



**Bharati Vidyapeeth's  
Jawaharlal Nehru Institute of Technology (Poly.)  
Katraj Dhankwadi Pune- 43**



**Rules, Policies & Procedures**

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## 1. Institute Summary

- **Name and Address of the Institution:**

Bharati Vidyapeeth's Jawaharlal Nehru Institute of Technology (Poly.) Katraj  
Dhankwadi Pune- 411043.

- **Year of Establishment:** 1983

- **Affiliating Board:** Maharashtra State Board of Technical Education, Mumbai.

- **Approved by:** DTE, Mumbai and AICTE, New Delhi.

- **Ownership Status:** Trust

- **Registration Details of Bharati Vidyapeeth, Pune:**

- Public Trust Number: F-277-POONA.
- Society Registration number: BOM/441/PUNE.
- Year of establishment: 1964

- **Type of Courses Being Run by Institute:** Diploma Engineering.

- **Details of all the programs being offered by the Institute.**

Sr. No.	Programme Name	Year of Commencement	Intake Capacity	AICTE Approval	Accreditation Status	Period of Validity
01	Diploma in Chemical Engineering	1983	30	Yes	----	----
02	Diploma in Civil Engineering	1985	60	Yes	Accredited by NBA	<b>Academic Years 2019-2020 to 2021-2022 i.e. upto 30/06/2022</b>
03	Diploma in Computer Technology	1985	120	Yes	Accredited by NBA	
04	Diploma in Mechanical Engineering	1986	90	Yes	Accredited by NBA	
05	Diploma in Electrical Engineering	1987	60	Yes	Accredited by NBA	
06	Diploma in Electronics & Tele-communications	2020	60	Yes	----	----

## 2. Administrative Setup

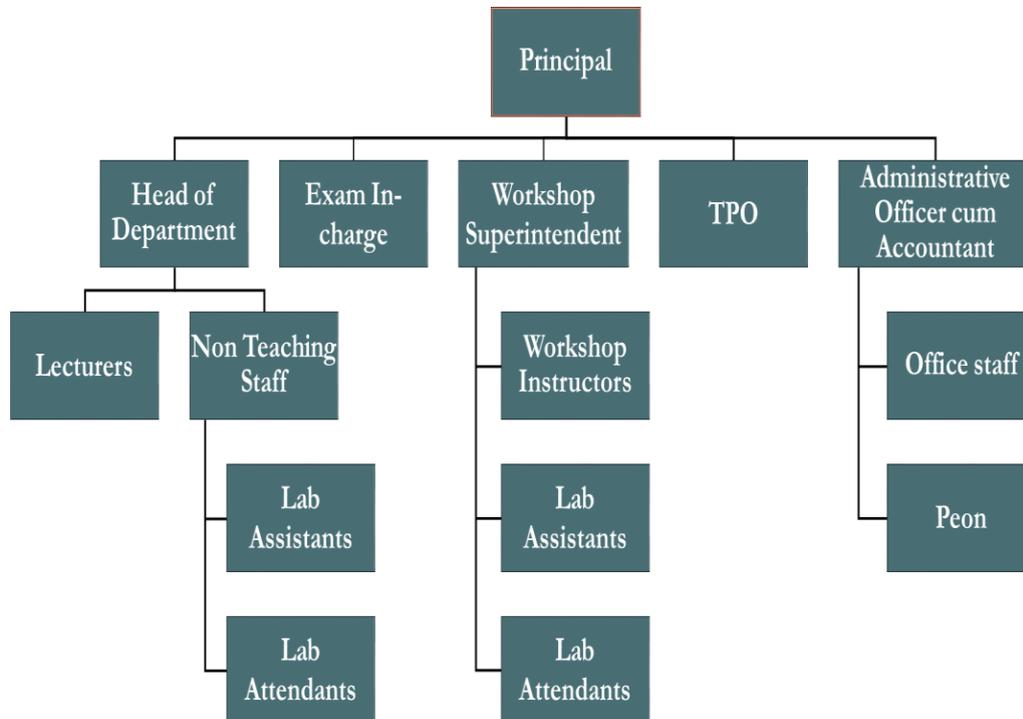


Fig.1: Administrative Setup

## **3. Governing Board**

### **3.1 Governing Board**

Governance is the key activity that connects between the management, staff, students and the community. It believes in efficiency and economical execution of its duties. The governing body of Institution is a legal structure responsible for the overall functioning of the institute. It is responsible for the quality of service the college offers to the students and other local community and society, as well as the institute annual budget and strategic direction. Institution has a governing body in place wherein the members are drawn from distinguished cross-sections of the society as shown in Table. The Governing Body constitutes of 11 members including the Chairman and Member Secretary. The registered Society/Trust shall nominate 5 members including the Chairman and the Member Secretary, and the 6 members shall be nominated as indicated below.

#### **Administrative setup**

- Board of Governors
- Building Committee
- Finance Committee
- Equipment Committee
- Staff Selection Committee
- Academic Committee

**Table 3.1 Members of Governing Council**

<b>Sr. No.</b>	<b>Name</b>	<b>Status</b>	<b>Designation</b>
1	Hon. Dr. Vishwajeet Kadam	Chairman	Secretary, Bharati Vidyapeeth, Pune
2	Dr. Asmita R. Jagtap	Member	Executive Director,,(Health Sciences), Bharati Vidyapeeth, Pune
3	Ex. Officio	Member	AICTE Nominee
4	Ex. Officio	Member	Joint Director RO DTE, Pune
5	Ex. Officio	Member	Dy. Secretary, RO BTE, Pune
6	Dr. K. D. Jadhav	Member	Joint Secretary, Bharati Vidyapeeth, Pune
7	Dr. Rajesh Prasad	Member	Principal, BVDU College of Engineering, Pune.
8	Dr. Shamita Kumar	Member	Principal, BVDU IOEE Research, Pune.
9	Dr. R.N. Patil	Member	Principal BVDU COE, Lawale, Pune
10	Dr. P.V. Jadhav	Member	Principal, BVCOE for Women, Pune
11	Mr. R.S. Deshmukh	Member secretary	I/C Principal, BVJNIOT, Pune

### **3.2 Broad Functions of BOG**

- 1) Members meet once in a semester to provide strategic directions to the institution through approval, monitoring and review.
- 2) Approve budgets, sanctions and audit reports.
- 3) Form and reform various committees.
- 4) Evolve proper set-of rules and regulations including the service rules for all categories of staff, salary norms, promotion norms etc
- 5) Ensure highest level of academic transparency

#### **a) Appointment of the Chairman of the Governing Body:**

The Chairman of the Governing Body shall preferably be a technical person either an entrepreneur or an industrialist of repute who is interested in the development of technical education, member of the parent Society/Trust and has demonstrated an interest in promotion of quality education.

**b) Functions of the Governing Body:**

The Governing Body as stated earlier is the Supreme Body responsible for the management and planning of the Institution. Its functions shall include the following:

To form the following Sub-Committees for decentralization and consider the recommendations made by them:

- Finance Committee
- Equipment Committee
- Building Committee
- Staff Selection Committee
- Academic Committee.

**c) Following are the different functions of these committees**

- 1) To approve the budget estimates- recurring and non- recurring for the financial year in advance.
- 2) To scrutinize and accept the audited statement of account for each year.
- 3) To estimate the workload, approve the staff requirement for teaching and non-teaching (technical and administrative) for the Institute.
- 4) To consider and approve the proposals for creation of infrastructure such as building, equipment, library on continuous basis.
- 5) To consider and make provisions for meeting the general and specific conditions laid by the Council (AICTE), the State Government and Affiliating Body and monitor the progress in fulfilling the conditions.
- 6) To consider the report of the Principal on status of admission.
- 7) To consider the report of the Principal on the academic performance of the students.
- 8) To monitor the working conditions of the Staff as prescribed by the AICTE/DTE/MSBTE/ Government.
- 9) To consider the proposals of the Principal for improvement in academic performance of the Staff.
- 10) To consider any other matter that enhances the academic atmosphere in the Institution.
- 11) To consider any proposal for expansion of educational activities to be made to the AICTE/DTE/MSBTE/Government.
- 12) Frequency of meeting- Governing Council meets twice in a year.

### 3.2.1 Finance Committee

**Table 3.2 Finance Committee**

<b>Sr. No.</b>	<b>Name</b>	<b>Status</b>	<b>Designation</b>
1	Hon. Dr. Vishwajeet Kadam	Chairman	Secretary, Bharati Vidyapeeth, Pune
2	Dr. K.D. Jadhav	Member	Joint Secretary, Bharati Vidyapeeth, Pune
3	Mr. R.S. Deshmukh	Member	I/C Principal BVJNIOT, Pune
4	Mr. A.A. Shinde	Member	HOD, Humanities & Science
5	Mr. A.S. Patil	Member	Vice-Principal (Academic)
6	Mr. N.A. Upadhye	Member	HOD - Civil Engineering Department
7	Mr. A.P. Shinde	Member	HOD - Computer Technology Department
8	Mrs. A.K. Gokhale	Member	HOD - Electrical Engineering Department
9	Mr. B. V. Kadam	Member	HOD - Mechanical Engineering Department

This committee is responsible for all the monetary activities in the institution.

- 1) To examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of provisions made.
- 2) To examine the annual statement of the accounts and financial estimates of the Institute and submit it to Board of Governance for further action.
- 3) To advise on financial matters referred to it by the BOG or any other Authority or Body or Committee or any Officer of the Institute.
- 4) Student's fee collection, funds for procurement of equipment, dispatching salaries and remuneration are under the purview of this committee.

### 3.2.2 Purchase Committee (Equipment):

**Table 3.3 Purchase Committee (Equipment)**

Sr. No.	Name	Status	Designation
1	Hon. Dr. Vishwajeet Kadam	Chairman	Secretary, Bharati Vidyapeeth, Pune
2	Dr. K.D. Jadhav	Member	Joint Secretary, Bharati Vidyapeeth, Pune
3	Mr. R.S. Deshmukh	Member	I/C Principal BVJNIOT, Pune
4	Mr. A.A. Shinde	Member	HOD, Humanities & Science
5	Mr. A.S. Patil	Member	Vice-Principal (Academic)
6	Mr. N.A. Upadhye	Member	HOD - Civil Engineering Department
7	Mr. A.P. Shinde	Member	HOD - Computer Technology Department
8	Mrs. A.K. Gokhale	Member	HOD - Electrical Engineering Department
9	Mr. B. V. Kadam	Member	HOD - Mechanical Engineering Department

#### **Board Functions of the purchase committee:**

- To identify areas other than buildings where consistent maintenance activity is needed. (e.g. computers, reprographic machines etc) and finalize the annual maintenance contracts with prior intimation to finance committee
- To prepare guidelines and devise general system for procurements of materials, equipment and items for the Institution.
- To coordinate all the purchases of various requisitions and ensure the procurement of required items as per schedule.
- To process different proposals received from various indenters.
- To carry out discussions and negotiations with suppliers and procure the best quality items with competitive price.
- To review the proposals passed and get the feedback of the proposals kept pending by the respective indenter and forward the same to Finance Committee for feedback

### 3.2.3 Building & Maintenance Committee:

**Table 3.4 Building & Maintenance Committee:**

Sr. No.	Name	Status	Designation
1	Hon. Dr. Vishwajeet Kadam	Chairman	Secretary, Bharati Vidyapeeth, Pune
2	Dr. K.D. Jadhav	Member	Joint Secretary, Bharati Vidyapeeth, Pune
3	Mr. R.S. Deshmukh	Member	I/C Principal BVJNIOT, Pune
4	Mr. A.A. Shinde	Member	Vice - Principal BVJNIOT, Pune
5	Mr. N.A. Upadhye	Member	HOD - Civil Engineering Department

- To maintain stock of furniture available in the each department.
- To make furniture arrangement in the auditorium or seminar hall whenever functions will be organized in these blocks.
- To do works related to campus cleaning, gardening and do the maintenance work (including carpentry and plumbing works) of the buildings in the college
- Direct with maintenance team for prompt repairs such as leaks and blockages in toilets, broken window panes or any such maintenance works.

### 3.2.4 Academic Committee:

**Table 3.5 Academic Committee:**

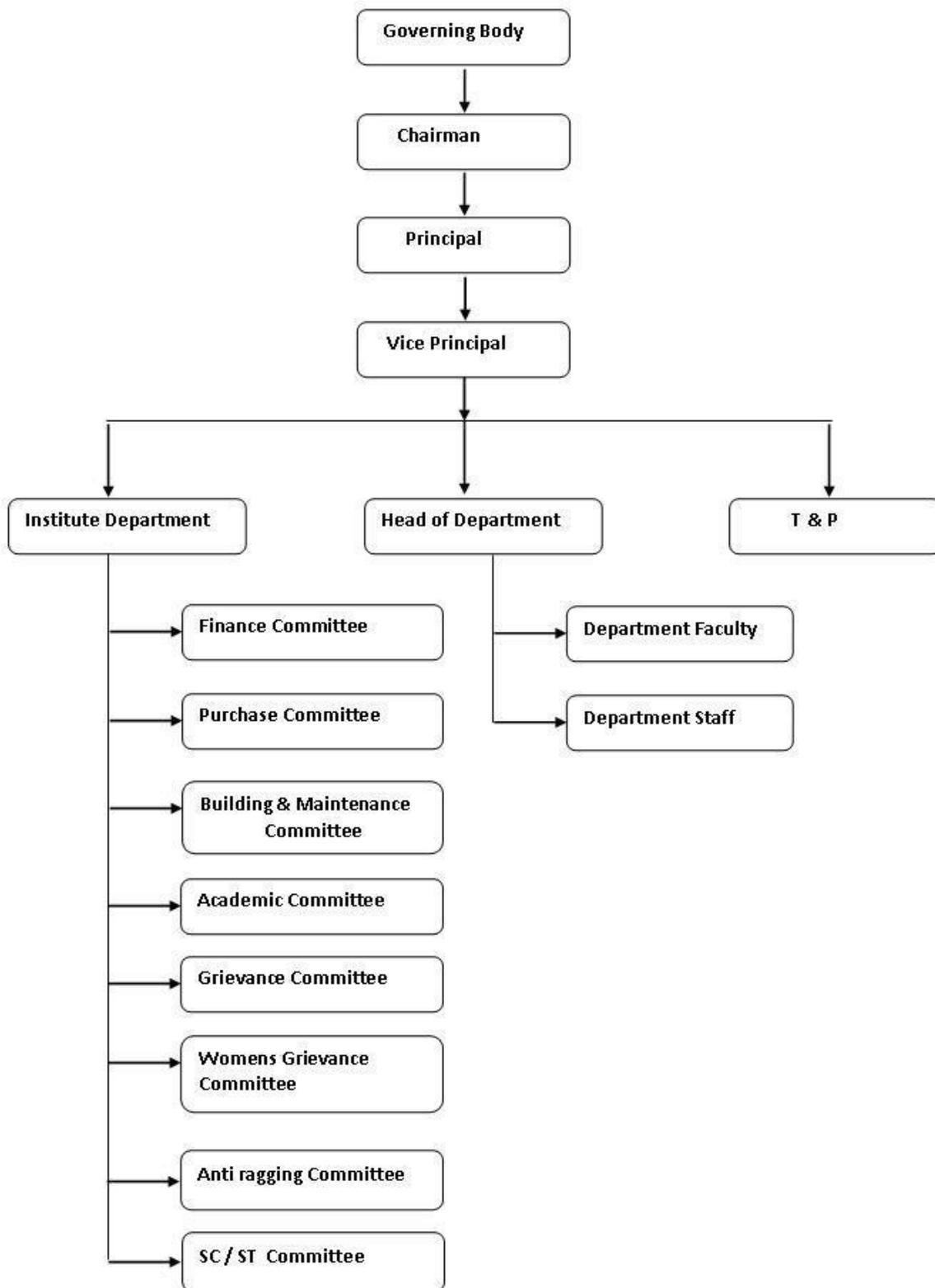
Sr. No.	Name	Status	Designation
1	Mr. R.S. Deshmukh	Member	I/C Principal, BVJNIOT, Pune
2	Mr. A.A. Shinde	Member	HOD, Humanities & Science
3	Mr. A.S. Patil	Member	Vice-Principal (Academic)
4	Mr. N.A. Upadhye	Member	HOD - Civil Engineering Department
5	Mr. A.P. Shinde	Member	HOD - Computer Technology Department
6	Mrs. A.K. Gokhale	Member	HOD - Electrical Engineering Department
7	Mr. U.D. Bangale	Member	Training & Placement Officer
9	Mr. Kadam B.V.	Member	HOD, Mechanical Engineering

**Broad Functions of Academic Committee:**

- Maintain academic standards and supervise all academic activities of the college.
- Adopt regulations regarding admission of students with MSBTE/DTE/State Governments norms
- To adhere with the regulations framed by MSBTE norms to conduct class tests and initiate measures for improving the quality of teaching, students evaluations and students advisory system in the college.
- Make regulations for sports, extracurricular activities.
- Recommend the MSBTE/DTE/BOG proposal for Instituting new programs of study.
- Determines the extent of Tuition fee waiver and Scholarship to students.
- Encourage faculty members to undertake continuing education and other related activities.
- The academic activity of the institute is supervised by the College Academic Committee for which, Principal is the Chairman and all heads of the departments are members.

**Training & Placement Cell**

- Responsible for all the activities relating to the students placement.
- Coordinates with the industries for providing the vocational training courses to students.
- Arranges guest lectures, workshops, seminars, industrial visits & educational tours for students.
- Coordinates with the different industries for on-campus and off-campus interviews of the students for providing suitable jobs in their organizations.
- Responsible for interaction with different industries for organizing EDPs.



**Fig 1. Tree diagram of administrative setup**

## **4. Rules, Procedures, Recruitment and Promotional Policies, and Others Rules, Policies & Procedures Including Service Rules**

### **4.1 Recruitment:**

#### **4.1.1 Recruitment of Teaching Staff:**

##### **a) Appointment**

- 1) All appointment to any category of post in respect of teaching shall be made by Appointing Authority on the recommendation of the Selection Committee constituted by competent authority fulfilling the minimum AICTE norms wherever applicable.
- 2) The Appointing Authority may from time to time appoint Guest/Part time/Contract/Adhoc faculty fulfilling AICTE norms.
- 3) The BOG may appoint experienced and highly competent experts (Academician & Executive) as Advisor/Adjunct Professor/Emeritus Professor for growth and development of the Institute.

##### **b) Procedure for recruitment**

For initiating the process of recruitment, Institute will normally advertise the posts in leading newspaper, mentioning qualification, experience & age required for the posts. However, the requisite qualification & experience of the faculty shall be as per the guidelines of AICTE.

##### **c) Probation**

Unless otherwise specified or decided by the Appointing Authority all Appointments against permanent posts will normally be on probation for a period of one year. The period of probation may be extended in individual cases if considered necessary by the Appointing Authority. Each extension of probationary period, where considered desirable, shall be for one academic year.

##### **d) Confirmation**

- 1) On satisfactory completion of probation, an employee shall be considered for confirmation.
- 2) He/she will not be confirmed unless a letter of confirmation, specifying the date of confirmation, has been issued to him/her by the Appointing Authority.
- 3) For confirmation of service the Reporting Authority should give his/her performance report and recommend to the Appointing Authority with justification/appraisal for confirmation.

##### **e) Appraisal**

- 1) The Faculty up-gradation shall be considered strictly as per AICTE norms. Promotion in respect of member of faculty would be as per the guidelines of career advancement scheme (CAS) formulated by AICTE.
- 2) Up-gradation of other categories of staff, will be decided on merit-cum-performance basis subject to requirement by the Appointing Authority based on recommendation forwarded by the Principal of the Institute.

**f) Superannuation/Retirement**

- 1) All employees would superannuate as per AICTE/Institute norms and the retirement benefits on superannuation will be as per terms of the Institute.
- 2) The date on which an employee attains the age of compulsory retirement shall be end of the month in which he/she attains the age

**g) Termination of Service**

1. The Institute/Trust reserves the right to terminate the service of an employee by giving due notice in writing without assigning any reason whatsoever or by paying one month's salary for temporary staff or by paying three month's salary including all allowances for the equivalent period in lieu thereof as agreed upon on case to case basis.
2. The Institute/Trust shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of trust, insobriety, addiction to drugs or alcoholism, dishonesty, neglect of duty, moral turpitude, erosion of conduct, plural marriage, loss of mental balance which are considered detrimental to the Institute/Office/Trust.
3. An employee also reserves the right to resign from the services of the Institute/Office by giving the Institute one month's notice in case of probationers and temporary service holders and three months' notice in case of confirmed employees, as applicable in writing or by paying equivalent salary including allowances in lieu thereof. Faculty members and members of technical staff are normally not allowed to leave the services of the Institute during continuance of the semester. Legal steps may be taken in case an employee leaves without notice.

**4.1.2 Recruitment of Non-Teaching Staff**

The recruitment is made purely on the merit basis, by the Governing Council.

**4.2 Service Book**

A service book shall be maintained by the Office Superintendent or any other staff duly authorized by the Principal and shall contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the service book shall be brought to the notice of the teacher concerned after the end of the year and his/her signature is obtained.

**4.3 Pay Scale**

1. An Employee shall begin to draw the pay and allowance attached to a post to which he/she has been appointed with effect from the date he/she assumes the duties of that post and shall cease to draw the same when he/she ceases to discharge these duties. Pay scale for the faculty will be as per AICTE norms.
2. For office and others staff, the norms as approved by the Competent Authority will be

followed.

3. Unless otherwise specified in the appointment letter, on first appointment to a post, the pay shall be fixed at the minimum of the scale attached to that post.
4. The increments are given annually after confirmation according to scale of pay in which he/she is confirmed subject to his/her satisfactory performance with the approval of appointing Authority.

#### **4.4 Benefits to the Staff**

##### **a) Provident Fund**

1. P.F. is applicable to all staff members @12% on wages as per wage limit para 2 (f) of EPF
2. Scheme 1952 declared by EPFO on its web portal.
3. Newly recruited staff shall submit the Form No.11 duly filled in to administration/head office along with the required KYC documents mentioned in the form, immediately after joining the Institute.
4. Each Staff shall submit the nomination form for P.F. along with necessary documents mentioned in it
5. Each staff shall activate the allotted UAN number immediately using EPFO web portal

##### **b) Gratuity:**

Gratuity shall be applicable to the staff who have completed minimum five years of continuous service

##### **c) Dearness Allowances, House Rent Allowances and Medical Allowances.**

Employees shall be entitled to the Dearness Allowance, House Rent Allowance and Medical Allowance as per the policy of the Institute.

##### **d) Travelling allowances**

This shall be decided from time to time by the Competent Authority.

##### **e) Income Tax**

Institute will deduct Income Tax from the salary at source of the employee as per the provision of the IT Act 1961. A salary certificate to this effect will be issued to the employee by end of April each year.

##### **f) Professional Tax**

Professional Tax at prevailing rate as applicable will be deducted from the monthly salary of each employee.

##### **g) Advance Against Salary**

1. Advance against salary is sanctioned to confirmed employees for a) Self marriage ii) Medical Treatment of self / wife / husband, children, dependent parents.
2. The amount of advance against salary shall be recovered in 6 equal monthly installments. The recovery shall be started after 1 month of advance against salary deposited

## **4.5 Leave Rules**

### **4.5.1 Categories of Leave**

1. Casual Leave,
2. Compensatory Casual Leave
3. Medical Leave
4. Earned Leave
5. Maternity Leave
6. Study Leave/Lien Leave

#### **a) General Rules**

- 1) As leave cannot be claimed as a matter of right, the leave sanctioning authority reserves the right of not granting the leave applied for in the interest of the Institution or on any valid ground.
- 2) The rules apply only to the full time and not to the part time employees. Teaching staff enjoying vocational holidays are not generally entitled for earned leave.
- 3) An employee on leave shall not return to duty before the expiry of leave granted to him without permission of the authority sanctioning the leave.
- 4) An employee who remains absent after the expiry of his/her leave granted is not entitled to leave salary for the period of such absence. The day/days of such unauthorized absence may only be regularized at the sole discretion of the approving authority on being satisfied of the justification submitted. Willful unauthorized absence from duty after the expiry of leave granted may be treated as misconduct calling for disciplinary action. Any kind of leave if refused, partly or fully, should be communicated to the applicant either verbally or in writing, stating the reason(s) of such refusal.
- 5) No employee/person who is under suspension shall be granted any leave.
- 6) Privilege leave application should be submitted 7 (seven) days in advance.
- 7) If under unavoidable circumstances previous sanction cannot be obtained, the employee shall write to the controlling authority on the day on which he/she absents himself/herself explaining the reasons which prevented him/her from attending the office. An employee is liable to have his pay forfeited for such period for which he/she is absent without leave.
- 8) The office of the Registrar will maintain leave record of each employee in the Institute office.
- 9) The HOD, recommending authority of any leave must ensure alternative arrangement of carrying out the normal activities before recommending anybody to proceed on leave.

#### **4.6 Workload for Faculty in Diploma Engineering**

Workload of a teacher should not be less than 40 hours a week, of which teaching contact hours should be as follows:

Head of department: 14 hrs/week

Lecturer: 18 hrs / week

#### **4.7 Minimum Qualification Required For Non-Teaching Staff**

Lab. Assistant: Diploma or graduate in any discipline

Technical Assistant: Diploma in relevant branch

Administrative Staff & Other Staff: Graduate + Skills / qualification required for concerned post.

#### **4.8 Retirement Age**

Principal: 60 years

Teaching staff: 60 years

Non-teaching staff: 58 years

#### **4.9 Staff Attendance / OD / Leave Deduction against Late Mark / Early Going**

- 1) The prescribed general working hours of the Institute including lunch and tea breaks are from 7.30 am to 2.30 pm for faculties and 7.30 am to 3.30 pm for department staff and 9.30 am to 5.30 pm for administrative staff.
- 2) Attendance of staff is monitored by biometric system as well as muster roll kept in the departmental office.
- 3) Signing of muster register/bio-metric machine is permitted up to 7.30 am and 9.30 am for faculties and administrative respectively.
- 4) Any staff reporting after the stipulated time will be considered as „late for duty“ on that day.
- 5) Three late marks in a month shall attract deduction of one day casual leave.
- 6) All Employees mark their attendance daily in the morning and in the evening in Bio-metric Attendance system
- 7) In case of verbal approval for outdoor (due to attending official work without coming to work place), an e-mail/SMS must be sent to Principal and HOD.
- 8) All employees must get their casual leave sanctioned with due intimation to their HOD prior to going on leave.
- 9) In case employee/s is unable to come on duty due to unavoidable circumstances, he/she is required to inform their respective HOD on the same day failing which his/her absence will be treated as unauthorized absence.
- 10) Half day casual leave may be taken.
- 11) Female employees will get maternity leave for 26 weeks with pay after confirmation. 3 months leave will have to be taken consecutively including holidays and vacations+ 1 more

month in continuation can be taken which will be without pay. This leave will be sanctioned for staff members who require it for natural / adoptive parenthood. The above privilege is meant for up to two children only.

- 12) Male employees will get 10 days paternity leave with pay after confirmation.
- 13) Compensatory leave preferably must be taken within 1 month or else the leave lapses.
- 14) All leaves are calculated from June to May.

#### 4.10 Decentralization in working and grievance redressal mechanism

The Grievance Appeal committee is intended to undertake the processes of attending to the grievances put forward by the students and staff. It focuses on setting proper facilitation procedures for settling the issues in a cordial atmosphere. The committee is expected to initiate proper or appropriate enquiry or investigative mechanism within 24 hours from the receipt of the complaint in written form duly signed by complainant(s). The committee is expected to meticulously adhere to the standard arbitration procedures of the institute and those of Maharashtra prohibition of ragging act 1999 (modified upto August 2012), the administrative tribunal act 1985, negotiable instruments act 1881, societies registration act 1860-charity commissioner, Maharashtra and all other such enactments of the Government of Maharashtra and Government of India from time to time.

##### 4.10.1 Grievance Committee:

**Table 4.1 Grievance Committee**

Sr. No.	Name	Status	Designation
1	Mr. R.S. Deshmukh	Chairman	I/C Principal, BVJNIOT, Pune
2	Mr. A.S. Patil	Member Secretary	Vice-Principal (Academics), BVJNIOT, Pune
3	Mr. A.A. Shinde	Member	HOD, Humanities and Science Department
4	Mrs. A.K. Gokhale	Member	In-charge HOD, Electrical Engineering Department
5	Mr. A.P. Shinde	Member	HOD, Computer Technology Department

Also online facility is given for Grievance/ Suggestions on college website- <http://bvjniot.bharativedyapeeth.edu>

Broad Functions of Grievance Redressal Committee:

- Receive written complaints from students regarding any kind of academic grievances.
- Examine the genuineness of the complaint and suggest appropriate remedies.
- Forward recommendations to the Principal for implementation
- Recommend modification of the grades if any through proper mechanism

#### 4.10.2. Women's Grievance Committee (Vishakha):

For gender equality & gender justice in all its intervention & practices Woman Grievance Redressal Cell was established under the Act No. 20 of 1990 of Govt. of India. The Cell is responsible for looking into any complaints filed by students & staff about Woman Grievances at the institute.

**Tale 4.2 Women's Grievance Committee (Vishakha):**

Sr. No.	Name	Status	Designation
1	Mr. Deshmukh R. S.	Chairman	I/C Principal, BVJNIOT, Pune
2	Mr. Patil A. S.	Member	Vice-Principal (Academics), BVJNIOT, Pune
3	Ms. Anami R. S.	Member	Lecturer, Computer Technology
4	Mr. Upadhye N.A.	Member	HOD, Civil Engineering
5	Mr. Shinde A. P.	Member	HOD, Computer Technology
6	Mrs. Gokhale A. K.	Member	HOD, Electrical Engineering
7	Mr. Kadam B.V.	Member	HOD, Mechanical Engineering
8	Mrs. S.D.Patil	Member	Lecturer, Mathematics

#### Objectives:

- To resolve issues pertaining to girls/womens sexual harassment.
- To equip the female students, faculty and staff members with knowledge of their legal rights.
- To safeguard the rights of female students, faculty and staff members.
- To provide a platform for listening to complaints and redressal of grievances.
- To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
- To ensure personality along with academic development of students.

#### Complaint Procedure:

- Students report their grievance to the class Mentor.
- After knowing grievance of students, class Mentor discusses it with the HOD and then an appropriate solution is found out. If not solved at this level then grievance is taken up to the Principal and legal advisor.
- The complainant shall be summoned to hear complaints (if necessary).
- After hearing of complaints, the committee shall take appropriate decision.

#### Punishment for sexual harassment

Any member of the institute fraternity (student/employee/outsider related to Institute) found guilty of sexual harassment shall be liable to be punished. This shall be subject to the same penalties for major or minor misconduct as prescribed under government/ institute rules.

A student guilty of sexual harassment shall be liable for any of the following penalties:

- 1) Warning or reprimand.
- 2) Suspension from institute for a period of one month.
- 3) Debarment from appearing the examination.
- 4) Rustication from the college as the case may be.
- 5) Any other punishment as defined by the government.

#### 4.10.3 Anti – Ragging Committee:

**Table 4.3 Anti – Ragging Committee**

Sr. No.	Name	Status	Designation
1	Mr. Deshmukh R.S.	Chairman	I/C Principal, BVJNIOT, Pune
2	Mr. Patil A..S.	Member	Vice-Principal (Academics), BVJNIOT,Pune
3	Mrs. Gokhale A. K	Member	HOD, Electrical Engineering
4	Mr. Upadhye N.A.	Member	HOD, Civil Engineering
7	Mr. Shinde A. P.	Member	HOD, Computer Technology
8	Mr. Kadam B. V.	Member,	HOD, Mechanical Engineering
9	Mr. Mare Aryan Abhay	Member	Student TYEE
10	Ms. Kunjir Sakshi Sanjay	Member	Student TYCM
11	Mrs. Shinde Kavita	Member	Police Constable
12	Adv. Mr. Kiran Suryawanshi	Member	Advocate

#### a) Broad Functions of Anti Ragging Committee:

- 1) To carryout regular checks for any Ragging activity.
- 2) Carryout surprise checks in probable areas of ragging.
- 3) In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell.
- 4) Ensure anti ragging instructions are displayed at prominent places.

Ragging in any form is banned within or outside the campus of Bharati Vidyapeeth Jawaharlal Nehru Institute of Technology. It is a punishable offence as per Maharashtra state prohibition Act 1999. B.V.J.N.I.O.T. Pune has zero tolerance policy on ragging. The institute initiates disciplinary action/ legal proceedings/ expulsion from the college as per the directives of above mentioned Act.

- 1) Online anti ragging forms are filled by students on website [www.amansatya.org](http://www.amansatya.org) . Aman Satya is an NGO working for against ragging.

#### **Punishment:**

Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside the campus of BVJNIOT shall in conviction be punished with imprisonment for a term up

to 2 years/ or penalty which may extend to Rs. 10,000/-.

In case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she has indulged in ragging, admission may be refused or he/she may be expelled from the college.

#### 4.10.4 SC / ST Committee

As per the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989, No.33 of 1989 dated 11.09.1989 and AICTE Approval process handbook 2016-17 the committee shall consist of five members, out of which at least 2 members shall be SC/ST and one member shall be woman.

**Table 4.4 : SC / ST Committee**

Sr. No.	Name	Status	Designation
1	Mr. A.A.Shinde	Chairman	Vice Principal
2	Mr. D. B. Dhone	Member	TPO
3	Mr. A. P. Shinde	Member	HOD Computer Technology
4	Mr. S.H. Surekar	Member	Lecturer in Production Technology
5	Mrs Rajput P. U.	Member	Lecturer

The scheduled Caste (SC) and Scheduled Tribes (ST) Cell in an institute promotes the special interest of students in the reserved category and to provide special inputs in areas where the students experience difficult. The cell regularly have to conduct remedial coaching classes on life skills, personality development, writing assignments and making presentations and also have to organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.

#### **Objectives:**

- 1) To implement the reservation policy for SCs/STs in the College.
- 2) To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the institute and analyze the data showing the trends and changes towards fulfilling the required quota.
- 3) To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the MSBTE/DTE/AICTE.
- 4) To implement, monitor and evaluate continuously the reservation policy in the college and plan measures for ensuring effective implementation of the policy and programme of the Government of India
- 5) Circulate GOI and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the College.

- 6) Analyze information on admissions, education, training and employment of SCs and STs; prepare reports for transmission to the Ministry of Human Resource Development and such other authorities as may be required.
- 7) Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees and render them necessary help in solving their academic as well as administrative problems.
- 8) To promote higher education among these two communities suffering economic, social and educational deprivations

#### **Frequency of Meeting :**

According to the regulations framed by AICTE, the Committee meets at least two times in a year and the decisions arrived at is mandatory to be implemented.

SC/ST Committee at BVJNIOT : BVJNIOT in compliance with AICTE guidelines has constituted SC/ST Committee to help the SC/ST categories integrate with other communities of the institute and to remove difficulties, which they may be experiencing.

#### **4.11 Delegation of financial powers (5)**

The Financial committee comprises of Hon. Dr. Vishwajeet Kadam as Chairman, Principal and all HODs as members.

The Governing Body has delegated the financial powers to the Member Secretary, Principal and HODs of all departments. Budget allocation for each program is decided by the above committee.

Once the budget is allocated, the Head of the Department along with his/her faculty and staff members decides and allocates the budget accordingly.

The budget is utilized for purchase of equipment, maintenance, consumables and other miscellaneous expenses. The accounts are audited once in every six months.

Financial powers are delegated to Principal, Vice-Principal and Head of Departments.

**Table 4.5 List of Delegation of Financial Powers**

<b>Sr No</b>	<b>Particulars</b>	<b>Functionaries</b>	<b>Proposed financial Power</b>
1	All kinds of expenditure under plan and non-plan budget	Principal	Rs.1.0 lakh
2	All kinds of expenditure under plan and non-plan budget	Vice Principal	Rs.50,000/-
3	All kinds of expenditure under plan and non-plan budget	Head of department	Rs.50,000/-
4	All kinds of expenditure under plan and non-plan budget	Faculty	Rs.10,000/-

#### **4.11 Transparency and availability of correct/unambiguous information in public domain**

In order to ensure transparency, the college takes the following measures.

##### **4.11.1 Academic and Administrative Transparency:**

- 1) The institution maintains transparency in all its operation and working.
- 2) Information such as Internal marks scored by students, shortage of attendance, if any, availability of scholarships, opportunities for students, etc, are promptly displayed on Notice Boards.
- 3) The institution has the website for which all clear information is available without any ambiguity.
- 4) All rules are available with the Principal in a hard bound copy.
- 5) All faculty and staff are aware of the rules and regulations and various policies announced by DTE/MSBTE from time to time.
- 6) All committees as indicated above function and report to the management for smooth running of the institution and its activities.
- 7) The instructions both academic and administrative are announced in a systemic manner through notice boards and circulations. Most of the notices are circulated online through emails/SMS and whatsapp.
- 8) Complete participatory approach is followed in the institution satisfying all faculty, staff and management.
- 9) All the issues are discussed in the meetings of the Heads of Departments, which are held periodically the minutes of which are circulated to all the departments.
- 10) The decisions taken and the issues discussed in meetings of the Heads of Departments are informed to the faculty in the department level meetings
- 11) All the important pieces of information are sent to the faculty, staff and students
- 12) There are Notice Boards in all the department through which information is made available to the staff and students and very significant circulars are sent to the classrooms.

##### **4.11.2 Academic Results and all the important items are placed on the College website**

Rules for admissions to diploma courses are as per AICTE, DTE and MSBTE norms.

The rules and regulations is published on college website- <http://bvjniot.bharativedyapeeth.edu>

#### **4.12 Budget Allocation, Utilization, and Public Accounting at Institute level**

The yearly budget is prepared according to the needs & requirements of the departments taking into consideration the annual intake of students, laboratory & infrastructure developments, students, faculty & staff requirements and promotions and latest technologies etc. Formal budget estimates will be prepared by each department and will be reviewed in HODs meeting with the Principal.

After deliberations formal budget made altered in departments and forwarded to Principal for preparing final budget at college level. The final budget is sent to Management for approval and sanction. The budget is progressively increased to meet the new facilities for equipment, replacement of outdated equipment and new labs due to revision in curriculum.

The details of budget allocation in terms of income earned and expenditure incurred for the last four consequent previous years are given below. The budget is allotted for all the departments in a consolidated manner.

## 5. Admission Rules and Regulations

### 5.1 Eligibility Criterion

Passed 10<sup>th</sup> Std. / SSC examination. Obtained at least 35% marks at the qualifying examination.

### 5.2 Admission Procedure

The students are admitted in the institute as per the provisions of **Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015**. The Centralized Admission Process (CAP) will be conducted by Competent Authority appointed by the Government of Maharashtra.

Cell.Website: <http://www.dtemaharashtra.gov.in>

### 5.3 Curriculum and examination rules

The institute implements the Curriculum for all the disciplines as provided by the Maharashtra State Board of technical education, Mumbai. The pattern and rules for the examination conducted at the institute are also as per those laid down by the Maharashtra State Board of technical education, Mumbai.

## 6.0 Incentives

### 6.1 Incentives for students:

The Management can announce following incentives and rewards for Students:

- Student securing 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Rank in end semester MSBTE examination at institute level will be felicitated and awarded certificate for each program.
- For needy students from poor financial background, concession in fees shall be given.
- Registration fee and travelling expenses will be paid by institute for those Students participating in inter diploma technical events.

### Incentives for staff

- Families including all dependents of the faculty members are entitled to free medical care at the Bharati Vidyapeeth health center.
- Sevak Kalyan Nidhi (Staff Welfare Fund) - Financial Assistance is provided to the faculty and staff.
- Registration fee of faculty participating in workshop and training programs will be paid by institute.
- Fee concession is provided to ward of teaching and non-teaching staff studying in Bharati Vidyapeeth

## 7. Code of Conduct

All employees to follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the institute. Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment:

- Insubordination
- Theft
- Conviction of a felony involving moral turpitude
- Bringing discredit to the Institute
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Negligence
- Dereliction of duty
- Interfering with the work performance of another employee
- Favoritism
- Wasting materials
- Willful damage to equipment or property of the Institute
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment.

### 7.1 Policy for Physically Handicapped People

Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."

## 8. Student Discipline and Conduct

- 1) Every student will maintain discipline and decorous behavior both inside and outside the campus with faculty and their friends and will not involve in any activity, which shall tend to bring down the prestige of the Institute.
- 2) Any act of indiscipline of a student reported to the Authorities, shall be discussed in meeting. The Committee shall enquire into the charges and recommend necessary action if the charges are substantiated.
- 3) During the conduct of lectures / practical / term work student should not loiter in and around the Institute premises.
- 4) Every student must attend all lectures, practical, term work and examinations conducted by the Polytechnic.
- 5) Students should not organize on their own picnic, excursion etc. without prior written permission of the Principal.
- 6) If a student while studying in the institute is found indulging in anti-national activities contrary to provisions of acts and laws enforced by Government s/he is liable to expulsion from the institute without notice.
- 7) If a student is involved in any kind of ragging, the student shall be liable for strict action as per Maharashtra Anti-ragging act 1999.
- 8) The students should not involve in any activity such as “common off”. If they are found to be involved in “common off”, are liable to disciplinary action as decided from time to time.
- 9) Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at Institute. The valid ID card must be presented for identification purpose as and when demanded by authorities. Refusal shall be subjected to disciplinary action
- 10) Mobile phones are strictly banned during academic hours. Mobile phones must be switched off before entering classrooms or laboratories. If any student is found using mobile phones during academic hours, s/he will be liable to necessary action.
- 11) All students must handle Laboratory Equipment, Machines and Computers in the institute with proper safety and care.
- 12) All students must use all internet facilities ethically.
- 13) The library facilities shall be properly used. All students must adhere to the rules and regulations of Library.
- 14) Every student should take utmost care of the Institute property and try to keep the Institute and its premises neat, clean and tidy. Any Intentional damage done to the Institute building, furniture, equipment’s by the students shall be treated as breach of discipline and the students will be severely punished.