appointments :- The appointment teacher for a period of one year is made through local selection committee, constituted as per the University statute. The selection committee will be as follows.

- Chairman of the Governing Body of his nominee.
- The Principal/ Head of the Institution.
- The Head of the Dept. at College.
- Senior faculty or subject expert nominated by the chairman of Governing Body.

Appointment on Regular/ Permanent Basis :- The appointment of teachers is made as per the University statute by following due procedure.

- Approval for teachers' workload from the University.
- Approval for roster from the competent authority.
- Approval for publishing advertisement in newspaper from University.
- Appointment of Scrutiny Committee.
- Constitution of selection committee as per the University guidelines.
- Appointment of teachers after getting approval from University.
- Joining the teacher in the Institute.

Appointment of non-teaching technical supporting staff/ admin. staff/ menial staff :- As per the requirement of various department the appointment to be made by following due procedure.



- The appointments to be made as per the norms of Govt. of Maharashtra and University & required qualifications.
- Selection committee consist of -
 - 1) Chairman of Governing Body.
 - 2) Principal/ Head of the Institution.
 - 3) HOD concern.
 - 4) Subject expert.

Qualification : The appointments of all types of teaching and non-teaching staff are being made as per the norms of AICTE, DTE, UGC and affiliating university.

1.3 SCALE OF PAY :

Scale of pay, allowances, annual increments and benefits, shall be as per AICTE /University/DTE rules& regulations.

Annual Increment : There will be a uniform date of annual increment, viz. 1st July of every year. If an employee has joined after 31st Dec., his or her increment will be in next cycle and not immediate in July. Annual Increment of an employee shall freeze in case of poor performance / failure to achieve academic qualification in stipulated time period / disciplinary cause.

1.4 Special Privileges:

Special Allowances

- | | |
|----------------------------|-------------|
| i) For Deans & HOD's: | Rs. 5,000/- |
| ii) Dept. T&P Coordinator: | Rs. 1,500/- |

1.5 Academic Incentives:

Paper publication (for papers published in peer reviewed reputed journals) publication fees or the incentives are paid to faculty members as per research and development policy of institute.:

- The employee will be required to update knowledge and skills every year by attending in service and out bound programs.
- These may be within or after college hours or on holidays.
- Employee will be required to travel outside Solapur, to attend training programs when necessary.
- Local or outstation training travel, Boarding and Lodging will be paid by NKOCET as applicable.



1.6 Policy for reimbursement of registration fees and TA for attending STTP/ FDP/ online courses

1. 100% of Registration fees or upto Rs. 5000/- for the STTP/FDP/Online Courses will be borne by institute per faculty per year.
2. Travelling Allowance as per institute T.A. policy which is mentioned in next section.
3. Duty leave will be sanctioned for attending FDP/STTP/NPTEL Exam.
4. Institute will reimburse 50% of exam fees of NPTEL Examinations.

1.7 TRAVEL POLICY

- For Local Travel:
In case faculty/staff member uses his/her own vehicle, petrol/diesel charges will be paid as per the rate fixed per km by the authority.
- Travelling to other cities:
Transport requisition to be given to Transport coordinator in advance to book the transport facility.

Mode of Transport and eligibility:

The mode of transport for official work is allowed as follows.

Sr. No.	Category	Pay Scale with AGP	Mode of Travel Allowed
1.	Class I	AGP Rs. 9,000 & above. (Principal & Professor) By Bus: AC bus actual fare.	By Train : 3 tire AC / CC Chair/ Shatabdi Express/ Rajdhani Express
2.		AGP Rs. 6,000 & above and below Rs. 9,000/- (Associate Professor & Assistant Professor) By Bus : AC bus actual fare.	Sleeper Class / CC Chair
3.	Class II	AGP Rs. 4,400 & above and below Rs. 6,000/- By Bus : Non-AC bus actual fare.	Sleeper Class / CC Chair
4.	Class III & Class IV	All class III & IV servants By Bus : Non-AC bus actual fare.	Sleeper Class
5.	Local Transportation (City bus, local train, taxi, auto) charges will be paid as actual.		
6.	Prior permission should be sought from Principal in case of vehicle on rent.		



1.8 LEAVE RULES

Last working day of the month will be the last date to regularize the leave record. Any application coming after that date will not be considered and leave / salary may get deducted. To regularize it, the staff has to get Principal's signature and approval for that.

The categories of Leave are as follows:-

1. Casual Leave
2. Sick Leave
3. Maternity Leave



N. I. Orchid College of Engg. & Tech., Solapur
Leave Policy

*** The Leave policy is approved by Management as per the meeting held on 04/09/2021, to be implemented w.e.f. 1st July 2021.**

A) For Full Time regulars staff Member:-

Sr. No.	Category of employee	Leave Title Applicable	Reference of G.R. rules	Institute Policy
1.	a) Faculty Members (University approved)	1) Casual leave a) As per Solapur University statues- 15 days. b) As per DBATU Statues- 8 days. (Due to 2 nd & 4 th Saturday Holidays) 2) Sick Leave- 10 days. (20 half pay leaves converted into 10 days sick leave) 3) Vacations- 70 days, 40 summer and 30 winter. 4) Study leave. Max. 1 year at a time and 2 years in whole service. 5) Maternity leave- 180 days.	University statute section 200 (a) (SUS) DBATU Statues G.R. No. SMN-2693/128/, माशि-2, dated 4 Aug. 1995 As per University Statute. As per University statute section 200 (d)point (11) 1) As per University statue. 2) G.R. No. शासन निर्णय क्र. 1409/ प्र.क्र. 8/09/ सेवा-6, दि. 24/08/2009	15 days for teaching. 10 days full or 20 days half pay leave. After completion of two years of service in our Institute. 30 days summer & 20 days winter vacation to those who have completed two years of service in our Institute. 1) 3 years bond against study leave to be given. 180 day leave. i) Below one year service- not applicable. ii) After one year and below two years half pay leave. iii) Two years completion- full pay leave. iv) Upto 2 Children only.

Ujjwal
Registrar
7/9/2021

Bagu
Dean. Admin.
7/9/21



Pradnya
Principal

Sr. No.	Category of employee	Leave Title Applicable	Reference of G.R. rules	Institute Policy
2.	Non-teaching staff (Lab. Asst. Instructor, lab. attendant)	1) Casual leave- Casual leave 8 days.	1) शासन वि.क्र. 1498/प्र.क्र. 52/98/सेवा-9, दि. 21 दिसंबर, 1998	i) 8 days- For Non-Teaching Full Time appointed.
		2) Sick Leave- 10 days. (20 half pay leaves converted into 10 days sick leave)	Reference as per G. SMN-2693/128/, dated 4 Aug. 1995	10 days Full/ 20 half day Leave. Those who have completed two years of service in Institute.
		3) Vacations	i) University Statute Section 200(A), Section 201, page No.13,19 ii) MCSR, list of vocational staff. Ann.II, Rule 52	A) As per University rule for regular employee only. B) 30 days (Summer & Winter) for those who have completed two years of service in our institute.
		4) Maternity leave- 180 days.	1) As per University statue. 2) G.R. No. शासन निर्णय क्र. 1409/ प्र.क्र. 8/09/ सेवा-6, दि. 24/08/2009	180 day leave. i) Below one year service- not applicable. ii) After one year and below two years half pay leave. iii) Two years completion- full pay leave. iv) Upto 2 Children only.

[Signature]
Registrar
7/9/2021

[Signature]
Dean. Admin.



[Signature]
Principal

Sr. No.	Category of employee	Leave Title Applicable	Reference of G.R. rules	Institute Policy
3.	Non-Vacational staff. (Principal, Dean Admin., Admin. Staff, Library staff)	1) Casual leave- 8 days.	1) शासन वि.क्र. 1498/प्र.क्र. 52/ 98/ सेवा-9, दि. 21 डिसेंबर, 1998	8 Days. Full time employee. For Principal & Dean Admin – 15 days
		2) Earned Leave- 30 days as per MCSR.	As per MCSR, G.R. No. अरजा-अ 2488/395/ सेवा-9, दि. 09/11/1990.	30 days per year after completion of two years of service.
		3) Sick Leave- 10 days full/20 half pay leaves.	As per MCSR, G.R. No. अरजा-ब 2488/395/ सेवा-9, दि. 09/11/1990.	10 days full/20 half pay leave. Those who have completed two years of service.
		4) Maternity leave- 180 days.	1) As per University statue. 2) G.R. No. शासन निर्णय क्र. 1409/ प्र.क्र. 8/09/ सेवा-6, दि. 24/08/2009	180 day leave. i) Below one year service- not applicable. ii) After one year and below two years half pay leave. iii) Two years completion- full pay leave. iv) Upto 2 Children only.

[Signature]
Registrar
7/9/2021

[Signature]
Dean. Admin.



[Signature]
Principal

Sr. No.	Category of employee	Leave Title Applicable	Reference of G.R. rules	Institute Policy
4	Class IV- Peon	1) Casual Leave	-	8 Days for all class IV appointed on full time basis.
		2) Sick Leave	-	10 days full/20 half pay leave on medical ground. Those who are appointed full time & continued service (without break) after completion of two years.
		3) Earned Leave/Vacation	-	Vacation -For departmental Peon-Summer 8 days & winter 7 days. (15 days) For Administrative & Library- 15 days Earned Leave.
5	House- Keeping & Gardner	1) Casual Leave	-	12 Days for full time appointed.
		2) Sick Leave	-	10 Days full & 20 days half on medical ground. Those who are appointed full time & continued service (without break) after completion of two years.
6	Security staff	1) Weekly Holiday	-	One day every week off Two additional Compensatory Off in a month for 12 hrs. duty
		2) Sick Leave	-	10 Days full & 20 days half on medical ground. Those who are appointed full time & continued service (without break) after completion of two years.

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Registrar
7/9/2021

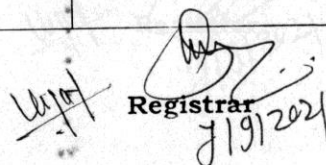
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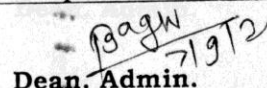


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Principal

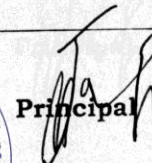
The following leave policy is recommended for those who are appointed on adhoc basis full time.(Break in service)
B) For Full time Ad-hoc Staff Member

Sr. No.	Category of employee	Leave Title Applicable	Reference of G.R. rules	Institute Policy
1.	Teaching Faculty	1) Casual leave	-	15 days for teaching. (For full time appointed staff only)
		2) Sick Leave	-	• 10 days full or 20 days half pay leave, after completion of one year of service in our Institute. • 30% of balance or maximum 30 days balance sick leave to be carried forward
		3) Vacations-	-	The number of days of vacation for the faculty members is as follows. One Year of Service Completed- 07 Days Two Years of Service Completed- 10 Days Three Years of Service Completed- 14 Days Four Years of Service Completed- 21 Days Five Years of Service and More than- 30 Days
		4) Maternity leave-	-	Not Applicable
2.	Non-Teaching staff (All Non-Teaching Admin, Class III & Class IV Peon, Gardner & House Keeping)	1) Casual leave-	-	12 days
		2) Sick Leave	-	• 10 days full or 20 days half pay leave, after completion of one year of service in our Institute. • 30% of balance or maximum 30 days balance sick leave to be carried forward of the past services in our institute.
		3) Vacations-	-	Not Applicable
		4) Maternity leave-	-	Not Applicable
3.	Security staff	1) Weekly Holiday	-	One day every week off Two additional Compensatory Off in a month for 12 hrs. duty
		2) Sick Leave	-	10 Days full & 20 days half on medical ground. Those who are appointed full time & continued service after completion of one year.


Registrar
7/9/2021


Dean. Admin.




Principal

Compensatory off

- Official working on college holidays (only if worked full day and authorized beforehand by the respective personnel) is counted for compensatory leave.
- Staff retreats, trips, industrial visits, placement visit, will not be considered for compensatory off.
- Compensatory leave can be carry forwarded in new academic year.
- Comp off to be given to any NKOCET member who attends training on holidays (not vacation) for the college.
- Voluntary work on holidays is not eligible for compensatory off.

Retirement Age

- Retirement age for all the teaching staff will be 60 years. The retirement age for non-teaching staff will be 58 years. The managing committee may grant extension if the employee has no mental/physical disabilities and his or her services are beneficial to the institution as per the rules of Govt. of Maharashtra/ University/ AICTE.
- The Management shall have the right to retire an employee in case one is found physically or mentally disabled which renders him incapable to carry out his duties. Age of employee shall be determined on the basis of documentary evidence provided by the concerned employee. In case the records are inconclusive, the age of the employee shall be determined by the Medical Examination carried out by the Medical Officer appointed by the Management and the decision of the Management shall be final and binding.

Minimum Performance Level Expectations

- **New Entrants:**
More Focus on Academics and Teaching Methodologies
- **With 2 – 5 Yrs. Experience:**
Academics and Good Teaching Learning Process is a must.

Good Industry Connect measurable in terms of outcome
Active Participation in Department/ Institute level administrative, co-curricular & Extra-curricular activities
- **Seniors with > 5 Yrs. Experience**
All of the above
1 Publication per 2 years
1 sponsored project per 2 years
- **Professors & Associate Professors:**
All of the above
1 research grant from agencies like DST, AICTE, BARC etc. (Deadline could be specified)



- **Consistent Poor Performers**

Freezing Increments on compounded basis till performance improvement are not upto expected minimum levels

Consistent non-performance leading towards termination of services

- **Termination of Employment**

Any Employee may be terminated from the services by the Management on the following grounds.

- Physical and Mental disability to carry out the normal duties.
- Misappropriation of college funds / accounts / violation of other kind
- On misconduct of Employee – Termination will be done after holding domestic enquiry and on the basis of report of the Enquiry Officer.
- On violation of code of conduct.
- Any other bona-fide reasons
 - Involved in any illegal activities and found criminal by law in any offence.
 - Continuous poor academic performance as mentioned in minimum performance expectations criterion

- **Confirmed Employees**

Services of the permanent employees may be terminated after giving 3 months' notice in writing or an amount equal to 3 months' salary in lieu of notice period.

- **Non-Confirmed Employees**

The services of the probationers on or before expiry of probation period or the extended period can be terminated by giving one month's notice period or an amount equal to 1 month Basic pay in lieu of notice period. No employee can claim as a matter of right of employment after the expiry of the last working day.

Termination may not align with the Academic Cycle, i.e. July to June.

1.9 RESIGNATION

- If an employee, at any time after confirmation, intends to resign, he/she shall give 3month's notice in writing or 3month's Basic pay including all allowances to the Institution.
- The resignation has to align with the Academic Cycle i.e. June to July. No employee should resign from his/ her services during the semester.
- The Class allocation is done at the end of every semester for the new semester. After the allocation if a faculty decides to resign, then he/she will have to honor the separation norms.
- Notice period is applicable only for working months (1 month or 3 months).
- Vacation cannot be included.
- Leave balance of all kinds cannot be counted for resignation period.
- Leave during notice period will be without pay. Notice period cannot be extended to suit the candidate's requirement.



1.10 HOLIDAYS AND VACATIONS

a. Teaching Staff :

- There will be two vacations; Summer and Winter.
- Principal may call any teaching staff during the vacation for some work.

b. Non-Teaching Staff:

- There will be no vacation for the non-teaching staff which includes Library assistant & IT department.

1.11 DISCIPLINE

Attendance of Employees

- Every employee is expected to reach the college punctually and use biometrics at the attendance machine on arrival and also at the time of departure.
- Late coming beyond 10.00 a.m. more than three times in a month will result in 1 campus off deduction.
- Twice in a month, you are allowed to take Campus off (2 hrs.), with prior permission of your respective head.
- Visiting faculty will have to sign a separate muster to mark their attendance. Failure to sign the muster will lead to salary deduction.

Private and other Tuitions

- No staff member shall undertake tuitions.

1.12 FACULTY AND STAFF WELFARE SCHEMES

Following welfare schemes for faculty and staff should be made available.

- Fee waiver scheme for the wards of employees: 50% fee waiver should be given to children of faculty & staff members who take admission in our institute.
- Special Allowance shall be given to role holders for recognizing their additional efforts. For Deans Rs. 5,000/- per month, For HODs Rs. 5,000/- per month and for departmental T & P Coordinators Rs. 1,500/- per month.
- Financial assistance should be provided to faculty members to pursue higher studies.
- Incentive for Research Publications: Institute should offer research incentives for publications of research articles in national & international journals and conferences as per R&D policy..
- Personal Accident Insurance (Group Insurance Scheme) shall be made available for all teaching and non-teaching staff.



- Uniform to Class – IV Staff: Institute should provides Two sets of uniform with supporting accessories every year to all Class-IV employees i.e. peons, housekeeping staff, security staff, gardening staff.
- Provision for EPF shall be made available for regular employees.
- Gratuity Scheme shall be available as per Government norms.



Chapter AD- 2

ADMINISTRATIVE POLICY

2.1 INTRODUCTION: Office Administration activities are broadly classified into six sections viz:

- Establishment section
- Inward/Outward and typing Section
- Student Section
- Scholarship Section
- Store and Purchase
- Accounts Section

2.2 ESTABLISHMENT SECTION

- Maintaining a detailed record recruitment process, muster, file etc. of both teaching and non-teaching staff.
- To follow the procedure for recruitment of staff to maintain leave record of employee.

2.3 INWARD/OUTWARD AND TYPING SECTION

- The note of all incoming documents is maintained in inward register.
- Giving a unique number to each inward and outward documents as per yearly maintained register from 1st July to 30th June
- Principal gives forwarding remark on the inward letters for distribution of letters to concerned person or department.
- Maintaining records of internal meeting as well as statutory meetings.
- Issuing all types of students' Certificates as per their applications.

2.4 STUDENT SECTION

- First year Admission process start after MH-CET and AICTE results are declared.
- Checking of admission forms and preparing admission lists.
- Form checking to dispatching exam forms to University for the exams carried out per semester in December and in May
- Dispatching University results to particular Departments.
- Maintaining files of results from F.E to B.E after result are declared.
- Correspondence to University and DTE regarding information of students.
- Sending all types of University funds viz Ashwamedh, Student Insurance etc. to the university.
- Maintaining record of Alumni data.



2.5 SCHOLARSHIP SECTION

Following the complete procedure to get G.O.I., EBC, Minority and other scholarships declared by Govt.

- While admitting the students getting the scholarship, EBC forms duly filled from the student category wise.
- Sorting all the forms category wise preparing proposals for the same rechecking of forms as per merit list.
- Submission of proposals to following governing bodies:
 - For scholarship: Special District Welfare Office, Solapur.
 - For EBC: EBC center at Solapur.
- After the sanction of proposals a demand draft of the amount is received.
- A notice is issued regarding sanctioned proposals to all departments and is displayed on all the notice boards.
- Online amount is transferred on the students account after processing of all the necessary documents submitted by the students.

2.6 PURCHASE AND STORES : The purchase is of two types.

1) Purchase through store incharge

For purchase of central requirements such as stationary, furniture, consumables, infrastructural related items etc. the below procedure is followed.

- Concern coordinator puts up requirements of the materials to the HOD and HOD forwards to stores.
- Store incharge calls the quotations from the vendors.
- Received Quotations are entered in inward register by office duly signed by Registrar.
- Comparative statements are signed by the Store Incharge, Registrar, Dean Admin, and Principal with specific remarks by the concerned store incharge.
- Purchase/work order is placed with signature of the Registrar, Dean Admin. & Principal.
- When material is received, store I/C checks the material as per purchase order and puts his remarks. After satisfactory demonstration store incharge forwards the bill along with the specific remarks and making entry in the central dead stock register.
- Store I/C hands over the documents to accounts section for further processing i.e. release of payment.

2) Purchase through department

For purchase of departmental equipments the concern lab. incharge follows the below procedure.

- Concern lab I/C puts up requirements of the materials to the HOD.



- HOD gives permission to call for quotations, then concerned lab I/C sends quotation call letters with outward numbers and date.
- Received Quotations are entered in inward register by office duly signed by Registrar.
- Comparative statements are signed by the lab I/C, HOD, account section and principal with specific remarks by the concerned lab I/C and HOD, to whom the order is to be given, with full justification and quantity etc.
- Purchase/work order is placed with signature of the Dean Admin. & Principal.
- When material is received, store I/C checks the material as per purchase order and puts his remarks and provide the same to the HOD to verify it according to the placed P.O.
- Concerned Lab I/C checks the received material and after satisfactory demonstration, forwards the bill along with the technical report to the store I/C with due entry in dead stock register.
- Store I/C hands over the documents to accounts section for further processing i.e. release of payment.

2.7 ACCOUNTS SECTION

- As per the budget approved by governing body accounts section manages the expenditure throughout the year.
- Comparative statement for materials/equipments is duly signed by account section after cross checking the prices and quantity against Quotations.
- After complete verification of bill, purchase order and document will be forwarded to office Superintendent/registrar for his noting.
- After receipt of approval by the principal account section will make the payment.
- After payments are made there should be a stamp/noting on the bills that payments are made via cheque no./ DD no.
- Monthly payments of teaching and non-teaching staff are made by the account section based on their muster record.
- Various form fees are collected by account section from the students. Care is taken by the account section to make payment of bills of various utilities in NKOCET like water, electricity, phone bill, various taxes etc. before the due date.



Chapter AD - 3

IT INFRASTRUCTURE POLICY

3.1 PREAMBLE

Basically in the organization IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the organization on the campus. This policy establishes campus-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed and/or controlled by the organization. Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents, Intranet and Internet services have become most important resources in educational institutions and research organizations. Realizing the importance of these services, NKOCET took initiative and established basic network infrastructure in the academic complex of the campus. Over the last ten years, not only active users of the network facilities have increased many folds but also the web-based applications have increased. This is a welcome change in the organizations academic environment. System Administrator is the resource that has been given the responsibility of running the campus intranet and Internet services. System Administrator is running the Firewall security, ADS, DHCP, DNS, email, web, and application servers and managing the network of the college.

On one hand, resources are not easily available for expansion to accommodate the continuous rise in Internet needs, on the other hand uncontrolled, uninterrupted and free web access can give rise to activities that are neither related to Teaching/learning processes nor governance of the college. At the outset, we need to recognize the problems related to uncontrolled surfing by the users:

- Prolonged or intermittent surfing, affecting quality of work
- Heavy downloads that lead to choking of available bandwidth
- Exposure to legal liability and cases of sexual harassment due to harmful and embarrassing content.
- Confidential information being made public.

With the extensive use of the Internet, network performance suffers in multiple ways:

- When compared to the speed of Local Area Network (LAN), Internet traffic over the Wide Area Network (WAN) is a potential bottleneck.
- When users are given free access to the Internet, non-critical downloads may clog the traffic, resulting in poor Quality of Service (QoS) and affecting critical users and applications.
- Too many concurrent users who are on the high speed LANs trying to access Internet resources through a limited bandwidth, definitely create stress on the Internet bandwidth available.



- Every download adds to the traffic on the Internet. This adds to costs and after a point, brings down the Quality of Service. Reducing Internet traffic is the answer.
- While creating these policies, every effort has been made to have a careful balance between security and the ability to conduct the rightful functions by the users.

3.2 OBJECTIVES

- Information Technology policies are intended to help users of IT systems to determine as to how the IT systems are to be used.
- Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents.
- This policy establishes campus-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the organization.

3.3 POLICY AND GUIDELINES

Purpose of IT policy is to set direction and provide information about acceptable actions and prohibited actions or policy violations. Guidelines are created and provided to help organization, departments and individuals who are part of college community to understand how college policy works. Various resources that need to be secured are:

- Internet Access
- Official Websites, Web applications
- Official Email services
- Data Storage
- Mobile/ Desktop/ server computing facility
- Documentation facility (Printers/Scanners)
- Multimedia Contents



3.4 IT HARDWARE INSTALLATION POLICY

Campus network user community needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

- **Who is Primary User**

An individual in whose room the computer is installed and is primarily used by him/her, is considered to be “primary” user. If a computer has multiple users, none of whom are considered the “primary” user, the department Head should make an arrangement and make a person responsible for compliance.

- **What are End User Computer Systems**

Apart from the client PCs used by the users, the college will consider servers not directly administered by System Administrator, as end-user computers. If no primary

user can be identified, the department must assume the responsibilities identified for end-users. Computer systems, if any, that are acting as servers which provide services to other users on the Intranet/Internet though registered with the System Administrator, are still considered under this policy as “end-users” computers.

- **Warranty and Annual Maintenance Contract**

Computers purchased by any Section/Department/Project should preferably be with 3-year on-site comprehensive warranty. After the expiry of warranty, computers should be maintained by in house team. Such maintenance should include OS re-installation using Windows Deployment Server 2012 and checking virus related problems also.

- **Network Cable Connection**

While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. Further, no other electric/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

- **Shifting Computer from One Location to another**

Computer system may be moved from one location to another with prior written intimation to the Head of the Dept./Lab In-charge who maintains a record of computer location.

- **Maintenance of Computer Systems provided by the College**

For all the computers that were purchased by college centrally and distributed by the IT team as per principal guideline, College Computer Maintenance Cell (IT Team) will attend the complaints related to any maintenance related problems.

Noncompliance

NKOCET faculty, staff, and students not complying with this computer hardware installation policy may leave themselves and others at risk of network related problems which could result in damaged or lost files, inoperable computer resulting in loss of productivity. An individual’s non-compliant computer can have significant, adverse effects on other individuals, groups, departments, or even whole college. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.

3.5 SOFTWARE INSTALLATION AND LICENSING POLICY

Any computer purchases made by the individual department/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed. Respecting the anti-piracy laws of the country, Campus IT policy does not allow any pirated/unauthorized software installation on the college owned computers and the computers connected to the college campus network. In case of any such instances, college will hold the



department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.

- **Operating System and its Updating**
 - Individual users should make sure that respective computer systems have their OS updated in respective of their service packs/patches, through Internet. This is particularly important for all MS Windows based computers (both PCs and Servers). Updating OS by the user helps their computers in fixing bugs and vulnerabilities in the OS that were periodically detected by the Microsoft for which it provides patches/service packs to fix them. Checking for updates and updating of the OS should be performed at least once in a month or so.
 - College as a policy encourages user community to go for open source software such as Linux, Open office to be used on their system wherever possible.
 - Any MS Window OS based computer that is connected to the network should access <https://windowsupdate.microsoft.com> web site for free updates. Such updating should be done at least once in a week. Even if the systems are configured for automatic updates, it is users' responsibility to make sure that the updates are being done properly.
- **Antivirus Software and its updating**
 - Computer systems used in college should have anti-virus software installed, and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system complaint with this virus protection policy.
 - Individual users should make sure that respective computer system have current virus protection software installed and maintained.
 - He/she make sure that the software is running correctly. It may be noted that any antivirus software that is running on a computer, which is not updated or not renewed after its warranty period, is of practically no user. If this responsibility appears beyond the end user's technical skills, the end-user is responsible for seeking assistance from any service-providing agency.
- **Noncompliance**
 - NKOCET faculty, staff, and students not complying with this computer security policy leave themselves and others at risk of virus infections which could result in damage or lost files inoperable computer resulting in loss of productivity risk of infection to others confidential data being revealed to unauthorized person. An individual's non-complaint computer can have significant, adverse effects on other individuals, groups, department, or even whole college. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.

3.6 NETWORK (INTRANET & INTERNET) USE POLICY



Network connectivity provided through the College, referred to hereafter as “the Network”, either through an authenticated network access connection is governed under the College IT Policy. The Communication & Information Services (IT team) is responsible for the ongoing maintenance and support of the Network.

- **IP Address Allocation**

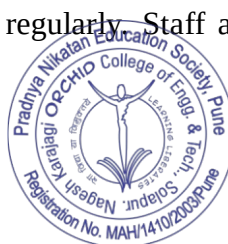
- Any computer (PC/Server) that will be connected to the college network should have an IP address assigned by the respective Dept. Lab Assistant. Following a systematic approach, the range of IP addresses that will be allocated to each building is decided. So, any computer connected to the network from that Lab will be allocated IP address only from the available address pool. Further each network port in the room from where that computer will be connected will have MAC address binding to Firewall so as to get internet access.
- An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port. IP addresses are given to the computers but not to the ports.

- **Wireless Local Area Networks**

- This policy applies, in its entire, department, or division wireless local area networks. In addition to the requirements of this policy, school, departments, or divisions must register each wireless access point with IT dept. including Point of Contact information.
- Departments or divisions must not operate wireless local area networks with unrestricted access. Network access must be restricted either via authentication MAC address restrictions. Passwords and data must be encrypted.
- If individual want to have inter-building wireless network, prior to installation of such network, it should obtain permission from the college authorities whose application may be routed through the coordinator, IT department.

3.7 EMAIL ACCOUNT USE POLICY

- In an effort to increase the efficient distribution of critical information to all faculties, staff and students, and the College administrators, it is recommended to utilize the college e-mail services, for formal College communication and for academic & other official purposes.
- E-mail for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal College communications are official notices from the College to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general College messages, official announcements, etc. To receive these notices, it is essential that the e-mail address be kept active by using it regularly. Staff and faculty may use the



email facility by logging on to <http://mail.google.com/a/orchidengg.ac.in> with their User **ID** and **Password**. For obtaining the college email account, user may contact EST Dept. for email account.

- Users may be aware that by using the email facility, the users are agreeing to abide by the following policies:
- The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Using the facility for illegal/commercial purposes is a direct violation of the college IT policy and may entail withdrawal of the facility. The illegal use includes, but is not limited to, the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk e-mail messages, and generation of threatening, harassing, abusive, obscene or fraudulent messages/images.
- While sending large attachments to others, user should make sure that the recipient has email facility that allows him to receive such large attachments.
- User should keep the mail box used space within about 80% usage threshold, as ‘mail box full’ or ‘mail box all fullest’ situation will result in bouncing all the mails, especially when the incoming mail contains large attachments.
- User should not open any mail or attachment that is from unknown and suspicious source. Even if it is from known source, and if it contains any attachment that is suspicious nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is very much essential from the point of security of the user’s computer; as such messages may contain the viruses that have potential to damage the valuable information on your computer.
- Users should configure messaging software (Outlook Express/Mobile apps client etc.,) on the computer/Mobile Devices that they use on permanent basis, so that periodically they can download the mails in the mailbox on to their computer thereby releasing the disk space on the server. It is user’s responsibility to keep a backup of the incoming and outgoing mails of their account.
- User should not share his/her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.
- User should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.
- While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.

3.8 RESPONSIBILITIES OF SYSTEM ADMINISTRATORS

- Analyzing system logs and identifying potential issues with computer systems.
- Introducing and integrating new technologies into existing data center environments.
- Performing routine audits of systems and software.



- Performing backups.
- Applying operating system updates, patches, and configuration changes.
- Installing and configuring new hardware and software.
- Adding, removing, or updating user account information, resetting passwords, etc.
- Answering technical queries and dealing with often frustrated users.
- Responsibility for security.
- Responsibility for documenting the configuration of the system.
- Troubleshooting any reported problems.
- System performance tuning.
- Ensuring that the network infrastructure is up and running.
- The system administrator have to also perform following duties
- Technical support
- Network administrator/analyst/specialist
- Makes recommendations for new equipment and services to purchase and works with various vendors for procurement.
- Perform on-site and remote technical support.
- Maintains the organization and inventory of all hardware and software resources.
- Provide network and desktop support to users.
- Design, install, upgrade, configure, and repair local and wide area network hardware and infrastructure.
- Support Video Conferencing.
- Assist in other heads in planning IT budget needs.
- Evaluates, tests, and recommends appropriate technology
- Maintains network maps of all sites.
- Train technical assistant with simple network troubleshooting techniques.
- Oversee network and server configuration maintenance and management.
- Performs other duties as assigned by higher authorities.

3.9 GUIDELINES FOR DESKTOP USERS

- These guidelines are meant for all members of the NKOCET Network User Community and users of the college network. Due to the increase in hacker activity on campus, College IT Policy has put together recommendations to strengthen desktop security. The following recommendations include:
- All desktop computers should have the latest version of and should retain the setting that schedules regular updates of virus definitions from the central server.
- When a desktop computer is installed, all operating system updates and patches should be applied. In addition, operating system updates and patches should be applied regularly, on an ongoing basis. The frequency will be a balance between loss



of productivity (while patches are applied) and the need for security .We recommend once in a week cycle for each machine.

- Whenever possible, security policies should be set at the server level and applied to the desktop machines.
- All Window desktops should have an administrator account that is not used as the regular login account. The login for the administrator account should be changed from the default.
- The password should be difficult to break.



Chapter AD - 4

MAINTENANCE POLICY

4.1 PROCEDURE FOR CIVIL INFRASTRUCTURE MAINTAINANCE

- Campus Infrastructure Development In charge is taking care of the civil and infrastructure related development and maintenance.
- Housekeeping and Gardening Cleanliness is unique characteristic of our institute and it is maintained with the help of separately recruited housekeeping staff.
- Each housekeeping staff cleans his assigned area thrice a day.
- Three gardeners are recruited to take care of the garden/lawn in the campus

4.2 PROCEDURES FOR MAINTAINING AND UTILIZING LABORATORY

- A teaching faculty is assigned duty of lab in-charge who maintains dead stock entries, get those entries verified from head of department.
- Every lab is maintained by a lab assistant and monitored by lab in charge.
- Lab assistant check equipment in lab at regular time interval and generate reports about condition of the equipment in lab.
- The same report is submitted to lab in-charge of lab.
- For temporary transfer of any equipment, application need to be provided to the lab in-charge, who record transfer note in transfer register.
- When equipment is returned, remark will be made by lab incharge and lab assistant.
- If any equipment fails, lab in-charge add requirement in new requirements list, requirement list which is validated by concerned HOD, Store Keeper and system admin in case of computers and peripherals.
- New requirements are collected by HOD from lab in-charges and after approval from the Principal, quotations are called from the vendors and comparative statement is prepared.
- The vendor who has quoted lowest price along with quality is preferred for procurement of the material.

4.3 PROCEDURE FOR IT MAINTAINCE

- A teaching faculty from CSE department is given charge of IT Coordinator.
- Under his guidance System administrator and technical assistants are working in IT department. The task of IT department is to establish and maintain IT infrastructure in the campus.
- If the IT related equipment is not working properly then concerned person should report the query/complaint to System Admin.
- The complaint will be resolved on urgent basis.



4.4 OTHER MAINTENANCE

- Estate Manager is appointed to take care of routine maintenance of infrastructure and furniture in lab under supervision of Campus Infrastructure Development In charge.
- In case of any maintenance related issue Lab Incharge/HOD forward application to estate manager. After verifying complaint and identifying necessary action for repair/replacement, he gets the task completed.
- Each classroom is equipped with projector and one desktop machine to facilitate use of modern teaching aids for faculty members.
- For any additional requirement in furniture (benches, table, chair), feedback is collected once in semester by HOD from students.
- As per feedback, requirements about extra furniture, hardware components are proposed by HOD.



Chapter AD - 05

LIBRARY POLICY

5.1 PREAMBLE

Library plays a very critical role in supporting the academic programs of the institute. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments

Library manual is a source of information, a constitution which lists procedures and policies within the library. It is a source that library staff will consult whenever there is any confusion about any function or procedure. This manual is an effort to make you feel at ease in the library. Hopefully, it will answer some of your questions concerning library services and will aid you in using the library more effectively. The Library Staff is tasked to help the users in the pursuit of academic excellence. They have the knowledge and understanding of available resources and materials and how they are organized in order to easily locate information available on a subject.

Our 'library' is flourished with an enormous and excellent collection of books & journals. To provide better service to its user N. K. Orchid College of Engineering and Technology has established its own library in Year 2008-09 for students as well as for faculty members.

Objective

- To provide relevant and updated information sources necessary to support the curricular, recreational, and professional needs of the clientele;
- To establish and monitor the collection for optimal use and effective library service delivery;
- To instruct users in basic library skills and to assist them in making effective use of information using many formats so that they can make optimum use of the library; and
- To encourage students, faculty, staff, and other prospective clients to continue their growth and development through the use of resources and services of the library.

5.2 LIBRARY COMMITTEE

To meet the all the above objectives, the Library is guided by Library Committee with the following constitution of members:

Chairman: From any one of the five departments

Secretary: Librarian

Members: Representative from each department.

Roles of Responsibility of Committee Members



- To guide the Librarian in formulating general library policies and regulations which govern the functions of the library
- To provide for proper documentation services and updating the Library collection
- To work towards modernization and improvement of Library and documentation Services
- To formulate policies and procedures for efficient use of Library resources
- To review Library readership department wise
- To adopt measures to enhance readership
- To prepare budget and proposals for the development of the Library
- To recommend to the authorities the fees and other charges for the use of the Library
- To seek feedback on Library functions from readers
- To take measures to increase the membership of the Library beyond the boundaries of the College

Library Working Timing:

During regular days 10.00 a.m. to 6.00 p.m.

During Preparation Leave 8.00 a.m. to 11.00 p.m.

5.3 MEMBERSHIP AND REGISTRATION

To be able to fully benefit from all the services, facilities and resources offered by the library, you need to be a registered staff / student. After taking admission to the Institute, the students have to fill the form to register for the library membership to avail the library services.

5.4 BOOK BANK SCHEME

The book bank scheme is given to the all students. As per the scheme, each student will get one set books for home issue for the whole semester.

5.5 LIBRARY POLICY

Book Purchase Policy

The Prepare list of books, catalogue in print as in well e-format is mailed to the concerned department for their information and recommendation. The library requisition form is available in the library for recommending the books. In addition to this according to students demand, library staff prepares department wise list and after due consultation with Head of the Departments, librarian prepares requirement of new title for all departments and put up to Principal for approval.

Book Dispose Policy

- Library staff to make all possible efforts to locate the Books not found during stock verification
- Prepare list of the Books not found during stock verification
- Put up the list to the Library Committee



- Obtain approval from the Library Committee
- Obtain approval from the Principal
- Make necessary entries in the accession register, write-off register
- Remove records from databases
- Improve the system with additional precautionary measures

Stock Verification Policy

Physical verification of the library stocks is carried out to identify the losses, identifying misplaced and / or mutilated documents that need repair, or to weed out from the library collection. Depending upon the size of the library following periodicity is fixed:

No. of Books Volume	Stock Verification Interval
Upto 20,000	3 Years
Upto 50,000	5 Years
50,000-1,00,000	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done
Above 1,00,000	Sample (10% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done

The sample can be of random generation of numbers. The verification is carried out by a team of members appointed by the LAC and the library staff assists the verification team.

- Books are vulnerable to physical handling and environmental conditions. Hence, mutilation, wear and tear of books by heavy use is a common occurrence in libraries.
- Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian and library staff play a role as information manager and facilitator and not just a custodian. Library is kept open in all working days and holidays and it's the responsibility of entire library team and security guards employed in the library. Therefore, librarian alone is not held responsible for the losses, unless it is attributed to dishonesty and gross negligence.
- Loss of five volumes per one thousand volumes of books issued/consulted in a year is taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1000/- (Rupees one thousand only) and rare books irrespective of value are invariably investigated and appropriate action is taken*

*** General Financial Rules 2005, Government of India, Rule 194 – Physical verification of Library book**



- Loss of a book of the value exceeding Rs.1000/- for books published in India and Rs.10000/- for books published abroad and books of special nature and rarity is invariably investigated and consequential action is taken. The LAC write off all such losses. The base values suggested for Indian and foreign books are reviewed every five years.
- A publication is considered as lost only when it is found missing in two successive Stock verification and thereafter only action is taken to write off the publications by competent authority.
- If the loss of book is more than the permissible extent, the causes of such loss are investigated by the competent authority and the remedial measures are strengthened.
- Occasional loss/damage of periodicals is inevitable during postal transit. If the Payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non-receipts/damages are considered as loss for write-off.
- There is no objection to the Librarian, after due approval, in disposing of mutilated/Damaged/obsolete volumes to the best interest of the library. However, the disposal of such volumes is made on the recommendations of the Library Advisory Committee to be appointed by the competent authority which decides whether the books mutilated/damaged/obsolete are not fit for further use.

5.6 USE OF OPAC

Web OPAC (online Public Access Catalogue) is available through e - Granthalaya Library Software to know the availability of books. Separate node is made available in the NKOCET Library for OPAC facility. And as it is a Web OPAC, user from any location can search the library collection. Simple search by giving Title, Author, and Subject wise search facility is provided through OPAC

5.7 LIBRARY AUTOMATION DETAILS

All the active book collection is updated in the Library Software database and OPAC is available for the users. The issue and return of books has been activated with the Library Software.

5.8 DETAILS OF PROJECT REPORTS KEPT IN LIBRARY

Every year library keeping all the research projects, M.E. dissertation reports etc. for the reference to the staff members and students.

5.9 LIBRARY SOFTWARE, DIGITAL LIBRARY DETAILS

The Library transactions and library entries are carried out by Library Software with Bar Code Technology. In Digital library, there are 10 Computers connected in LAN with Internet to each of them. The students and teachers are making best use of the Internet in the library free of cost. Library also has membership with DELNET, NDL.



As the update users to the latest technology library is subscribing e-resource packages of DELNET (Developing Library Network), NDL (National Digital Library), NPTEL (National Programme on Technology Enhanced learning). These databases are accessible throughout the college campus.

5.10 LIBRARY LOGIN AND BOOKS, JOURNALS AND PERIODICALS ACCESS DETAILS

- Every staff can home issue only ten books and one journal
- Books are issued for a semester
- Every student can home issue only Three books and one journal
- Fine of rupees ten will have to be paid after due date

5.11 LIBRARY RULES AND INSTRUCTIONS

- Transaction-Issue OR Return of books will be done during long short recess, as well as half an hour before and after the college timings.
- Returnable books should not be left on the left on the library counter. Student should ensure that the return transaction is recorded in library software. There after no complaints shall be entertained by library department. Students must carry college I – Card without I – Card there will not be any Transaction of books in the library.
- Books should be returned within seven days, a fine of Rs. 10/- per book, per day shall be charged for late returns.
- During college lecture hours, there will be no transaction of books. Students are not allowed to sit in the library premise during lecture hours.
- Library will be closed for lunch break from 2.15 to 3.00 pm.
- Use of cell phones and eating in the library premises is strictly prohibited.
- Casual Discussion and personal chatting is strictly prohibited. If found indulged in such activities students shall be immediately asked to leave the library premises.
- It is mandatory for all students, staff members (Teaching & Non - Teaching) to enter their names in the library register when they visit the library.
- Students should return all the books within 30 days immediately after university semester exam is over, otherwise fine of Rs.10/- per day, per book will be charged.
- All students to ensure that there are no books remaining on their names in library software after every semester exam.

5.12 NEW ARRIVAL

The completely ready to use new arrivals are sent to “New Arrivals book rack. The same will be OPAC.

5.13 LIBRARY FACILITIES

The College Library has the following facilities



- Issue Section
- Reading Section
- Reference Section
- Stack Room
- Reprographics Facility
- Computerized library
- Book Bank facility
- News Paper & Journal Section
- OPAC Facility
- Back Volume Section
- Power back up facility
- DELNET (Developing Library Network) facility available
- NDL (National Digital Library) facility available
- NPTEL (National Programme on Technology Enhanced learning) facility available

5.14 POLICY FOR INSTITUTIONAL MEMBERSHIP

- One-time Registration for Rs.100/-
- Book Bank Annual fee for F.E. Rs.800/-, S.E. Rs.900/-, T.E. Rs. 1000/-, and B.E. Rs. 1000/-.



Chapter AD - 6

HOSTEL POLICY

6.1 PREAMBLE

The N K Orchid College of Engineering & Technology, Boys' Hostel and Girls' Hostel was established in the year 2012. The Girls' Hostel was on rent prior to AY 2022-23. From AY 2022-23 both hostels are located in the vicinity of Hipparaga Lake in Tale-Hipparaga, within the campus and adjacent to the Canteen can be accessed from within the campus easily. It has 160 seated rooms for the students and faculty. For internal administration and day to day activities and discipline, a Rector takes care of the extracurricular activities and general welfare of inmates. The Rector is appointed by the Principal and Dean Admin.

6.2 OBJECTIVES

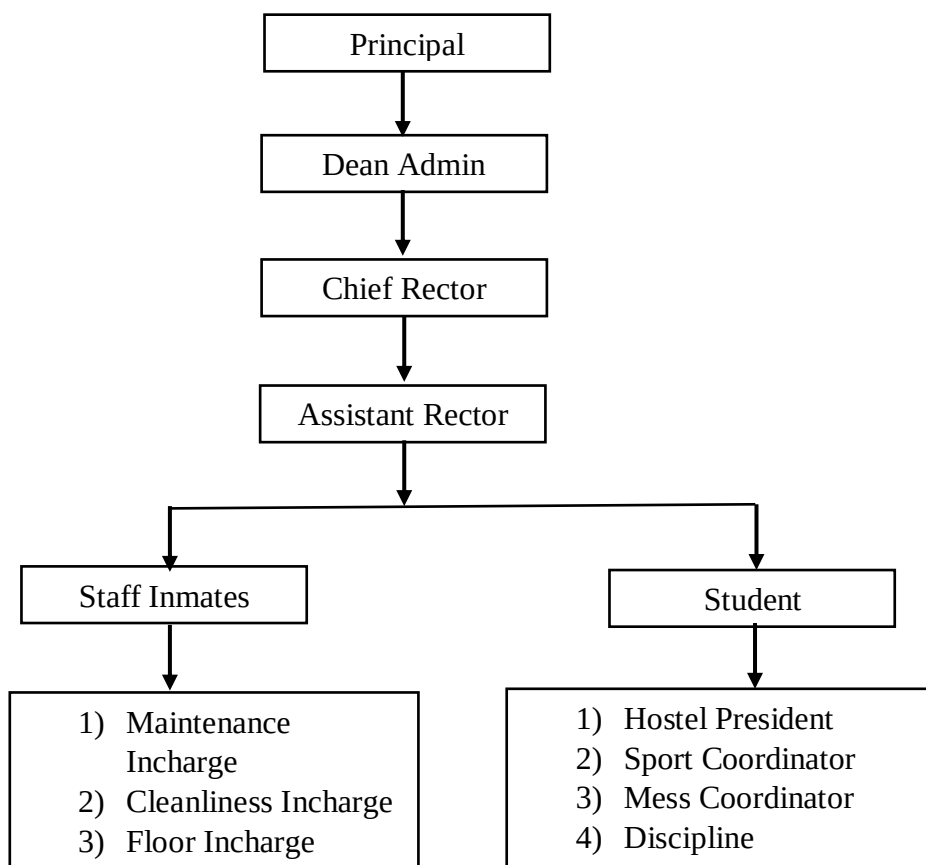
To ensure this policy enables the smooth implementation of the Medical Procedure,

- To provide a safe and healthy environment for students and employees,
- To maintain a boarding environment that is a tobacco, drug, and mind altering substance free
- To ensure that the students are able to devote adequate time to their studies and research;
- To ensure that students coming from different regional parts of the state and country learn to live together and
- Strengthen their relations with mutual cooperation and goodwill and
- To develop a climate congenial for co-curricular and extra-curricular activities of students.

6.3 ADMISSION TO HOSTEL AND AVAILING GUESTROOM



6.4 ORGANIZATION STRUCTURE OF HOSTEL ADMINISTRATION



6.5 Hostel Admission Procedure

- Provisional admission will be given in the hostel based on academic performance in the previous semester.
- Students should apply one month before the last working day of previous semester for hostel accommodation.
- Application form with attached passport size photograph will be submitted to the Office Rector in Administrator Office for approval and then later to the Rector for hostel accommodation.
- Admission form for hostel accommodation has to be endorsed by the Principal or Dean and later by the Hostel Rector.
- Once Admission taken, the student/inmate should report to the rector physically along with the basic minimum belongings.

Actual Admission Process

After the completion of college admission procedure for hostel admission the following steps should be followed.

- The student should fill the hostel admission form with all details correctly.
- For hostel admission the following documents must be required:
 - I. Receipt of admission completion.



- II. Hostel Admission form with correct contact, address.
- III. Hostel fees deposited receipt.

Reversion Policy

In case of rush to take admission in hostel the reservation policy of state government is applied.

6.6 STANDARD OPERATING PROCEDURE (SOP) FOR BOYS AND GIRLS HOSTELS

Responsibilities of Hostel Rector

- The Rector in a hostel is the principal authority and executive in all matters relating to resident students' welfare, their discipline and messing as well as the administration and security of the particular hostel.
- To assist the Rector, each hostel has appropriate full time staff as well as few responsible students (inmates) to look after general administration, mess, common room, health and recreational facilities, and maintenance and sanitation.
- Rector will supervise all matters concerning the functioning of the hostel, and will also hold charge of one of the portfolios, normally Warden (Administration).
- Rector can permit the stay of a resident's guest by seeking permission from higher authorities.
- Rector will be responsible for proper pursuance of complaints relating to civil/electrical works, repairs/replacements of furniture, fittings etc.
- He/ She will allot hostel rooms and guest rooms and supervise them.
- Will be responsible for the overall security of the hostel and will coordinate his/her Responsibility with the Security Officer of the Institute.
- Will periodically verify the furniture and fittings of the hostel with the assistance of the Caretaker, and take action for their repairs/replacement or for obtaining additional furniture.
- Will arrange disposal of old Newspapers and Magazines.
- Will ensure maintenance of discipline and decorum in the common room.

Code of conduct for students

- Smoking and Drinking in the Hostel is strictly prohibited.
- Pasting of posters or any decoration material inside the room(s) is not allowed. Banners should be carefully hanged without damage to the walls and / or structures.
- Any purposeful damage to the assets, amenities and facilities of the room(s) will be the responsibility of the inmates and the amount decided by the Dean or Rector of the in this respect will be charged from the inmates of the programme concerned.
- Loud music is not allowed in the living places and especially during the examination period.



- If music becomes all prevalent then the rector has full authority to confiscate the music system and finally the inmate might be rusticated from the Hostel.

Boys' and Girls' Hostel Rules and Regulations.

- Hostel remains open from 6:00 A.M. To 10:00 P.M. for boys.
- Hostel remains open from 6:00 A.M. to 7:30 P.M. for girls.
- Hostellers going to tuitions should take prior permission from the Rector.
- Hostellers going out of the campus for personal work have to inform the Rector in person or on the Mobile and enter details into the Movement Register at Security Post at the gates.
- Hostellers going out of the City to take prior permission from the Rector in writing.
- Use the Hostel assets like cots, chairs, cupboards and fans carefully. Fine will be imposed for improper use.
- Secure your baggage, money, laptop and other valuable items. Institution will not be held responsible for loss of valuable items that are not secured in the lockers provided.
- Parents are allowed to meet with their ward on every Sunday from 10:00 A.M. to 1:00 P.M.
- Ragging is strictly prohibited inside or outside the campus.
- Proper and judicious use of water, electricity required. Fine will be imposed for negligence and in extreme situations ultimately hosteller will be removed from the hostel.
- Hostellers should maintain peace, calm and tranquility, especially during the night hours so as not to disturb fellow roommates and other hostellers.
- Use of Mobile phones is permitted strictly for communication. High pitch noise of mobile phones not allowed in the Hostel.
- All Hostellers should be present in their respective rooms before attendance at 10.00P.M.

6.7 HOSTEL MESS

Rules and Regulations

- Hostel Mess is provided in Hostel Canteen and is a separate entity looked upon by the BOG.
- But equal stake is given to the Boys' Hostel inmates through the Hostel Mess Coordinator, who are directly providing suggestions for quality and improvements.

Procedure for Taking Hostel Mess Facility

- Hostel Mess facility can be availed by entering into the Register maintained at the Canteen and paying monthly fees.



Hostel Meetings (Boys' and Girls' Hostel)

Every semester two meeting should be conducted with the boys and girls of both the hostels. Interaction should be done with the hostellers regarding the grievances and further improvements related to the well-being of the hostel facilities and to resolve any shortcomings like improving the canteen's mess quality, cleanliness, security, sports and any other matter of importance.

6.8 HOSTEL COMMITTEE

The following Student Coordinators are decided at the beginning of every academic year.

Hostel President

Mess Coordinator

Sports Coordinator

Discipline Coordinator

6.9 PENALTIES AND PUNISHMENTS

Penalties will be imposed on such students who are willfully or purposely involved in disruptive activities from time to time with the consent of, primarily the Hostel Rector as he will provide the first hand report or will be prima facie, and then the other higher authorities. In extreme case of violation of rules and regulations of Hostel, the inmate may be immediately removed from hostel by intimating his parent /guardian well in advance.

Hostel breakage charges:

The breakage charges will be decided by Rector/Higher authority according to severity of breakage.

Indecent Behavior: Inmate will be expelled from the hostel.



Chapter AD - 7

GRIEVANCE REDRESSAL POLICY

The Institute has a Grievance Redressal Committee to resolve the grievance of its stakeholders. The students approach the authorities to put their grievances at three different levels.

7.1 UNIVERSITY EXAM RELATED GRIEVANCES MECHANISM

The students who have grievances related to the marks are addressed by the University revaluation system wherein the photocopies of the answer sheets are reassessed by the experts. If there is the change in the result or marks are changed by 10% the result is communicated to concerned students.

7.2 INTERNAL EXAM RELATED GRIEVANCES

- Test papers should be assessed within one week and returned to the students. Any mistakes in assessment or student grievances to be resolved by concern subject teachers immediately.
- The students should be made aware at the policies of the term work marks at the beginning of the semester for each subject.
- The term work marks should be displayed on the notice board for the information of the students.
- The grievances of the students about the term work marks should be resolved with proper counselling and advancements in the marks if he deserves.

7.3 GRIEVANCES MECHANISM RELATED TO INTERPERSONAL PROBLEMS OF STUDENTS

- The grievances related to inter personal problems should be resolved through proper counselling through Proctor teacher in their proctor sessions.
- In case of higher severity, the issues should be forwarded and resolved through Class Coordinators and then by Head of the Department.



Chapter AD - 8

Budget Policy

8.1 Preamble:

A Budget is a financial Plan for a defined period, often one year. It may also include planned revenue resources and expenses of the organization. Educational institutions registered under Bombay Public Trust Act 1950 under Charity Commissioner are nonprofit making organization.

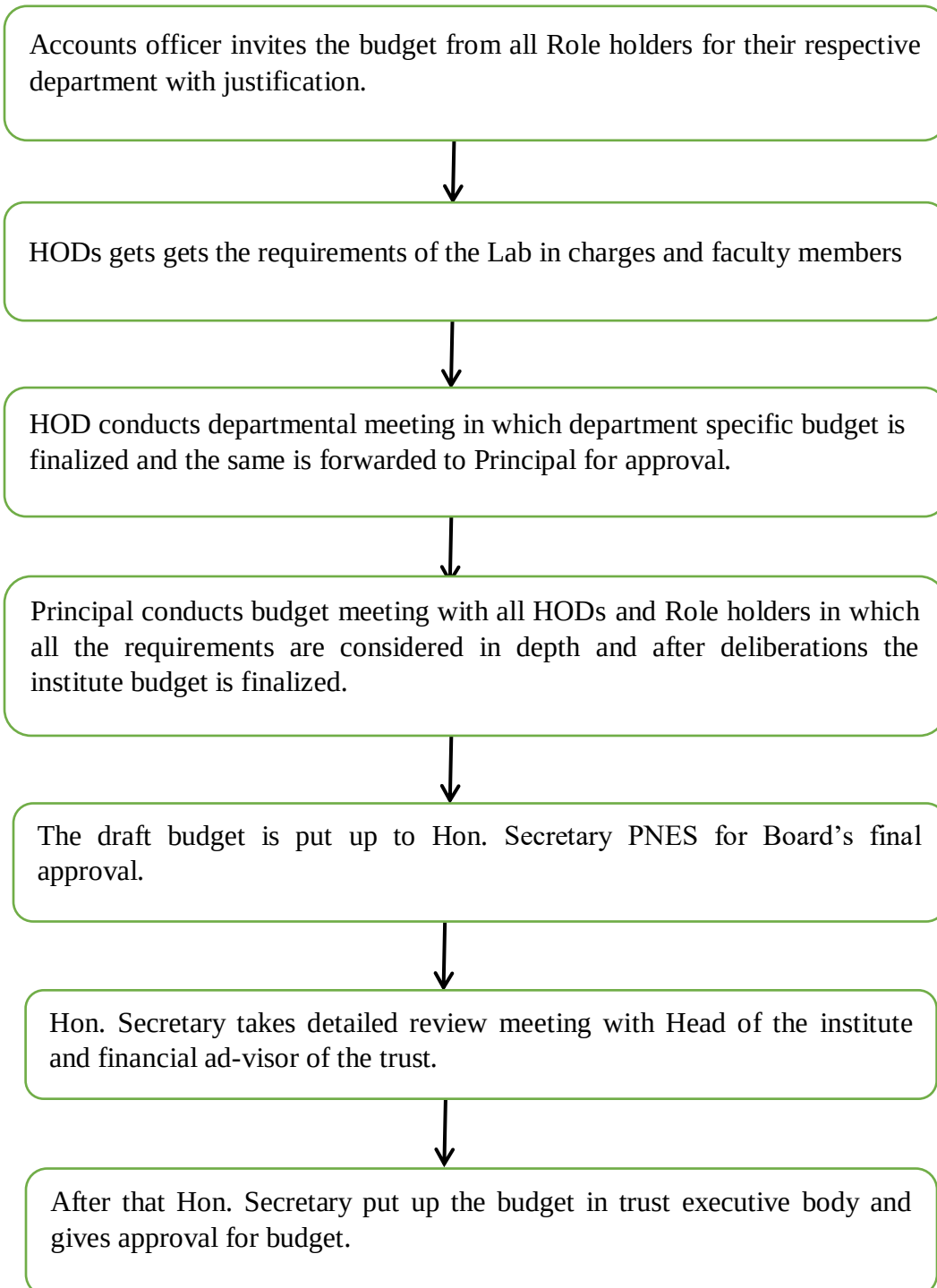
8.2 Policy:

The annual budget is prepared by considering the cash flow of the institute. While preparing the budget, there are following steps:

- 1) Accounts officer invites the budget from all HODs and Role holders required for recurring and non-recurring expenses of their respective department with justification.
- 2) All HODs and Role holders, prepare their department specific budget by considering the requirements of the Lab in charges and Lab assistants in his department. HOD conducts departmental meeting in which department specific budget is finalized and the same is forwarded to Principal for approval. The registrar and accounts officer compiles all requirements of budget expenses at central level.
- 3) Principal conducts budget meeting with all HODs and Role holders in which all the requirements are considered in depth and after deliberations the institute budget is finalized. While finalizing the budget the parameters like the income from various resources like Fees from students' admission, grants, financial assistance from various agencies, banks and our parent trust are considered.
- 4) While preparing the budget always cash flow and plans for development and investment of the institute is also considered.
- 5) The draft budget is put up to Hon. Secretary PNES for Board's final approval.
- 6) Hon. Secretary takes detailed review meeting with Head of the institute and financial advisor of the trust.
- 7) After that Hon. Secretary put up the budget in trust executive body and gives approval for budget.
- 8) In final budget document the month wise fund allocation is shown.



Budget Preparation Flow



Chapter AD - 9

Environmental (Green) Policy

9.1 About College

With the Vision of “Locally Rooted, Globally Competent Education”, N. K. Orchid College of Engineering & Technology, Solapur (NKOCET) started from the academic year 2008-09. NKOCET is approved by AICTE, New Delhi, recognized by Government of Maharashtra affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere. The NKOCET has spread over picturesque, sprawling land of 10.6 acres in the vicinity of Hipparga Lake in Tale-Hipparaga, Solapur. It has emerged as a preferred knowledge destination for aspiring Engineering students. NKOCET provides excellent engineering education and creates globally competent technocrats. The trust, Pradnya Niketan Education Society, Pune has been founded by 14 highly educated eminent Technocrats, Bureaucrats and Entrepreneurs who have envisioned transformation of society through education and to serve for welfare of the people.

Taking into account the necessity of protecting environment for a sustainable, pollution-free and healthy life on the planet Earth in the coming years, the college has formed its Environmental Policy. The college endeavours to follow this policy strictly by actually enacting to and also creating environmental consciousness among the students, faculty and staff and thereby among the society in general by organizing various activities within and outside the campus.

The college works towards creating a green, pollution-free and healthy environment. The students are given strict instructions to maintain the campus clean and green and it is reflected in the college Prospectus.

9.2 The Clean and Green Campus Policy

The Green Campus Policy of the college envisions a Clean and Green Campus where environment friendly practices and education combine to promote sustainable and eco-friendly practices in the campus and beyond the campus. It also offers the institution an opportunity to take the lead in redefining its environmental culture through instilling environmental ethics among the students and staff.

9.3 Mission

To create environmental consciousness among the all stake holders and active involvement in the activities to protect the local and global environment from the human invasions, pollution-free and healthy life ahead.



9.4 Objectives

- To sensitize the students and the staff to minimize the use of polluting products and use environmentally friendly products and services.
- To inculcate in the students the importance of cleanliness for a healthy life
- To Create awareness about environmental issues by organizing Events, Rallies, Awareness Campaigns, Cleanliness Drives, Seminars, Workshops, presentations, Tree Plantation Drives, Rangoli Competitions, Essay Competitions, Guest Lectures, Talks, etc.
- To make students and staff aware about raising voice against the hazardous practices destroying Nature and promote environmentally friendly practices among the society.

9.5 Initiatives Taken to Implement the Clean and Green Campus Policy

NKOCET is committed towards managing its campus in accordance with its Clean and Green Campus Policy by establishing the following infrastructure and carrying out the following activities:

- **Landscaping with Trees and Plants**
- **Ban on Single-Use Plastic**
- **36 Kv. Solar Plant in the College**
- **Proposed Solar Water Heater in the Girls and boys Hostel**
- **Rainwater Harvesting**
- **Paperless Office and Communication through emails and whatsapp groups**
- **Environmental Air Quality Monitoring of Solapur, Barshi, Pandharpur and Dharashiv City and the Establishment of 'Continuous Ambient Air Quality Monitoring Station'**
- **Solid Waste Management in the campus**
- **Laboratory liquid waste management system through percolation system**
- **Onsite Greywater treatment plant (Capacity 80,000 Lit/day)**
- **Hazardous Chemical Waste Management**
- **Water Management**
- **E-waste Management**
- **Display Boards to Promote Environmental Sensibility in College Campus**
- **The Green, Environment and Energy Audit**
- **Mini and Major projects based on environmental issues**

9.6 Landscaping with Trees and Plants

As per the Clean and Green Policy, NKOCET strives to plant various types of trees in large numbers within the campus. Gardeners and full-time adequate support staff have



been appointed for the maintenance of gardens and keeping the campus litter-free, clean and Green.

The tree-plantation drives are undertaken by the NSS Unit of the college.

9.7 Ban on Single-Use Plastic

NKOCET is a plastic-free campus where there is a complete ban on single-use plastics in classrooms, laboratories, canteen, hostel, and in the other premises. The college facilitates environment friendly substitutes like stainless steel, washable and reusable tumblers at all water units and mandates the canteen to serve only in stainless steel or paper plates/glasses/cups to systematically ban the use of plastics on the campus.

9.8 36 Kv. Solar Plant in the College

The college has established the 36 Kv Solar Energy Plant on the C-Building of the college in the year 2014. There is a substantial decrease in the MSEDCL Electricity Bills since the installation of solar plant. The energy output of the solar panels is connected to the power grid of the MSEDCL where the power produced by the solar panels are supplied to the grid for which subsidy has been provided by the MSEDCL for the power consumption of the NKOCET.

9.9 Proposed Solar Water Heater in the Girls and boys Hostel

It will be functional after completion of hostel building

9.10 Rainwater Harvesting

The college ensures rain-water conservation through rainwater harvesting. The rain water from the roof top outlets is carried through the well-connected pipelines to the recharge pits for ground water recharge. These pits help recharging of two bore wells in the campus.

Excess runoff flows towards Hipparaga lake.

9.11 Paperless Office and Communication: -

The college has a policy to minimize the use of paper in all types of official/academic communication of the college through E- Communication i.e Emails, WhatsApp groups.. The use of paper is substantially reduced through digitization. One-side blank pages are used to avoid wastage of paper. All the college staff have been provided with

college E-mail IDs and through which they make all the required official and college-related communication. What's app - Class-wise groups, Department wise groups, Committee wise groups have been formed which have reduced the usage of paper in notices and circulars.

This practice has proved highly beneficial to save money, boost productivity, save space, make documentation and information sharing easier, and help the environment.

- **Environmental Air Quality Monitoring of Solapur , Barshi, Pandharpur and Dharashiv City and the Establishment of 'Continuous Ambient Air Quality Monitoring Station'**

Smart cities are expected to be urban spaces that provide a decent quality of life to their citizens by offering a clean and sustainable environment. For a Smart city, it is necessary to monitor the environmental conditions for identifying the sources of pollution and mitigate them. A network of low-cost air quality monitoring sensor nodes can be deployed to monitor the air-quality and meteorological parameters across the city. The city can take corrective measures and improve its environmental health by getting acquainted with the various sources causing pollution in the city. A holistic view can be derived, which enables the authorities to make data-driven decisions for the infrastructure and policy planning.

Ambient Air Quality Monitoring of Solapur, Barshi, Dharashiv and Pandharpur city is carried out by the Department of Civil Engineering. The students pursuing the UG are involved in this project and get an opportunity to avail hands-on training of handling the sophisticated instruments used to measure and analyze the criteria pollutants. They also get aware and cautious about the spread of pollution in the city and can work as effective volunteers to control pollution.

The air quality monitoring was conducted with the help of 2 types of air samplers at 9 locations.

The reports based on analysis are submitted every month to the pollution control board and Municipal corporation. The Solapur Municipal Corporation uses this submitted data for preparing Environmental Impact Statement (EIS) of the city.

9.12 Solid waste Management

The Solid waste generated in the campus is segregated as bio degradable (Wet) and non-degradable (dry). Wet waste is anaerobically composted in earthen pits. All the Departments, laboratories, and Classrooms are provided with dustbins for dry wastage disposal. Segregation of the waste into dry and wet waste is done through the separately allotted dustbins at strategic locations in the college.



Dustbins are placed in lawns and other parts of the campus.

9.13 Liquid waste Management

Laboratory liquid waste management system through percolation system: -

Two Soak Pits are constructed for non-hazardous liquid waste generated from labs. This waste liquid of laboratories is percolated into the soil through different water percolation system. This percolation pit is also like rain water harvesting system. The pit is filled with gravel/pebbles followed by river sand for better percolation.

Water Management

The college has two borewells with ample water. The bore water from the borewells is pumped into the overhead tanks of all buildings. For drinking water RO system is installed to ensure pure and safe drinking water for all.

Regular cleaning of the water tanks is regulated by the administrative staff of the college. All the stakeholders of the college are well-educated to use water economically and efficiently

9.14 E-waste Management

E- waste management is looked after by IT cell of Institute.

After complete life cycle E waste is handed over to registered E waste Recycler from local areas.

9.15 Display Boards to Promote Environmental Sensibility on College Campus

Various boards including Quotes that promote environmental awareness and ethics including air-pollution control, plastic-free campus, conservation of energy, recycling of resources, tree plantation, Nature conservation, etc. are displayed for all the stakeholders of the college.

9.16 The Green, Environmental and Energy Audit

It is decided to conduct the Green, Environmental and Energy Audit of the college time to time. The responsibility is given to the Department of Civil Engineering.

- **Mini and Major projects based on environmental issues**

Department of Civil and Mechanical Engineering undertake many mini and Major projects related to environmental engineering like Reuse of solid waste, greywater treatment, Solar application products etc..



Chapter AD – 10

SOP for Misconduct by Students

1. PREAMBLE :

- a. The Code shall be called the NKOCET Students' Code of Conduct.
- b. This Code indicates the standard procedures and practices of the N K Orchid College of Engineering and Technology (hereinafter referred to as the 'NKOCET') for all students.
- c. All students are bound to abide by this Code and the rights, responsibilities including the restrictions flowing from it.
- d. This Code shall be displayed in the Institute website.

2. JURISDICTION :

The Institute shall have the jurisdiction to take cognizance of all acts of misconduct including incidents of ragging or otherwise that may take place on the campus or the proximity of the institute.

3. ETHICS AND CONDUCT :

1. At the time of admission, every student is required to sign a statement abiding by this Code.
2. If a student is suspended or terminated from institute/hostel due to disciplinary action, as a result of such relieving, the student shall be required to clear pending College fees/hostel / mess dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked.
3. Every student shall uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
4. All students must refrain from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation.

4. ACADEMIC INTEGRITY :

1. Every student of the Institute shall bear responsibility for ensuring that the highest standards of academic integrity.
2. As an institution of scientific and technological education and research, the Institute values academic, intellectual and ethical

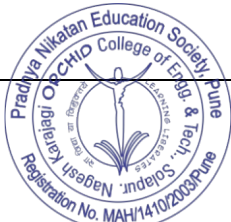
integrity. The Institute shall endeavor to duly acknowledge academic contribution. Violations of academic integrity shall constitute a serious misconduct.

3. Any failure of academic integrity shall be treated as a threat to both the reputation of the Institute and the degrees awarded to the students.

5. MISCONDUCT :

A student who commits misconduct shall be liable to be dealt with in accordance with the provisions of these Rules.

The following acts shall constitute misconduct which will be treated by concerned Subject Incharge, Lab Incharge, HOD, Principal where ever necessary.

Sr. No	Particulars of Misconduct	Action
1.	Habitual absence from attending classroom or lab sessions without permission or absence without permission.	HODs to call the parents' of such students and conduct meeting to warn the students in front of parent. A written undertaking is to be sought from student and parent that henceforth the student will attend regularly.
2.	Frequent or Habitual late attendance.	 A written memo should be given to such students and student should be called in front of HOD/Principal to submit his explanation.
3.	Habitual negligence or neglect of instructions.	
4.	Habitual breach of any rules or instructions for the maintenance and operation of any department or the maintenance of the cleanliness of any portion of the Institute.	
5.	Marking attendance of any student other than his own.	
6.	Refusal or failure to wear uniforms/work dress, I-card within the Institute premises.	No entries are allowed or pay 50/- fine.
7.	Causing damage, whether willful or due to irresponsible actions or	Lab Incharge should recommend the amount to be recovered as

Sr. No	Particulars of Misconduct	Action
	damage due to negligence or carelessness to any property of the Institute or within the Institute or any instigation or abetment thereof.	breakage from such students or group of students with recommendation of HOD. Principal will instruct office to recover the said amount from students' Deposit.
8.	Spitting in the Institute.	If found on the spot fine of Rs. 200/- will be charged.
9.	Parking a vehicle in a no parking zone or in an area earmarked for parking other types of vehicles	Security Incharge will inform such students once. However, if repeatedly happening then security person will use jammer and a fine of Rs. 200/- will be charged.

The following acts shall constitute misconduct which will be treated as per the recommendations of existing committee or a special committee formed by Principal.

- I. Willful insubordination or instigation, disobedience whether alone or in combination with another, of any lawful and reasonable instruction of any member of the Faculty.
- II. Participation in an illegal or unjustified strike or abetting, inciting, instigating, whether alone or in combination with others.
- III. Theft, fraud or dishonesty in connection with the Institute's property or theft of another student or employee's property within the Institute.
- IV. Giving bribes or any other illegal gratifications to any employee in any manner whatsoever.
- V. Habitual breach or gross and deliberate violation of any Code of Conduct, or any law applicable to the Institute or any rules made thereunder.
- VI. Drunkenness or riotous, disorderly, indecent or improper behavior, use of abusive language, threatening, intimidating, coercing or interfering with the work of other students / employees, assault or threat of assault either provoked or otherwise within the Institute.
- VII. Organizing, holding, attending or taking part in any meeting within the establishment without the prior sanction of the Principal.
- VIII. Smoking within the Institute.



- IX. Possession or consumption of alcohol or narcotic drugs or psychotropic substances within the campus or during travel authorized by the Institute.
- X. Declared and being carried in the registers of police as a bad character or conviction by any court of law for any criminal offence.
- XI. Registration of any criminal case for any act directly or indirectly connected with the Institute.
- XII. Making false, vicious and malicious statements in public or otherwise against the Institute or any student or any member or employee of the Institute.
- XIII. Knowingly making false or misleading statements or misrepresentations.
- XIV. Possession of any weapon, ammunition, explosives, or fireworks in the Institute.
- XV. Shouting any slogan within the Institute whether alone or in combination with others without express permission in writing by the Principal
- XVI. Threatening any student / employee alone or in combination with others or through any outsider.
- XVII. Any conduct that is likely to endanger the life or safety of any student or employee of the Institute.
- XVIII. Sexual harassment.
- XIX. Unauthorized recording of audio or video lectures in class rooms or actions of other students, faculty, or staff without prior written permission.
- XX. Providing audio and video clippings of any activity on the campus to media without prior written permission of Principal
- XXI. Posting derogatory comments about the Institute or other individuals from the Institute on the social media or indulging in any such related activities having ramifications on the reputation of the Institute.
- XXII. Any physical/mental harassment towards fellow students including ragging, quarreling, using abusive language and violent behavior is strictly prohibited.
- XXIII. Fighting / Slandering / Quarreling resulting in a) Minor Injury b) Major Injury

- a. The UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 shall apply as it is to the Institute and the students and any violation thereof shall invite action in accordance with the said Regulations.

- b. ANTI-RAGGING COMMITTEE : The Anti-Ragging Committee as may be constituted for the purpose may be provided for in the Regulations shall deal with matters pertaining to Ragging.
- c. A student found guilty by the committee will attract punishments as provided for under the said Regulations.
- d. An Appeal against the any Order of punishment shall lie to The Principal and his decision shall be final and binding.

7. SEXUAL HARASSMENT :

The UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees & Students in Higher Educational Institutions) Regulations, 2015, shall apply as it is to the students of the Institute.

8. DISCIPLINARY COMMITTEE :

- a. Complaints of misconduct in 5 (I) to 5(XXIII) herein above (Other than Ragging and Sexual Harassment) shall be dealt with by the Disciplinary Committee.
- b. The Principal shall constitute the Committee which may be of One Enquiry Officer or more than one Officers as the case may require.
- c. The Committee shall generally be a Professor/Associate Prof of the department to which the student belongs to.
- d. The Committee shall follow procedure in accordance with principles of natural justice affording reasonable opportunity for the Student to defend himself.
- e. The proceedings shall be treated confidential for all purposes and shall not be disclosed to any person not connected with the Enquiry without any express order from a Court of competent jurisdiction.
- f. Publication of whole or a part of the proceedings in any manner whatsoever is strictly prohibited.

9. DISCIPLINARY ACTION :

Any student indulging in any misconduct mentioned above shall be dealt in the following manner :

- a. A Memo containing brief charges shall be served on the student.
- b. The student shall be called upon to submit an explanation.



- c. In case of admission of misconduct, the Committee may recommend punishment commensurate with the gravity of the misconduct.
- d. In case of denial of misconduct, the Committee shall call upon the Student to appear before such Committee. The Committee shall record its proceedings, statement of witnesses, etc.
- e. The student proceeded against shall be free to give statement, produce witnesses on his behalf.
- f. No student proceeded against shall engage any third person or Advocate to defend him in the Enquiry.
- g. However, the student shall be free to engage the assistance of another student of the Institute to assist him in the enquiry.
- h. The Committee shall submit its Report within 07 days of commencement of proceedings to the Principal of the Institute.
- i. Before imposing any punishment, the Principal shall provide a copy of the Committee's Report and call upon the student proceeded against to submit in writing his statement of defense.

10. PUNISHMENTS:

The Principal of the Institute shall be the Authority to impose the following punishments prospectively on any student.

- a. **INTERIM SUSPENSION** – A student may be suspended for a specified period of time pending enquiry into allegations of misconduct which will entail prohibition on participating in student related activities, classes, labs, programs etc. However, the student shall not be prohibited from writing exams; presenting Dissertations or Projects; attending Viva Voce; during such Interim Suspension.
- b. Any student on whom a criminal case is registered shall be liable for suspension. The decision of the Principal shall be final and binding. Such suspension shall not be treated as Punishment on the student until a final decision on the misconduct is arrived at.
- c. **WARNING** – A warning letter should be given, indicating that the action of the delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.



- d. RESTRICTIONS** – Reprimanding and Restricting access to various facilities on the campus for a specified period of time, including and not limited to restricting access to hostel facilities.
 - e. SUSPENSION** – Student shall be imposed with punitive suspension for a specified period, not exceeding 15 days which will entail prohibition on participating in student related activities, classes, labs, programs etc.
 - f. EXPULSION** – Expulsion of a student from the Institute permanently.
 - g. MONETARY PENALTY** – A student may be imposed with monetary penalty of one time fine.
- 11. APPEAL:** If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal who may after affording an opportunity of hearing the student, may :
- 1. Retain the punishment imposed;
 - 2. Refer the case back to the committee for reconsideration.
- The decision of Principal shall be final and binding.
- 12. GRIEVANCE REDRESSAL COMMITTEE:**
- Any student of the Institute aggrieved by any acts not relating to Ragging or Sexual Harassment, may approach the Grievance Redressal Committee of the Institute.
- 13. AMENDMENT:**
- The Institute shall amend any provision contained in this Code prospectively.



AD-11

E-Governance Policy

11.1 Objectives

This E-Governance Policy is with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. It shall apply to the areas of Administration, Finance and Accounts, Student Support and Examination sections of the institute. Objectives of the policy are

- To provide a simple and efficient system of governance within the institution and stakeholders.
- To promote transparency and accountability.
- To achieve and create a paperless environment.
- To provide easy and quick access to information.

The focused areas where E governance will be implemented are

Administration

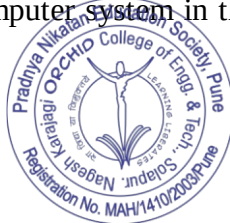
- An Attendance Management Software will be used to record and track the attendance of faculty and staff through a biometric attendance system.
- To achieve a paperless environment, internal communication will be through emails. CCTV Cameras will be installed at various places of need.
- ICT shall be introduced in every administrative function.

E governance- Finance & Accounts

- The accounts of the institution will be maintained through Tally software.
- Payments/transactions will be encouraged through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.
- Appropriate security measures for maintaining confidentiality in transactions will be implemented.
- Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc. will be used.

E governance -Student Support Systems

- Library functioning will be automated. For accession, issue and other transactions, library management software will be used. Usage of e- books will be encouraged. Students will get access to the e-journals from any computer system in the campus as well as through remote login.



- Teaching Learning Learning management system will be used.
- Usage of Open Source Software is promoted amongst students and faculty members. Where ever needed licensed software will be used in laboratories?
- All computer systems and other hardware will be maintained properly.

E governance -Website

- College website will be updated regularly for real time information dissemination.
- Information such as Digital Brochure, syllabi, sanctioned intake, placements will be made available on the website.
- Website will be used to regularly publish administrative information including notices and circulars.

E governance – Examination

- Exam management software is provided by affiliating university which will be used to handle the examination process.
- Digital evaluation system is implemented by university.
- Examination records of students will be available online for students to view their internal assessment and semester marks/grades.



Chapter OT - 1

SPORTS POLICY

1.1 PREAMBLE

NKOCET's Sports Policy sets the direction for the institute which realizes the positive impact of sports on individuals, social groups, and the society. The sports department of the NKOCET understands the importance of sports. There is a clear message that sports are an essential part of life. Sport can be a great inspiration in the process of nation building and must be fully recognized.

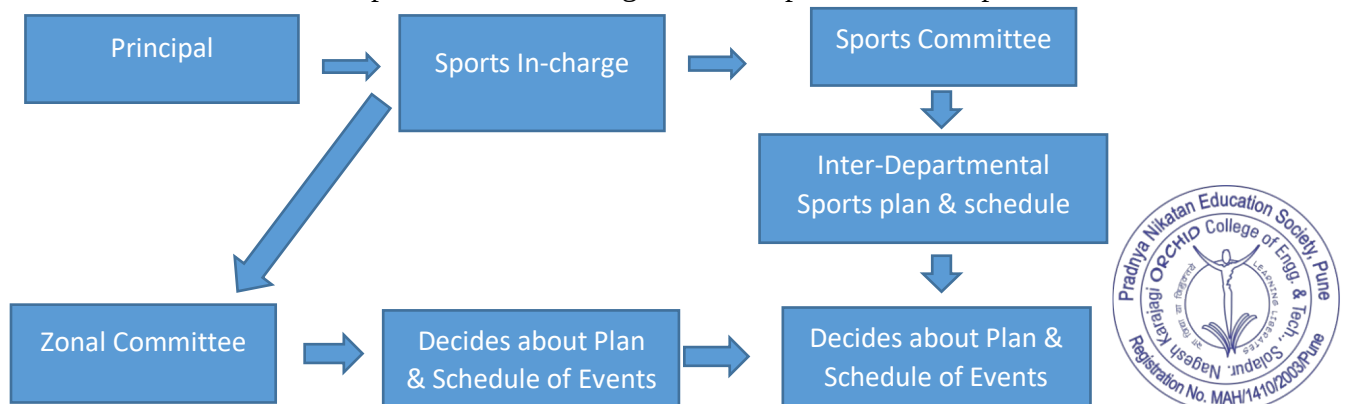
Sport is firstly an investment in the health, vitality, and productivity of all our people. The accomplishments of our students give NKOCET a source of pride. Sports provides a means for personal and social development, as well as being an end. Secondly it is an investment in our future and the social benefits include the overall improvement in the quality of life and physical, mental, and moral well-being of population.

Objectives

- The NKOCET aims develop an understanding of the importance of sport among students in the pursuit of a healthy and active lifestyle at the college and beyond.
- To ensure that every student can maximize their sporting potential and find a sport that they can enjoy and participate in with some success.
- To develop an appreciation of the concepts of fair play, honest competition, and good sportsmanship.
- To encourage and assist residents in increasing level of physical activity and their participation in sports as a fundamental premise of health and well-being by integrating physical activity and sports into their daily lives.

1.2 SPORTS DEPARTMENT FRAMEWORK

Events are planned and scheduled, with sanctioning of the Principal. Sports In charge with the consent of sports committee, organizes the sports events as per the schedule.



Policy and Guidelines

Institute believes that all students regardless of gender, race, ability, skill level, abilities and age are entitled to an equal opportunity to develop concepts and skills for physical activity. To achieve this, the college provides a wide range of physical activities that incorporate fundamental movement patterns and coordinated actions applicable to all sports.

Sports Committee

With the authorization and consent of the Principal, the sports committee is formed. The composition of the Sports Committee is as given below:

Chairman: Sports In-Charge

Members: Sports Secretary & Deputy Sports Secretary (one from each department)

19.3 ROLES AND RESPONSIBILITY OF COMMITTEE MEMBERS

The Chairman is the chief officer of sports committee, the public head, the one ultimately responsible for its activities and for the relations within the Institute and outside. It is primarily one of leadership - to set the pace for the group and lend it some purpose, direction, and guidance.

- Represents and promotes the sports and committee
- Acts as a spokesperson for the sports committee.
- Ensuring the communication with members clearly and effectively acts as a source of information for the sports events.
- Ensure the smooth running of the sports events.
- Facilitator for the sports events.
- Investigator: Explore problems in conjunction with the members, and help the group learn from their experiences.

Categories of Sports

There are mainly two categories of sports

- 1) Indoor sports
- 2) Outdoor sports.

Indoor Games

The following are the list of Indoor Sports provided by our institute:

Chess, Carom, Table Tennis.

Outdoor Games

The following are the list of Outdoor Sports provided by our institute:

Cricket, Football, Volleyball, Kabaddi, Kho-Kho.



1.4 PROCEDURE FOR ORGANIZING EVENTS

Inter-College Sports

Zonal Sports Committee conducts meeting by inviting Physical Directors/Sports In-charges, the committee plans, schedules and decide on host institute. The host institute must propose for the budget, after sanctioning of budget from zonal sports committee. The host institute prepares and executes the events as per schedule decided by zonal committee.

Inter-Departmental Sports

To organize the sports within the Institute, between the departments of the institute, the Sports In-charge plans and schedules the sports events in consent with the Principal and is included in academic calendar. The sports committee notify about the events to all the department students, and sports committee collects for information of team / individual participation. Sports committee executes the events as per the schedule and is responsible for smooth conduction.

Procedure and Selection for participating in Sports

Inter-College Sports

The sports department notifies about the events and calls for the selection of institute participants, the list of student participants is prepared, and selection process is executed by the Sports In-Charge of the institute. The selection of participants is purely based on student performance. The final list of participants is prepared and communicated to the hosting institute.

Inter-departmental Sports

After getting notification from sports department, students form the teams for different sports. The selection is purely based on student performance.



Chapter OT - 2

SUGGESTION BOX POLICY

2.1 PREAMBEL

The purpose of suggestion box is to provide guidelines for inviting suggestions, processing suggestions and taking corrective actions. The scope of this suggestion box is for the students of NKOCET Solapur.

STEERING COMMITTEE:

At the beginning of every academic year a committee is formed consisting of Principal, all Department HOD and one staff member, 3 student representatives representing both boys and girls.

Suggestion Box/Complaint Steering Committee		
1	Principal	Chairman
2	H.O.D. (Mechanical Engineering)	Member
3	H.O.D. (Computer Engineering)	Member
4	H.O.D. (Civil Engineering)	Member
5	H.O.D. (Elect. & Tele Comm. Engineering)	Member
6	H.O.D. (General Science)	Member
7	Suggestion Box In charge	Member
8	Student Representative -01	Member
9	Student Representative -02	Member
10	Student Representative -03	Member

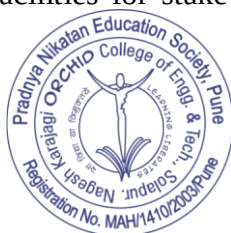
Responsibilities

The Suggestion Box/Complaint Steering Committee is responsible for the proper execution of this procedure.

2.2 PROCEDURE

Procedure for lodging complaints

- Suggestion box have been provided at various locations.
- All students have been informed during the orientation lecture and displaying notice for suggesting issues and their resolution.
- The Students/Employee Suggestion Box is administered through the Suggestion Box/Complaint Steering Committee. The Committee will review the suggestion for eligibility and evaluate it accordingly.
- The suggestion must be specific and constructive and should include effectiveness of implementations of the system and facilities for stake holders of the institution, or lead to improved and safer conditions.



The following types of suggestions will not be considered:

- Suggestions currently under consideration.
- Suggestions that are part of the normal job duties and responsibilities of the employee.
- Complaints, grievances or other ideas that do not include a constructive and specific means to improve.
- Suggestions that are part of normal and routine maintenance of buildings, facilities and equipment.
- Suggestions that correct a condition or circumstance that exist because a policy or procedure.

2.3 RECORDING AND INVESTIGATING COMPLAINTS

- **The Opening of complaint, compliment and suggestion boxes**

Complaint, compliment and suggestion boxes must be opened on twice in a month on every first and third Saturday by a member of the Suggestion Box/Complaint Steering Committee.

- **Recording of complaints**

All complaints received must be read and the details there of recorded in suggestion box register. Complaints received must be filed in the complaints file.

Corrective actions are recorded in register and the same is maintained by faculty member of the committee. The person responsible for the corrective action is also mentioned in the register

- **Action to be taken according to priority**

The complaint must be assessed immediately upon receipt to identify the severity/risk and the appropriate course of action that needs to be taken. Priority will be given to resolving issues that have a high risk and to be brought to the notice immediately to concern authority.

- **Resolving and Redress of complaints**

- The complaint will be resolved and the final outcome of the investigation conveyed through notice within a target time frame of 30 working days from the date of opening of
- Suggestion Box/Complaint.
- If the complexity of the investigation requires an extension of the 30days period, the complainant will be provided with a progress report within 30 working days and an estimated date for final response and to be displayed.

- **This register is scrutinized periodically by Principal.**

- **Disposition:** Maintain files for a minimum of One (1) year



Chapter OT - 03

ANTI-RAGGING POLICY

3.1 ANTI-RAGGING COMMITTEE

- Anti-Ragging Committee is headed by the Head of the Institution, and it consists of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff.
- It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of the 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 preventing of ragging in the institution.



3.2 MAHARASHTRA RAGGING PROHIBITION ACT 1999

THE RULES OF PROHIBITING RAGGING

HIGHER AND TECHNICAL EDUCATION DEPARTMENT

Mantralaya Annex, Mumbai 400 032, dated the 19th May 1999

NOTIFICATION

MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999.

section {2} of section 1 of the Maharashtra Prohibition of Ragging act, 1999 {Man. XXXIII of 1999}, the Government of Maharashtra hereby appoints the 1 day of June 1999 to be the date on which the said Act shall come into force.

By order and in the name of the Governor of Maharashtra,

V.P. Raja,
Secretary to Government

In pursuance of clause (3) of article 348 of the Constitution of India, the following translation in English of the Maharashtra Prohibition of Ragging Act, 1999 (Mah, XXXIII of 1999), is hereby published under the authority of the Governor.

By order and in the name of the Governor of Maharashtra,

PRATIMAUMARJI,
Secretary to Government,
Law and Judiciary Department.

MAHARASHTRA ACT NO. No. XXXIII OF 1999.

(First published, after having received the assent of the Governor in the "Maharashtra Government Gazette", on the 15 May 1999.)

An Act to prohibit ragging in educational institutions in the State of Maharashtra

WHEREAS it is expedient to enact a special law to prohibit ragging in educational institutions in the State of Maharashtra. It is hereby enacted in the Fiftieth Year of the Republic of India as follows:

(1) Short title and commencement

- This Act may be called the Maharashtra Prohibition of Ragging Act, 1999.
- It shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint.

2) Definitions

1. "educational institution" means and includes a college, or other institution by whatever name called, carrying on the activity or imparting education therein (either exclusively or among other activities); and includes an orphanage or a boarding home or hostel or a tutorial institution or any other premises attached thereto;
2. "head of the educational institution" means the Vice-Chancellor of the University, dean of Medical Faculty, Director of the Institution or the Principal, headmaster or the person responsible for the management of the educational institution;
3. "ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes (i) teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or (ii) asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do.



3) Prohibition of ragging

Ragging within or outside of any educational institution is prohibited.

(4) Penalty for ragging

Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any education institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

(5) Dismissal of student

Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

(6) Suspension of student

1. Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if; prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action.
2. Where, on enquiry by the head of the educational institution, it is proved that there is no substance, prima facie, in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.
3. The decision of the head of the educational institution that the student has indulged in ragging under sub-section (1), shall be final

(7) Deemed abetment

If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4. Power to make rules

(8) (1) The State Government may, by notification in the Official Gazette, amend or carry out all or any of the purposes of this Act.

(2) Every rule made under this Act shall be laid, as soon as may be, after it is made, before each House of the State Legislature, while it is in session for total period of thirty days, which may be comprised in one session or in two or more successive sessions, and if; before the expiry of the session in which it is so laid or the session immediately following, both houses agree in making any modification in the rules or both Houses agree that the rule should not be made, and notified in the Official Gazette, the rule shall from the date of publication of such notification, have effect only in such modified form or be of no effect, as the case may be; so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done under that rule.

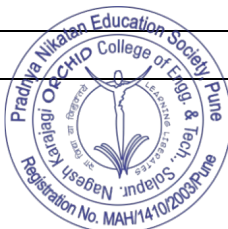


In the beginning of the academic year HOD and anti-ragging co-ordinator goes to each and every class and reads Maharashtra Ragging Prohibition Act 1999 to make aware the ill effects of ragging. The attendance is in the following format.



**NAGESH KARAJAGI ORCHID COLLEGE OF
ENGINEERING & TECHNOLOGY, SOLAPUR**

We the undersigned students of _____ Division/Branch class here by undertake that we will not indulge directly or indirectly, inside or outside the campus into any ragging related activity. We also assure that if any where such incidence is happening, we will intimate the same immediately to either Principal, HOD, Class Co-ordinator or the members of ragging Prohibition Committee.

[illegible]

3.4 ANTI-RAGGING SQUAD

- Anti-Ragging Squad is nominated by the Head of the Institution having representation of faculty and staff members for maintaining vigil, oversight and patrolling functions. It shall remain mobile, alert and active at all times.
- 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 authority 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.

3.5 ROLES AND RESPONSIBILITIES OF ANTI-RAGGING-COMMITTEE COORDINATOR

- Display of hoardings/bill boards/banners in prominent places within the campus to exhort the students to prevent or not to indulge in ragging and also indicating therein the names of the officials and their telephone numbers to be contacted in case of ragging.
- An affidavit must be obtained from every newly admitted Student, Parent/Guardian separately on the non-judicial stamp paper of Rs. 100.
- An affidavit must be obtained from every Student, Parent/Guardian separately newly admitted in both the hostels boys and girls on the non-judicial stamp paper of Rs. 100.
- At the beginning of first semester class coordinator should held session on “Maharashtra Prohibition of Ragging Act-1999 and make students completely aware about what is Ragging and the consequences if somebody gets indulged in ragging. And undertaking of the same should be obtained from students.
- All prospectus of the Institute should contain specific caution that “ragging is banned in all constituents of the Institute, and anyone found indulging in ragging, is likely to be punished appropriately which may include expulsion from the institute.
- All forms for admission to any course of the Institute should contain a specific declaration that student will not indulge directly or indirectly, inside or outside the campus into any ragging related activity.
- Professional counselor should provide counseling to ‘fresher’ in order to prepare them for the socio-academic life ahead particularly for adjusting to life in hostels

- UGC has uploaded a film on anti-ragging on its website. Download the same and give wide publicity amongst the students, before the start of the academic session. Besides, this may be constantly monitored during the entire period of the academic session.



3.6 AFFIDAVIT TO BE GIVEN BY STUDENT AT THE TIME OF ADMISSION

AFFIDAVIT BY THE STUDENT

I, _____ s/o - d/o Mr./Mrs./Ms _____

- 1) having been admitted to **Nagesh Karajagi Orchid College of Engineering & Technology, Solapur** have referred the copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) available on NKOCET and AICTE websites, carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.
- 7) I have also referred the copy of Maharashtra Ragging Prohibition Act 1999 available on NKOCET website (www.orchidengg.ac.in), carefully read and fully understood the provisions contain therein.

Declared this _____ day of _____ month of _____ year _____

Signature of Deponent
Name



3.7 AFFIDAVIT TO BE GIVEN BY PARENT AT THE TIME OF ADMISSION

AFFIDAVIT BY PARENT/ GUARDIAN

I, _____ Mr./Mrs./Ms.
Father/mother/guardian of _____

- 1) having been admitted to **Nagesh Karajagi Orchid College of Engineering & Technology, Solapur** have referred the copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) available on NKOCET and AICTE websites, carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) My ward not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my ward is liable to be cancelled.
- 7) I have also referred the copy of Maharashtra Ragging Prohibition Act 1999 available on NKOCET website (www.orchidengg.ac.in), carefully read and fully understood the provisions contain therein.

Declared this _____ day of _____ month of _____ year _____

Signature of Deponent

Name : _____

Address : _____



Telephone/ Mobile No. _____

3.8 UNDERTAKING TO BE GIVEN BY STUDENT AT THE TIME OF ADMISSION

UNDERTAKING

1. I undersigned Mr. / Ms. _____
have taken Admission to First year Engineering Degree Course in the Branch _____
In your institution. I hereby agree to pay the fees as prescribed by the
Government of Maharashtra fees Regulating Authority I am also ready to pay additional increased
fees which will be declared by **Government of Maharashtra fees Regulating Authority** and I agree to
pay the difference fees immediately on demand from the College authorities.

2. I have read all the rules of admission for the current year and after understanding these rules.
I have filled in the application form for admission in your institution.

3. The information given by me in my application is true to best of my knowledge and belief.

Date : _____ (Sign. of Student) _____ (Sign. of Father / Guardian)

Name : _____ Name : _____

For Office Use Only

The above mentioned student admitted in _____ Class
Cast Category _____

Fees to be deposited by Student

Sr.No.	Particular	Amount in Rs.
1	Form & Registration Fee	
2	Tuition Fees	
3	Development Fees	
4	Caution Money Deposit	
5	Eligibility Fees	
6	University Fees	
7	Insurance Fees	
8	Library Book Bank Fees	
	Total Rs.	

Receipt No. _____ Admitted / Not Admitted at _____

ACCOUNTANT ADMISSION CLERK REGISTRAR PRINCIPAL

