

Pankaj Laddhad
Institute of Technology
and
Management Studies,
Yelgaon, Buldana



CHIKHALI
ROAD,
YELGAON,
BULDANA

<http://plit.ac.in>

STUDENT'S HANDBOOK ON
CODE OF ETHICS AND CONDUCT

1. PREAMBLE

This Handbook indicates the standard procedures and practices of 'Pankaj Laddhad Institute of Technology and Management Studies, Buldana for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. All Students are requested to be well aware with this Code.

2. JURISDICTION

The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take notice of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

- a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute.
- c) Possession or use of weapons, explosives, or destructive devices off campus.
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

3. ETHICS AND CONDUCT

This Code shall apply to all kinds of conduct of students that occurs on the Institute premises and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

1. After enrolling to institute , each students must follow this code statement as follows-

- a) He/she shall be regular and must complete his/her studies in the Institute.
- b) In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the Institute subject to written consent of the Principal and Chairman.
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.
- d) Student has to become member of professional society of their department.

- e) Student has to plant at least two trees in campus and remain guardian till completion of course.
- 2. Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

All students must deter from indulging in any and all forms of misconduct including

- 1. Partaking in any activity off-campus which can affect the Institute's interests and reputation substantially.
- 2. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- 3. Intentionally damaging or destroying Institute property or property of other students and/or faculty members
- 4. Any disruptive activity in a class room or in an event sponsored by the Institute
- 5. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
- 6. Participating in activities including
 - a) Organizing meetings and processions without permission from the Institute.
 - b) Accepting membership of religious or terrorist groups banned by the Institute/Government of India
 - c) Unauthorized possession, carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks, contrary to law or policy.
 - d) Unauthorized possession or use of harmful chemicals and banned drugs
 - e) Smoking on the campus of the Institute.
 - f) Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
 - g) Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
 - h) Rash driving on the campus & off the campus that may cause any inconvenience to others
 - i) Not disclosing a pre-existing health condition, either physical or psychological, which may cause hindrance to the academic progress?
 - j) Theft or unauthorized access to others resources
 - k) Misbehavior at the time of student body elections or during any activities of the Institute.
 - l) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
- 7. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
- 8. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

9. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
10. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
11. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
12. Damage to or destruction of any property of the Institute, or any property of others on the Institute premises.
13. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
14. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

4. BREACH OF CODE OF CONDUCT

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

1. **WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
2. **RESTRICTIONS** -Reprimanding and restricting access to various facilities on the campus for a specified period of time.
3. **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
4. **EXPULSION** - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.
5. **MONETARY PENALTY-** May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
6. **SUSPENSION-** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc.

Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

7. Ineligibility to reapply for admission to the Institute for a period of three years, and
8. Withholding the mark sheets or certificate for the courses studied or work carried out.

5 APPEALS:

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

1. Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or
2. Refer the case back to the committee for reconsideration.

In any case the Chairman's decision is final and binding in all the cases where there is a possible misconduct by a student.

6. ACADEMIC INTEGRITY

As a premier institution for advanced scientific and technological research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

I. Scope and Purpose

- a) This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institute and is required to adhere to the said policy. The purpose of the Policy is twofold:
 - To clarify the principles of academic integrity, and
 - To provide examples of dishonest conduct and violations of academic integrity.
- b) Failure to uphold these principles of academic integrity threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every member of the Institution community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.
- c) The principles of academic integrity require that a student,
 - Properly acknowledges and cites use of the ideas, results, material or words of others.
 - Properly acknowledges all contributors to a given piece of work.

- Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

II. Attendance

Even though the requirement as per **Sant Gadge Baba Amravati University, Amravati** Regulations for completion of a semester, a student has to attend at least 75% of the classes, the college insists on a minimum of 96% attendance for theory classes and 100% for the laboratory classes, This will help the students to get full attendance and maximum internal assessment Marks and students can perform well in the model and university examinations also no one will be detained from writing the Sant Gadge Baba Amravati University, Amravati examinations due to shortage of attendance.

a) Leave Regulations

All the students should make note of the following leave regulations and are instructed to strictly abide by these rules while availing leave.

All Leave Letters Should Be Submitted Through Class In Charge, Teacher Guardian and Head of Department.

Absence without leave letters will be viewed seriously.

- **For Availing One Day Leave:**

1. Leave letter should be submitted on the previous day – Leave letter may be signed by the students themselves.

- **For Availing Two Days Leave:**

1. Leave letter should be submitted on the previous day itself with the parents' signature.

(Or)

2. Leave letter should be submitted (with the parents' signature) on the first day of the leave availing through any other student.

(Or)

3. Parents should call up Teacher Guardian and inform the respective class In-charge regarding the leave matter.

For medical treatment, medical documents should be enclosed with the leave letter along with the parent's signature.

- **For Availing three or More Days leave:**

For any family function or on medical grounds, parents should come in person and can apply with all Medical documents for availing leave through the respective Teacher Guardian/ Class In-charge and informed to the respective department Head of Department.

III. Dress code

Students must attend college properly groomed and wearing appropriate clothing. Students are expected to dress neatly and adhere to the below mentioned dress code.

- **For Boys:**

- a) Students must wear college uniform as specified by college.
- b) Must be ironed.
- c) Black formal leather shoes.
- d) The beard must be properly trimmed or shaved.
- e) Shoes must be polished,
- f) Shirts must be tucked in at all times,
- g) Black color leather belts,
- h) Slippers, Sandals and Sport shoes are strictly prohibited.

- **For Girls:**

Ladies must be appropriately dressed in as specified below-

- a) Students must wear college uniform as specified by college.
- b) Must be ironed.
- c) Gaudy & glamorous outfits are not allowed.
- d) Sleeveless and deep necks are not allowed.

Black formal leather (ladies) shoes , Sandals and Chappals with normal heels allowed (Pencil heels not allowed).

IV. Internal Marks Evaluation

The theory & practical internal marks for each course will be evaluated as per the table shown below:

A. Theory:

B.

- For each process, records/documentations are to be preserved.

UG: BE 1st, 2nd, 3rd & 4th Year: Two Class Tests and TEC (All Branches)

Sr. No.	Item (s)	Duration for Conduction	Evolutional Scale: Marks and Syllabus	Weightage (Out of 20 Marks)
1.	Class Test I and Class Test II	One Hour for each Class Test	30 02 Units for each Class Test	60/6=10
2.	Teacher Evolution Component (TEC): Any one TEC to each student/subject	Throughout the semester	30	30/6=05
3.	Attendance	Throughout the semester	95-100% 05 90-94.99% 04 85-89.99% 03 80-84.99% 02 75-79.99% 01 Below 75% 00	05

For PG: ME

Sr. No.	Item (s)	Duration for Conduction	Evolutional Scale: Marks and Syllabus	Weightage (Out of 20 Marks)
1.	Class Test I and Class Test II / Assignment Work	One Hour for each Class Test	30 02 Units for each Class Test	60/6=10
2.	Teacher Evolution Component (TEC): Any one TEC to each student/subject	Throughout the semester	30	30/6=05
3.	Attendance	Throughout the semester	95-100% 05 90-94.99% 04 85-89.99% 03 80-84.99% 02 75-79.99% 01 Below 75% 00	05

Please Note: Attendance in UG & PG should be min. 75% for term grant. Subject Teacher will identify and open min. one TEC per subject. (Records are to be maintained)

List of Teacher Evolution Components (TEC's):

1. Tutorials on Syllabus points
2. Presentation/Seminar on extension of the course
3. Mini/Term/Short Projects (Design/Fabrication/ Simulation/ Software / Hardware Development / Survey / Case Studies etc.)
4. New Experiment development and testing
5. Open book test
6. Surprise test
7. Quiz / Group Discussion
8. Field/Industrial work
9. Industrial visit and report writing

Total 03 Marks per experiment
(Expected total number of experiment is 08 based on curriculum and at least 03 to 04 beyond curriculum)

C. Practical's:

Distribution of Marks for Evaluation of Practical:

1. Attendance – ½ Marks
2. Performance – ½ Marks
3. Record Writing Skills – ½ Marks
4. Submission on time – ½ Marks
5. Viva – 01 Marks

- Practical Index should be similar to following pattern:

Index

Sr. No.	Name of Experiment	Page No.	DOP with marks 1/2	DOS with marks 1/2	Technical Performance (Marks 1/2)	Record Writing Skills (Marks 1/2)	Viva (Marks 01)	Total Marks Out of 03	Remark with Sign.

*Nomenclature: DOP = Date of Performance, DOS = Date of Submission

V. Scholarship Documents Checklist :

Documents required while filling scholarship form are given as follows-

Name of Documents	Category		
	EBC	Scholarship/Freeship	Minority
Student Application Form with passport size photo	✓	✓	✓
CAP allotment/ admission confirmation letter	✓	✓	✓
Income Certificate (Original)	✓	✓	✓
Previous all marksheet (highlight for ATKT)	✓	✓	✓
Domecile Certificate	✓	✓	✓
Previous pass/ ATKT marksheet	✓	✓	
Ration card	✓	✓	
GAP Certificate	✓	✓	
Death Certificate (if father is deceased)	✓	✓	
Caste Certificate	✓	✓	
Aadhar Card and Aadhar linkage proof	✓	✓	✓
Caste validity certificate	✓	✓	
Non creamy layer certificate	✓	✓	
Transfer certificate	✓	✓	✓
Bank pass book	✓	✓	✓
Fees receipt of current admission	✓	✓	
Previous scholarship letter	✓	✓	✓
Exam form filled proof	✓	✓	
Attendance certificate above 75%	✓	✓	
Enrollment No. of SGBAU	✓	✓	
District Transfer certificate	✓	✓	
Minority Declaration			✓

VI. Examination Rule :

1. Students should not enter the Exam Hall without proper college dress code & ID Card.
2. Silence should be maintained in the examination hall.
3. Students should occupy the allotted seats at least 10 minutes before the commencement of all the examinations.
4. **Seating Arrangements :**
For sessional Examinations, seating arrangement will be displayed on notice board before the commencement of examinations.
For University Exams – refer the Exam Block Notice Board on the day of the Exam.
5. Students themselves should check the Hall tickets, ID cards and calculators before entering the Exam Hall.
6. Wallets, pouches ,Cell Phones and bus passes (from all students) should be kept on the stage before the commencement of the examinations while other belongings should be kept outside the exam hall only.
7. Candidates should not carry any written / printed material, cellphone, pendrive, iPod, programmable calculator (other than the calculators given by the college) / any unauthorized data sheet/tables/ data books into the examination hall. Possession of any of the above materials will be considered as malpractice.
8. Students are not allowed to exchange pencil, eraser, scale and calculator inside the exam hall.
9. Students should check the answer booklet
10. Candidates should use only blue or black pen for writing in the booklet.
11. Students should write their roll number on the question paper and they should not write anything else on the question paper.
12. Students should verify the subject code and subject name with hall ticket as soon as they receive the question paper. If there is any discrepancy, they should report it to the invigilator immediately, since some subjects with same subject name and different subject code may be prescribed for other branches.
13. Candidates should write his/her roll number, semester, subject and date of examination in the appropriate space provided in the first page of the answer booklet and nowhere else in the answer booklet.
14. If a candidate writes his / her roll number on any part of the answer booklet / sheets other than the columns provided for or put any special mark or write anything, it will be treated as malpractice.
15. Sufficient attention should be paid while signing on the attendance sheet.
16. The examinee who has passed 2/3 head of preceding two semester combined together shall be allowed to keep term in next higher class (ATKT). For considering head of passing, every theory and practical shall be consider as a separate head of passing.

VII. Publication Rule:

- a) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

- Reproducing, in whole or part, text/sentences from a report, book, project, publication or the internet.
- Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- Taking material from class-notes or incorporating material from the internet Graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or project without proper attribution.
- Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- Paraphrasing or changing an author's words or style without citation.

b) Cheating includes, but is not limited to:

- Copying during examinations, and copying of homework assignments, term papers, thesis or manuscripts.
- Allowing or facilitating copying, or writing a report or taking examination for someone else.
- Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- Fabricating (making up) or falsifying (manipulating) data and reporting them in project and publications.
- Creating sources, or citations that do not exist
- Altering previously evaluated and re-submitting the work for re-evaluation
- Signing another student's name on an assignment, report, research paper, and project or attendance sheet.

c) **Conflict of Interest:** A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, and publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large amount of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

d) Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- Use proper methodology for experiments and computational work. Accurately describe and compile data.
- Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).
- Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and project.
- Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise

VIII. Individual and Collective Responsibility:

The responsibility varies with the role one plays.

- a) **Student roles:** Before submitting a project to the department, the student is responsible for checking the project for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the project is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
- b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and thesis carefully. Faculty members are also responsible for ensuring personal.

Compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute’s academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

7. ANTI-RAGGING

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to

- I.* Ragging constitutes one or more of the following acts:
 - a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
 - b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
 - c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
 - d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
 - e. exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
 - f. any act of financial extortion or forceful expenditure burden put on a student by other students;
 - g. any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
 - h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
 - i. Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

8. ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Principal and headed by students affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by student's affairs advisors, and can have as its members, the Deans, Student Counselors, Faculty Advisors, and Chairperson of the concerned Department.

9. ANTI-RAGGING SQUAD

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions.

Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

- **Punishments**

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a. Suspension from attending classes and academic privileges.
- b. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c. Debarring from appearing in any test/ examination or other evaluation process.
- d. Withholding results.
- e. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f. Suspension/ expulsion from the hostels and mess.
- g. Cancellation of admission.
- h. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i. In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- j. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

- **Appeal**

1. An Appeal against the any of the orders of punishment enumerated here in above shall lie to:
 - a. In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Principal of the Institute.

10. Undertaking by parents and students

College also has a strict code for students during industrial tours and trips. Students and their parents need to submit an ant ragging undertaking stating that the student would not be involved in any such activity in the campus during his tenure as a student in the college. They are also required to submit an undertaking before going for the industrial tours and trips so as to maintain proper conduct throughout. Students and parents are supposed to sign an undertaking during admission to college that the student would abide by the rules and regulations of the college. Samples of various undertakings submitted by students and parents.

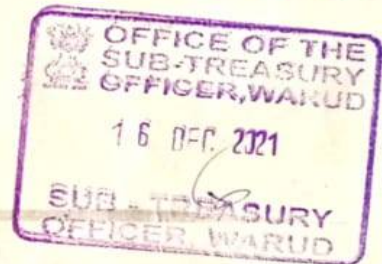
1. Undertaking by students during admission to college.



महाराष्ट्र MAHARASHTRA 2021
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नेहासोनी नारायणराव देशमुख
स. लोणी
प्रान्त विक्रम, वरुड, प.प्र. १/१७



**ANNEXURE I
AFFIDAVIT BY THE STUDENT**

I, Tejaswini Narayanrao Deshmukh DSE21135384 D/o Narayanrao Ajabrao Deshmukh having been admitted to 2021 .Pankaj Laddhad Institute Of Technology and Managment Studies have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), 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 Regulations 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 behaviour 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.

Notary

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.

Declared this 20 day of Dec month of 2021 year.

Notary

Bhushan V. Behare

Signature of deponent
Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at Warud on this the 20th Dec 2021.

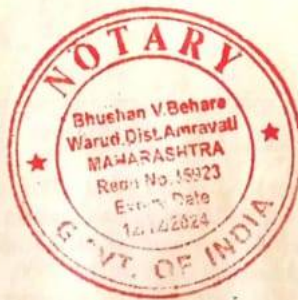
Bhushan V. Behare

Signature of deponent

Solemnly affirmed and signed in my presence on this the 20th Dec 2021 after reading the contents of this affidavit.

OATH COMMISSIONER

REG. NO. 3709
DATE: 20/11/2021
THIS DOCUMENT CONTAINS 02 PAGES



ATTENDED BY ME
Bhushan V. Behare
Adv.
NOTARY For
Warud/Amravati (M.S.) India
Mob 9973991028



2. Undertaking by parents during the admission to college.

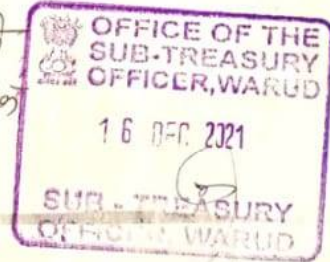


महाराष्ट्र MAHARASHTRA
३०४२४०
दिनांक १६ DEC 2021

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ZF 923577

तय गजराज ठाकराव देवमुख २२ लेडी
वर्ग १०
जिल्हा अहमदनगर, प.क्र. ५/१०
ले लेडीज कॉलेज देवमुख



ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms Narayanrao Ajabrao Deshmukh guardian of Tejaswini Narayanrao Deshmukh DSE21135384 having been admitted to 2021 Pankaj Laddhad Institute Of Technology and Managment Studies have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), 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 Regulations and am fully aware of the penal and administrative action that is liable to be taken against may 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 will not indulge in any behaviour 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.

Notary

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, the admission of my ward is liable to be cancelled.

Declared this 20th day of Dec month of 2021 year.

Notary

N. A. Deshmukh

Signature of deponent

Name:

Address:

Telephone/Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at Warud on this the 20th day of Dec month 2021 year

N. A. Deshmukh

Signature of deponent

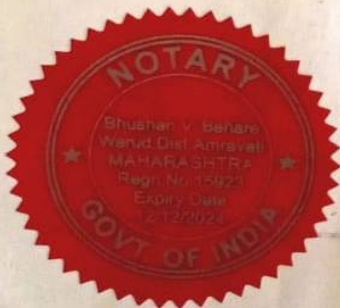
Solemnly affirmed and signed in my presence on this the 20th day of Dec month 2021 year after reading the contents of this affidavit.

OATH COMMISSIONER

3710
ON ENTERED 20/11/2021
THIS DOCUMENT CONTAINS 02 PAGES



ATTENDED BY ME
Bhushan V. Behare Adv.
BHUSHAN V. BEHARE
NOTARY For
Warud/Amravati (M.S.) Dist.
Mob 9373991088



3. Undertaking by parents before going for a trip/tour.

Pankaj Laddhad Institute of Technology and Management Studies,

Chikhali Road, Yelgaon, BULDANA – 443001 (M.S.), INDIA.

To,

The Principal

PLITMS ,Buldana – 443002

Subject :- Regarding The Submission of approval for “ Industrial Tour Undertaking”

Respected Sir,

We Mr.

Mrs.....Parents of

..... Bearing PBE NO Studying in

..... Semester, Department Of Engineering, in Pankaj laddhad Institute of Technology and management studies, Buldana herewith voluntarily submitting the undertaking .

We the undersigned parents / guardian are aware that ,our son/daughter is participating in the industrial tour organized by the Institutes scheduled during with full acceptance and will be bearing all the expenditure incurred for the industrial tour towards travel and other expensed from ur end.

We shall Insure that our son/daughter shall abide by the college terms and conditions for industrial t our,We hereby declare and confirm that the college shall not be held responsible in the event of any misfortune or accident and/or personal enjuries whether fatal or otherwise involving our son/daughter.

We shal undertake full responsibility of all the consequences should any other person or body suffer such accident and /or personal injuries and/ or damage to the property as result of our son/daughter negligent not during the period of industrial tour.

We further confirm that the college shall not be held responsible for our son/daughter misconduct or wrong doing at all times during the period of industrial tour and shall obey the instruction of faculty members who are accompanying during the industrial tour.

Yours Sincerely

.....
.....

(Parents /Guardians Signatures

Students Signature

Name Of Father & Sign :-.....

Name of Mother & Sign :-

4. Undertaking by Students before going for a Tour/NSS Camp/ University Sports Events/Seminar /Workshop etc.

UNDERTAKING

I stying inyear
..... Engineering Department
undersigned ,here by declare and confirm that ,the college shall not be held responsible in
the event of any misfortune oe accident and personal injury whether fatal or otherwise. We
shall undertake full responsibility of all consequences should any other person or body
suffer such accident and/or personal injury damage to property as result of our negligent
act during the period of Industrial tour /NSS Camp/University Sport Events /Seminar &
Workshops which is being held on

Applicant Name :-.....Parents Name :-.....

Student Mobile No.:-..... Parents Mobile No:-.....

Applicant Signature:-.....Parents Signatures:-.....

11. Sexual Exploitation

Sexual exploitation is when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit or to benefit anyone other than the one being exploited. Examples include non-consensual electronically recording, photographing or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all parties involved and voyeurism (spying on others who are in intimate or sexual situations).

a) Sexual Intimidation

Sexual intimidation involves threatening another with a non-consensual sex act such as engaging in indecent exposure. Violence against another person can take many forms. Violence, in the context of this policy, includes domestic violence, dating violence and stalking.

b) Domestic Violence

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.

c) Dating Violence

Dating violence is a violent act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

d) Stalking

Stalking is a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Assistance by College

In order to foster a fearless environment, the COLLEGE shall take proactive steps in preventing sexual harassment and resolving disputes of the above said nature.

- a) To provide counseling services to the complainant
- b) Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines
- c) To pursue the complaint and the safety of the complainant
- d) To assure confidentiality of the case
- e) To form the Internal Complaints Committee to deal with the cases relating to Sexual Harassment
- f) To inform the members about the Internal Complaints Committee by displaying the same at conspicuous place
- g) Provide necessary facilities to the Internal Committee as the case may be, for dealing with the complaint and conducting inquiry;
- h) Assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

- i) Make available such information to the Internal Committee as the case may be, as it may Require

Redressal Procees :

- Any employee/student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with her signature within 10 days of occurrence of incident.
- The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.
- At the first meeting, the Committee members shall hear the complainant and record her allegations. The complainant can also submit any collaborative material with a documentary proof, oral or written material etc. to substantiate her complaint.
- Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him to give an explanation, where after, an “Enquiry” shall be conducted.
- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

12. STUDENT GRIEVANCE PROCEDURE

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaint.

Link for online grievance submission for students.

<https://docs.google.com/forms/d/e/1FAIpQLSc9mFvnCYWozFVEhA6Si5BINkr8DYfjy96MrXexxNPnZA4jlg/viewform>

UG & PG Seminar Format

Annexure A: Structure/Style/Format instructions/guidelines for Seminar Reports

I General guidelines for Seminar Report:

1. Number of copies to be submitted is $N+3$. (UG & PG) $N=$ student
2. Maximum page limit: the maximum limit is 25 pages (for UG) & 35-40 Pages (for PG) for the body of the report (That is, excluding cover page, certificate page, abstract, contents and all other lists, acknowledgment and annexure)
3. Page size. A4 Bond Paper. All seminar reports should be in color copies.
4. Binding. Staple binding or stitching the sheets sandwiched between two plastic sheets (to provide protective cover) is recommended. Use a heavy -duty stapler appropriate to the Number of sheets. Top plastic sheet must be transparent so that cover page is clearly seen. Use a plastic spine to cover the staples to avoid the possibility of the pins hurting the reader. Do not use spine binding alone without stapling or stitching. Use of word processing software such as MSWord, Star-Office or Latex is a must.
5. Summary: Along with the report, submit a 2-page extended abstract of the report.

II. Report Structure:

1. **Cover page:** Giving the title of the report, the name and roll number of the student, the name of the guide. The exact format is given as below. The title should be representative of the matter contained in the report. Avoid titles that are too generalized or cryptic like "Composites." "Computational Fluid Dynamics", "Buckling of Plates". Also avoid very long titles.
2. **Vision & Mission of the Institute:-** The vision and mission of the institute is present on it.
3. **Vision & Mission of the Department:-** The vision and mission of the department is present on it.
4. **Certificate:** A certificate as per format shown in below signed by guide.
5. **Acknowledgements:-** Acknowledge guidance, advice/help received from people you have interacted with during the course of the seminar, restricting it to technical discussions associated with the contents of the report. Any details required for the sake of completion but not essential in the overall flow of information and readability of the main text can be put in Appendices at the end of the report.
6. **Abstract:** A single paragraph describing in concise terms, the technical contents of the report. This should not be a layout of the report in terms of chapter titles. Rather it should be able to clearly convey to the reader what matter is covered by the report as its scope. Indicate subject dealt with, objectives of the investigation, arguments discussed/newly observed facts/conclusions of the study in summary form. A good guideline is to restrict the abstract to about half a page. In any case it should not exceed one page. The abstract should be followed by a set of 5-6 keywords related to the

report.

7. Table of Contents: Chapter, section titles and references with their corresponding page number.

8. List of Figures: Giving figure number, figure title, page number.

9. List of Tables: Giving table number, table title, page number. If there are very few figures and tables, then the list of figures and list of tables may be put on the same page. Otherwise they may be put on different pages.

10. Nomenclature: All acronyms and symbols used in the report must be defined here. Order is acronyms first (in alphabetical order) followed by symbols (English alphabets in alphabetical order, followed by Greek and other mathematical symbols) followed by subscript E/superscripts.

11. Body of the report: In the form of Chapters 1 to N. Chapter 1 is usually an introductory chapter introducing the report topic through its importance, background, history, motivation, overall statement of status/maturity of the field, scope of the study, etc. About 2-3 pages. Followed by the specific matter pertaining to the topic, organized as several chapters. Each chapter must be at least 2-3 pages long. Avoid very small chapters. Similarly all the matter should not form a huge chapter of say 13-18 pages. Split the contents. A good guideline would be about 3-4 chapters excluding the introductory and the concluding chapter. The body of the report must end with a small chapter with comments or conclusions reached say on the present state - of-art/progress achieved. future of the field, technology summary, highlights, contributions, etc. Consult your guides. Contents of all chapters must be written in your own way. Verbatim copying of contents from other sources is not permissible, even if references are adequately cited against such contents (even in seminar reports). Exceptions are figures /tables, which may be reproduced with correct citation. Short quotations with citation are permissible, where necessary, for emphasis. Verbatim reproduction will attract severe grade penalty.

12. References: List all papers, books, monographs, and URLs of Internet archives or of permanent information sources, strictly as per specific form at given later.

UG Project Report & PG Dissertation Format

Annexure A: Structure/Style/Format instructions/guidelines for Project & Dissertation

I General guidelines for Project & Dissertation Report:

1. Number of copies to be submitted are $N+3$. (UG & PG) N = No of students in Project group.
2. Maximum page limit: the maximum limit is 25 pages (for UG) & 35-40 Pages (for PG) for the body of the report (That is, excluding cover page, certificate page, abstract, contents and all other lists, acknowledgment and annexure)
3. Number of copies to be submitted are $N+3$ for UG & $N+6$ for PG

4. Page size. A4 Bond Paper. All Project & Dissertation report should be in color copies.
5. Binding. Do the hardcover Binding.
6. Summary: Along with the report, submit a 5-6page extended abstract of the report.
7. Use Chapter Separator pages & transparency pages before begin of every chapter.
8. Also use the Transparency pages before first five pages of report.

II. Report Structure:

1. Coverpage:- Giving the title of the report, the name and roll number of the student, the name of the guide. The exact format is given as below. The title should be representative of the matter contained in the report. Avoid titles that are too generalized or cryptic like "Composites." "Computational Fluid Dynamics", "Buckling of Plates" .Also avoid very long titles.

2. Vision & Mission of the institute:- The vision and mission of the institute is present on it.

3. Vision & Mission of the department:- The vision and mission of the department is present on it.

4. Certificate: A certificate as per format shown in below signed by guide.

5. External Certificates:- A certificate as per format shown in below signed by guide & External Examiner.

6. Declaration: - Declaration of students is to be present.(Only for PG)

7. Acknowledgements: - Acknowledge guidance, advice/help received from people you have interacted with during the course of the seminar, restricting it to technical discussions associated with the contents of the report. Any details required for the sake of completion but not essential in the overall flow of information and readability of the main text can be put in Appendices at the end of the report.

8. Abstract: A single paragraph describing in concise terms, the technical contents of the report. This should not be a layout of the report in terms of chapter titles. Rather it should be able to clearly convey to the reader what matter is covered by the report as its scope. Indicate subject dealt with, objectives of the investigation, arguments discussed/newly observed facts/conclusions of the study in summary form A good guideline is to restrict the abstract to about half a page . In any case it should not exceed one page. The abstract should be followed by a set of 5-6 keywords related to the report.

9. Table of Contents: Chapter, section titles and references with their corresponding page number.

10. List of Figures: Giving figure number, figure title, page number.

11. List of Tables: Giving table number, table title, page number. If there are very few figures and tables, then the list of figures and list of tables may be put on the same page. Otherwise they may be put on different pages.

12. List of Snapshots:- Giving snapshot number, snapshot title, page number.

13. Nomenclature: AH acronyms and symbols used in the report must be defined here. Order is acronyms first (in alphabetical order) followed by symbols (English alphabets in alphabetical order, followed by Greek and other mathematical symbols) followed by subscript E/superscripts.

14. Body of the report: In the form of Chapters 1 to N. Chapter 1 is usually an introductory chapter introducing the report topic through its importance, background, history, motivation, overall statement of status/maturity of the field, scope of the study, etc. About 2-3 pages. Followed by the specific matter pertaining to the topic, organized as several chapters. Each chapter must be at least 2 -3 pages Long. Avoid very small chapters. Similarly all the matter should not form a huge chapter of say 13 -18 pages. Split the contents. A good guideline would be about 5-6 chapters excluding the introductory and the concluding chapter. The body of the report must end with a small chapter with comments or conclusions reached say on the present state - of-art/progress achieved. future of the field, technology summary, highlights, contributions, etc. Consult your guides. Contents of all chapters must be written in your own way. Verbatim copying of contents from other sources is not permissible, even if references are adequately cited against such contents (even in seminar reports). Exceptions are figures /tables, which may be reproduced with correct citation. Short quotations with citation are permissible, where necessary, for emphasis. Verbatim reproduction will attract severe grade penalty.

15. References: List all papers, books, monographs, and URLs of Internet archives or of permanent information sources, strictly as per specific form at given later.

16. Appendix A:- Publication Papers

17. Appendix B:- Publication Certificates

18. Appendix C- Sponsorship (if any)

19. Appendix D:- Source code (if any)

20. Appendix E- Data

III. Style & Format: (Common for UG, PG seminar report & UG Project Report & PG Dissertation Report)

1. Use A4 page size (8.27 in x 11.69 in / 21 x 29.7 cm) with 1'' margin on all side (**UG & PG seminar report**). Also for **UG Project Report & PG Dissertation**, Top, bottom, right sides with 1''margin and 1.5'' margin on left for all pages. All text -including footnotes and illustrations must appear within this area.

2. Use one and half spacing for all text. Format paragraphs with 6pt spacing after paragraph end. New paragraphs to start on next line (that is, there is no need of an extra line between paragraphs if paragraphs are formatted as suggested). No paragraph indents necessary.

3. Use Times Roman font for all text. In paragraphs use boldface or italic for emphasis only .The proper fonts recommended (all Times Roman) for various elements are

Chapter title 16 pt bold title case Section

Heading 12 pt bold title case Subsection

heading 12 pt title case

Body text 12 pt normal, justified to both margins

Figure/Table captions line normal

Footnote text 9 pt normal

4. Each chapter must start on a new page. Chaptering centered in Title Case. Chapter number centered on separate line above chapter title. Leave one line below chapter title before starting chapter body. Section/Sub-section number with title must be on a separate line by itself, flush left, in Title Case and should not be centered/indented. Format these title lines as paragraphs with 6 pt space after paragraph end. Number sections sequentially in each chapter (that is, 3.1, 3.2, 3.3, and so on in chapter 3 followed by 4.1, 4.2 ... in chapter 4). Number subsections according to the following example: Sec. 3.1.1 is the first subsection of Sec. 3.1; Sec. 3.2.2 is the Second subsection of Sec. 3.2.

Typeset all equations as displayed equations < that is, on separate line/lines). Avoid inline equations in sentences. Type display equation numbers in Arabic numerals in parentheses flush with the right margin. Number display equations consecutively in each chapter (that is, as 3.1, 3.2 . . . in chapter 3; 4.1, 4.2, 4.3 ..., in chapter 4, etc.). If using MSWord, use the equation editor, instead of trying to compose them through text mode. Because of page limitations give equations only where they are essential to the understanding of the point under discussion.

All symbols/notation used in text/equations in the chapters must be defined properly, wherever they occur for the first time in the report (in spite of this also being done in nomenclature).

Similarly all acronyms must be elaborated at first occurrence in the chapters. Symbols/ denotation other than Greek and mathematical symbols, referred to inline in the text must be

emphasized (use italics). For example use R in text to refer to this as a symbol for radius rather than "R". Never refer to this as simply R in text.

One type of matrix/vector notation often used is BOLD CAPS for matrices and bold small case for vectors, in this case all scalars must be in normal font. Alternatively matrix symbols may be enclosed in [] and vectors in { }.

As far as possible figures (particularly block diagrams, simple line drawings, simple graphs) and all tables must be computer generated. Also as far as possible Figures and tables must be placed within the text close to where they are first referred to. Figures and tables should be clear and legible but sized to make economical use of space, and must fit entirely within the text area (that is, not spill over into the margin space). A good idea would be to place the figure or table at either the bottom or top of the page without breaking page and allow the text to flow around it. Similar or related figures should be of uniform size with uniform lettering. All figures/tables included must be called out (referred) in the text as well as properly labeled and captioned. Label figure/table numbers chapter-wise similar to equation numbers or section numbers. In case of figures their labels and captions should be placed below the figure, whereas in case of tables they should be at the head of the table. Figures/Tables which are not computer generated (Line art) should be scanned from original artwork (pen-and-ink) and the image, scaled to size, must be clearly readable. Type in your own captions below the scanned images.

Only if it is not possible to computer generate or scan figures specially those from literature, as in the case of seminar reports, then a good quality, clear legible photocopy of the figure of the correct size, can be pasted at the positioned location in the final printout, after taking care of requirements as stated in 9 above. Provide and block the right amount of space using a frame or box to allow the pasting to be done later. Take adequate care of correct orientation while pasting. Do not photocopy the original caption. Type in your own captions below the pasted figure. Only good quality photocopies of such pages should be part of the submitted copies of the report. Do not submit report copies having pages with the pasted figures.

Avoid bunching of figures/tables on separate pages at the end of the chapters. Although this is not disallowed, it is discouraged.

Adjust/edit figures/tables and text so that most pages are optimally used. The last page of a chapter should not end up as a page with only two or three lines. Avoid formatting pages that will leave large areas of wasted white space, except where it is necessary to avoid starting new sections at the bottom of the page.

While typesetting, take care that extra hard spaces are not inserted between words or before/after commas and full stops. This is a common problem seen with first time users of word - processing software. Hyphenate large words where necessary to avoid large white spaces in the justified text. Most software have this facility along with hyphen help.

Avoid paragraphs that are too short (less than 3 -4 lines). So also avoid paragraphs that are too large, such as those filling up almost the whole page. Referencing Reference numbers should be cited within the text as well as figure-table captions either as superscripts or enclosed in square brackets . All references should be numbered (Arabic numerals) in the order in which they ere first cited in the report. Strictly avoid citing references in chapter/section/subsection titles. In seminar reports, which are almost entirely based on existing literature, references must be adequately cited However, do not overdo this. References are cited to convey to the reader that the idea, concept, formulation, data, inference or information being discussed is attributable to the cited literature. Citing references is not to be taken as acknowledgement of verbatim statement or paragraph as belonging to a particular source. In fact the report must not have such verbatim copy of matter from literature . All figures/tables, which are taken from literature, must be acknowledged by citing the reference number at the end of the caption.

Reference sources: The main reference sources include books/mono -graphs/handbooks, archived journal papers, conference papers in published proceedings, institutional technical reports, theses, dissertations and other archived reports and standards References to less formal sources including pamphlets, magazines, manuals, personal communication, etc., are generally to be used only for citing data, specifications, hardware/software, work in progress, restricted information. Consult your guide about correct use of such sources. Internet websites are also increasingly becoming an important source. However, it should be noted that Internet references should not form the entire list of references. Allowing URLs as references must not be misunderstood to mean that all Internet material is acceptable. Internet material may be transitory, may not be technically reviewed and may have questionable authenticity, that is, it may not be proper archival material. It may be used as second ary information source to supplement the main sources.

Calling of figures/tables/equations/sections/subsections in the text is to be done as Fig. 3.2; Table 4,1; Sec. 4.1; Sec. 4.2.2 respectively,
Reference list : List references d the end of the paper in numerical order. Include the following information (as applicable) See Annexure ID for sample- For a book: author (s), book title (italicized), page or chapter numbers, publisher, city, year. - For a journal paper: authors), "paper

title" (in quotes), journal name (*italics*), volume number, issue number, year, page numbers (inclusive). - For a proceedings paper or chapter in an edited book, authors, "paper or chapter title" (in quotes), volume title (*italicized*), editors, volume number (if applicable), page numbers (inclusive), publisher, city, year. - For an internet source: author(s), "webpage title" (in quotes). Institution/Organization name. UEI in *italics*. Units: Use only SI units in the report.

IV. ANNEXURE

Sample Reference List

Sample book reference:

1. Megson T.H.G., Aircraft Structures for Engineering Students, 2nd ed, Chap. 8, pp 220- 225, Edward Arnold, London, 199Q. Sample journal paper reference:
2. Salunkhe A.S. and Mujumdar P.M./Identification approach to estimation of buckling load of damaged composite plates," AIAA Journal, Vol. 36, No. 8, 199B, pp. xx-yy Sample Conference Paper reference
3. Lakkad S. C. and Mujumdar P.M., "Experimental investigation of the effect of dropped plies on the strength of graphite/epoxy laminates", in Advances in Testing, Design and Development of Aerospace Structures, Proc. of the 5th National Seminar on Aerospace Structures (NASAS), Eds. Mujumdar P.M. and Joshi A., pp, xx-yy, Allied Publishers Ltd., New Delhi, Jan. 1996.

UG

**Seminar Report Cover page &
Certificates Sample Format**

Note: - Do necessary changes as per the department guidelines.

Seminar Report

On

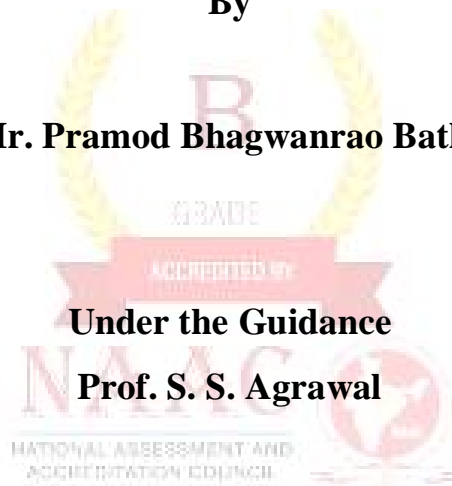
Distributed Power Flow Controller (DPFC) to Improve the Power Quality

By

Mr. Pramod Bhagwanrao Bathe

Under the Guidance

Prof. S. S. Agrawal



**Department of Electrical (Electronics & Power) Engineering,
Pankaj Laddhad Institute of Technology & Management Studies,
Yelgaon, Buldana, (M.S.)-443002, India.**

<http://plit.ac.in>

Sant Gadge Baba Amravati University, Amravati.

Session 2020-21

Certificate

Certified that this B.E. Seminar Report Titled

Distributed Power Flow Controller (DPFC) to Improve the Power Quality

By

Mr. Pramod Bhagwanrao Bathe

of final year (B.E.) during the academic year 2020-21 is for the partial fulfillment for requirement of the award of the degree of Bachelor of Engineering in Electrical (Electronics & Power) under Sant Gadge Baba Amravati University, Amravati.

Prof. S. S. Agrawal
(Seminar Guide)

Prof. A. V. Harkut
(Head of Department)



Dr. P. M. Jawandhiya
(Principal)



**Department of Electrical (Electronics & Power) Engineering,
Pankaj Laddhad Institute of Technology & Management Studies,
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Prof. A. S. Bharathy
(Guide & Head of Department)

Dr. P. M. Jawandhiya
(Principal)



**Department of Electrical (Electronics & Power) Engineering,
Pankaj Laddhad Institute of Technology & Management Studies,
Yelgaon, Buldana, (M.S.)-443002, India.**

Sant Gadge Baba Amravati University, Amravati.

Session 2020-21

PG

**Seminar Report Cover page &
Certificates Sample Format**

Note: - Do necessary changes as per the department guidelines.

Seminar Report

On

Distributed Power Flow Controller (DPFC) to Improve the Power Quality

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Prof. S. S. Agrawal

NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL



Shaping Gen-Next

**Department of Electrical (Electronics & Power) Engineering,
Pankaj Laddhad Institute of Technology & Management Studies,
Yelgaon, Buldana, (M.S.)-443002, India.**

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Prof. S. S. Agrawal
(Seminar Guide)

Prof. A. V. Harkut
(Head of Department)



Dr. P. M. Jawandhiya
(Principal)



**Department of Electrical (Electronics & Power) Engineering,
Pankaj Laddhad Institute of Technology & Management Studies,
Yelgaon, Buldana, (M.S.)-443002, India.**

Sant Gadge Baba Amravati University, Amravati.

Session 2020-21

Certificate

Certified that this M.E. Seminar Report Titled

Distributed Power Flow Controller (DPFC) to Improve the Power Quality

By

Mr. Pramod Bhagwanrao Bathe

of final year (M.E.) during the academic year 2020-21 is for the partial fulfillment for requirement of the award of the degree of Master of Engineering in Electrical Power System under Sant Gadge Baba Amravati University, Amravati.

Prof. A. S. Bharathy
(Guide & Head of Department)

Dr. P. M. Jawandhiya
(Principal)



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Pankaj Laddhad Institute of Technology & Management Studies,
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Sant Gadge Baba Amravati University, Amravati.

Session 2020-21

UG

**Project Report Cover page, Institute
Vision & Mission, Department Vision
& Mission, Internal Certificate &
External Certificates Sample Format**

**Note: - Do necessary changes as per the department
guidelines.**

Project Report

on

Chatbot

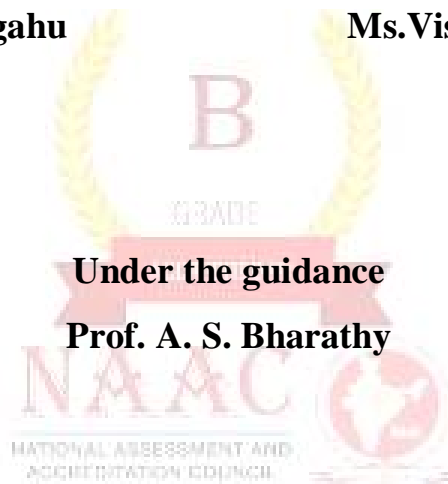
By

Mr. Shubham A. Patil

Mr. Razaullah Shaikh

Mr. Akshay V. Dungahu

Ms. Vishakha A. Satav



Shaping Gen-Next

**Department of Electrical (Electronics & Power) Engineering,
Pankaj Laddhad Institute of Technology & Management Studies,
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<http://plit.ac.in>

Sant Gadge Baba Amravati University , Amravati

Session 2020-21

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- Excellence in Professional Education and Research for shaping “Gen Next”.

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- To achieve excellence in professional education by adapting innovative teaching and learning.
- To inculcate research with creativity & innovation, professional ethics, leadership quality and entrepreneurship skills to meet the societal needs.
- To promote product development and Industry Institution Interaction.



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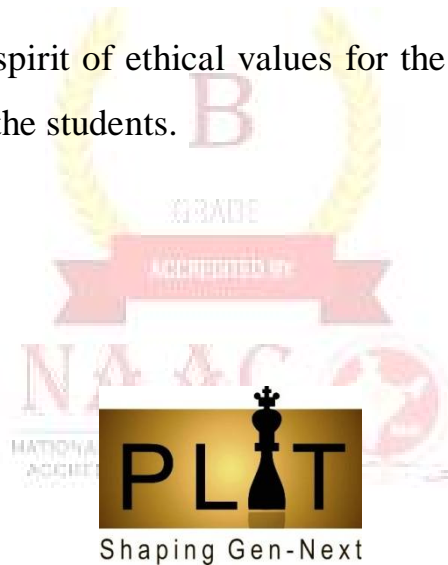
Session 2020-21

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Mission of the Department

- To provide engineer with supportive environment that facilitates learning to solve problem in electrical engineering to serve the society and the nation.
- To produce globally competent and technically well equipped electrical Professionals.
- To cultivate the spirit of ethical values for the cause of development of our nation, in the students.



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(Principal)



**Department of Electrical (Electronics & Power) Engineering,
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Internal Examiner

Date:



External Examiner

Date:



**Department of Electrical (Electronics & Power) Engineering,
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Session 2020-21

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(Principal)



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Session 2020-21

PG

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Declaration Format**

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guidelines.**

Dissertation Report

on

**Improvement of power quality using Three-Phase,
Four-Wire Unified Power Quality Conditioner**

Submitted for partial fulfillment of requirement for the degree of

**MASTER OF ENGINEERING
(Electrical Power System)**

**Submitted by
Mr. Sudarshan Ganesh Hadkar**

**Under the Guidance
Prof. A. V. Harkut**

NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL



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- To inculcate research with creativity & innovation, professional ethics, leadership quality and entrepreneurship skills to meet the societal needs.
- To promote product development and Industry Institution Interaction.



**Department of Electrical (Electronics & Power) Engineering,
Pankaj Laddhad Institute of Technology & Management Studies,
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Sant Gadge Baba Amravati University , Amravati

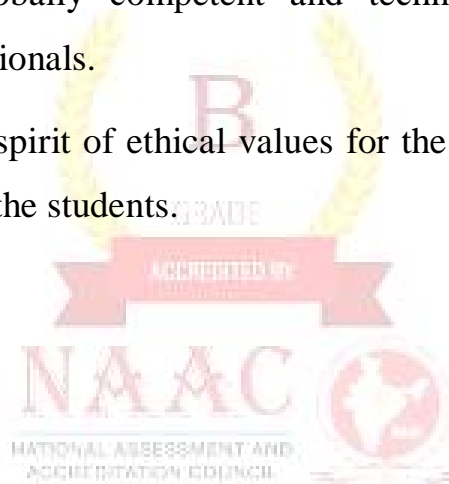
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- To cultivate the spirit of ethical values for the cause of development of our nation, in the students.



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Session 2020-21

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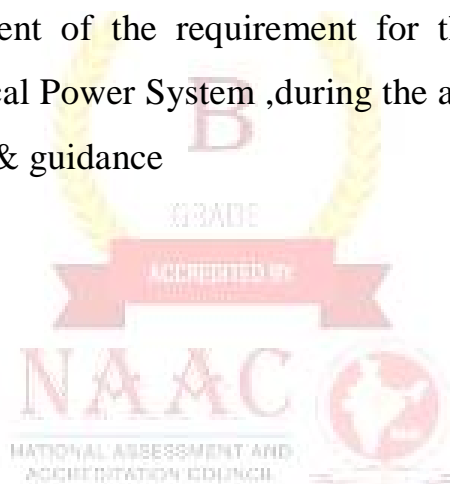
is a bonafied work and is submitted to Sant Gadge Baba Amravati University,
Amravati

By

Mr. Sudarshan Ganesh Hadkar

in the partial fulfillment of the requirement for the degree of Master of
Engineering in Electrical Power System ,during the academic year 2020-2021
under our supervision & guidance

Prof. S. S. Agrawal
(Guide)



Prof. A. V. Harkut
(Head of Department)

Dr. P. M. Jawandhiya
(Principal)



**Department of Electrical (Electronics & Power) Engineering,
Pankaj Laddhad Institute of Technology and Management Studies,
Yelgaon, Buldana, (M.S.), India.**

Sant Gadge Baba Amravati University, Amravati.

(2020-2021)

Dissertation Report Approval Sheet

Dissertation Entitled

**Improvement of power quality using Three-Phase,
Four-Wire Unified Power Quality Conditioner**

By

Mr. Sudarshan Ganesh Hadkar

is presented and approval for the degree of

**MASTER OF ENGINEERING
(Electrical Power System)**

**NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL**

of

Sant Gadge Baba Amravati University, Amravati

**Internal Examiner
(Prof. A.V. Harkut)**

**External Examiner
()**

Date:

Date:

DECLARATION

I, **Mr. Sudarshan Ganesh Hadkar** hereby declare that I have completed the dissertation towards the **Master of Engineering** Degree of Sant Gadge Baba Amravati University, Amravati, in **Electrical Power System** discipline on the topic entitled **Improvement of power quality using Three-Phase, Four-Wire Unified Power Quality Conditioner** under supervision & guidance of **Prof. A .V. Harkut**, Head of Department of Electrical (Electronics & Power) Engineering, Pankaj Laddhad Institute of Technology & Management Studies, Buldana.

This report embodies the original work done by me in partial fulfillment of the requirements of the Master of Engineering Degree of Sant Gadge Baba Amravati University, Amravati in Electrical Power System.

Date:

Sudarshan Ganesh Hadkar

(Electrical Power System)

(Roll No-)

**If Guide & Head of Department is
same person then used below
certificate**

Certificate

This is to certify that the 4SEPS1 Dissertation report entitled

Improvement of power quality using Three-Phase, Four-Wire Unified Power Quality Conditioner

is a bonafied work and is submitted to Sant Gadge Baba Amravati University,
Amravati

By

Mr. Sudarshan Ganesh Hadkar

in the partial fulfillment of the requirement for the degree of Master of
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Prof. A. V. Harkut

(Guide and Head of Department)

Dr. P. M. Jawandhiya

(Principal)



**Department of Electrical (Electronics & Power) Engineering,
Pankaj Laddhad Institute of Technology and Management Studies,
Yelgaon, Buldana, (M.S.), India.**

Sant Gadge Baba Amravati University, Amravati.

(2020-2021)

**Acknowledgement, Abstract,
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List of Tables, List of Snapshots
(If applicable), List of
Abbreviations, Report Header
footer format, Chapter Separator,
Publication summary format.**

**(Common for UG, PG seminar report & UG Project Report & PG
Dissertation Report)**

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It gives us great pleasure to submit the Project topic titled **Chatbot**. We wish to take this opportunity to express our heartiest gratitude with pleasure to Pankaj Laddhad Institute of Technology and Management Studies, Buldana, which gave an opportunity fulfilling our host cherished desire of ours goals.

We have indebted to a proactive guide **Prof. A. S. Bharathy**, because without his timely suggestion and encouragement in every stem helped us to carry out our Project work. His valuable presence was a great boosts for us in achieving up a goal.

We are very much indebted to **Prof. A. V. Harkut** , Head of the Department of Electrical (Electronics & Power) Engineering & **Dr. P. M. Jawandhiya**, Principal, Pankaj Laddhad Institute of Technology and Management Studies, Buldana for providing all the facilities needed for the successful completion of this Project and providing necessary assistance while preparing for this Project work.

We are very much thankful to **Prof. K. K. Rajput**, all the faculties & staff member of Electrical Engineering Department for their co-operation, guidance and help from time to time.

We are also thanking our parents and all our friends who directly or indirectly helped us to prepare for this Project.

Mr. Sudarshan G. Hadkar
M.E Second Year
Electrical Power System

ABSTRACT

Chatbot is emerging as a significant technology in shaping the future by connecting physical devices things with ANDROID. Many researchers has looked into various applications, features, underlying technologies and known challenges of android. On the other hand, Chatbots are being adopted in greater numbers due to major strides in development of platforms and frameworks. The novelty of this project lies in the specific integration of Chat-bots in the android scenario.

A chatbot is an interactive AI tool that tries to imitate human behavior that interprets information provided and responds accordingly in either textual or audio format. Nowadays chatbots are used to efficiently carry out digital communication. Our concept introduces a new field of research in chatbot communication. Nowadays most chatbots efficiently complete the required task, but there is one thing to notice. Many of the conversations between a human and a chatbot are repetitive. Technology has always been reducing human effort and hence a multi-agent system is proposed that has a chatbot as a middleware between the user and the outside world. This chatbot has something unique, i.e. it understands the user and their requirements. It is like having an assistant who understands the user & their requirements. Now since it understands the user, it has the capability of making decisions on behalf of the user, thereby reducing the efforts of a user to carry out a task. Our concept of considering one task that is done with the help of a chatbot is demonstrated. The proposed system adapts and acts accordingly on behalf of the user.

Keywords:-

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CHAPTER

1

INTRODUCTION

PUBLICATIONS

1. Mr. Sudarshan G. Hadkar, Prof. Ashish V. Harkut, Prof. Parag. R. Jawale
“Control Algorithm for Three-Phase, Four-Wire Unified Power Quality
Conditioner” in International Journal of Creative Research Thoughts (IJCRT) ,
Vol. 9, Issue 6 Jun 2021, ISSN (online): 2320-2882 .
2. Mr. Sudarshan G. Hadkar, Prof. Ashish V. Harkut, Prof. Parag. R. Jawale,
“Optimal Design and Control Implementation of Unified Power Quality
Conditioner” in International Journal of Creative Research Thoughts (IJCRT) ,
Vol. 9, Issue 6 Jun 2021, ISSN (online): 2320-2882.

➤ **Seminar Evaluation Criteria**



Pankaj Laddhad Institute of Technology & Management Studies, Buldana.

Department of _____

Final year B.E Seminar Evaluation Sheet

Semester VIII – Session- _____

A- Topic Selection B-Material collection C-Presentation D-Defense E-Hard copy

Sr. No	Name of student	Project Title	A (5)	B (10)	C (15)	D (10)	E (10)	Total (25)	Name of Guide	Sign of Guide

Annexure B -LIBRARY RULES AND REGULATIONS

1. All library users are required to enter their names and sign the register provided at the entrance.
2. Students can borrow certain number of books, periodicals (other than the current issue), CDs for a certain period of time as stipulated and communicated by the Librarian.
3. Students can borrow one book for internal use, subject to the condition that they return the book on the same day of issue.
4. Library books are required to be returned by the student on or before the due date. A fine will be levied after the expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.
5. Borrowers shall replace lost or damaged library materials with new versions of the same.
6. Renewal of library book and of the educational materials is generally allowed if no reservation has been made for the same.
7. Personal items, for example books, folders, files, blazer, jerkins, overcoats, etc. are not allowed in the library.
8. Case studies and project reports will not be issued to students and are for library reference purpose only.
9. Library users are expected to maintain silence at all times in the library. Cell phones and their use prohibited.
10. Library users should present their identity card for the borrowing or renewal of library material. The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.
11. Marking of any kind, underlining, writing on books, and defacing any publication are strictly prohibited and if defaced, the item must be replaced with a new one.
12. Smoking anywhere inside the library premises is prohibited as is the consumption of food and refreshments.
13. The membership of the library is not transferable.
14. Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table.
15. All library users are expected to read the notice board or browse the library website for library timings and other services.
16. The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.

17. Students are requested to maintain the dress code of the Institution while they are in the library.
18. Students should return all the borrowed items from the library, clear all fines and return the library ID card before leaving the Institution.

Annexure C -STUDENT CODE OF CONDUCT FOR LABORATORY AND WORKSHOP CLASSES

1. Students are to report for the required laboratory and workshop sessions on time.
2. Students are required to wear laboratory/workshop uniforms as prescribed by the institution. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
3. All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by the students.
4. Students must intimate the faculty laboratory assistant/workshop assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.
5. Any damage caused to equipment/machinery/appliances will be recovered by the Institution from the concerned student/students.
6. Students should adhere to the instructions given by the faculty/laboratory technician/workshop technician during the laboratory class.
7. Students are required to report to the laboratory/workshop sessions with their record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behavior such as, unnecessary talking in the laboratory/ Workshop is strictly prohibited.
8. All materials used in the laboratory/workshop are the property of the Institution and should not be taken out of the laboratory/workshop except under the guidance of a faculty member in charge and with the permission of the Head of the Department.
9. Students absenting themselves from laboratory/workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.

Annexure D -STUDENT CODE OF CONDUCT FOR HOSTEL:



***Pankaj Laddhad Institute of Technology & Management
Studies, Yelgaon, Buldana***

Opposite Toll booth,Chikhli Road, Yelgaon Buldana 443002

APPLICATION FORM FOR HOSTEL ACCOMMODATION

Session 20 -20

Allotted room No.

1. Name of the Student : _____

2. Father's Name : _____

3. Date of Birth : _____

4. Course Admitted : BE. Branch: _____

5. Year /Semester : _____

6. Students Contact No. _____

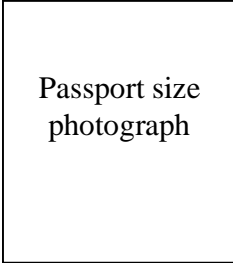
6. Address of PARENT: _____
(Permanent Address) _____

Parents Contact No. : _____

7. Name of the Local Guardian : _____

Address : _____

Phone / Mobile No of Local Guardian: _____



DECLARATION BY THE STUDENT

We agree to pay the hostel / mess advance charges which is to be adjusted for future mess bills on receipt from the contractor and also the rentals and establishment charges etc. shall be paid at the time of admission to the hostel.

We have gone through all the provisions contained in the rules and regulations thoroughly and will abide these rules and regulations.

I certify that the information given above are true and correct. If my conduct, during my stay is found unsatisfactory, due to my negligence, misbehavior & indiscipline, I agree that I will abide by your decision. I will immediately vacate the hostel if ordered to do so.

Date: _____

Place: _____

(SIGNATURE OF STUDENT)

DECLARATION BY THE PARENT

I have permitted my son / ward to join the hostel of the institute and I shall be responsible for his conduct and discipline as laid down in the Hostel rules and regulations and any change made from time to time, I also state that the details given by him in this application are correct. I will be personally responsible for the payment of all the hostel fees etc.

Date: _____

Place: _____

(SIGNATURE OF PARENT)

1) Hostel Fees paid Receipt.No.: _____ date _____ for Rs. _____.

Room No. Allotted : _____ Date of occupation: _____

Deputy Warden

Director

Principal

HOSTEL RULES AND REGULATIONS

1. Hostel accommodation will be given to the students on first come first serve basis to those students whose parents are not staying Buldana. However, students repeating the same course, accommodation may or may not be provided depending on the availability. For detained students or for shortage of attendance hostel accommodation will not be given.

2. Students residing in the hostel in the term preceding the one which admission is sought are ordinarily given preference when allotting the rooms, provided their conduct, character and behavior in the hostel in the previous period are found satisfactory.

3. In case of serious illness or infectious diseases a student may be asked to leave the hostel to stay with the Local Guardians / Residence.

4. No advance on any account will be made available from hostel/mess advance fees.

5. Hostel students should be as economical as possible in the use of water and electricity. Students should switch off the light and fan when not in use.

6. Students will be held responsible for the damage to the room property (i.e.) fan, furniture, fittings and fixtures etc provided. They will be held responsible for any breakages, repair or loss caused to hostel /mess property. In all such cases the students will have to pay the cost of such damages as fixed by the hostel in-charge/ administration in addition to expulsion from hostel and action to be taken by authority for the damages caused to Hostel property.

7. The warden, hostel In-charge will supervise and control the students in the matter of accommodation, discipline and general conduct and he / she will enforce the rules laid down in these matters from time to time as required.

8. No day scholars, women/men, visitors/guests will be allowed to pay visits to the hostel without prior permission of the Warden / Hostel in-charge. Any students found to violate these rules will be expelled from the hostel immediately on the spot by Warden/Rector/HOD without notice and no hostel accommodation will be considered till he/she complete the course.

9. Students are not permitted to use any other electrical equipment other than the ones provided by the Hostel Authority.

10. Students crossing the main gate for any purpose should make an entry in the "in and out register" available at the security office.

11. Students are not permitted to stick posters/ formula/pictures of any type (including God and Goddess) / painting / drawing or writing on the hostel walls.

12. CONSUMPTION OF ALCOHOL AND SMOKING IS STRICTLY PROHIBITED. IN ANY KIND ANY ONE FOUND INDULGING IN SUCH ACTIVITIES WILL BE EXPELLED IMMEDIATELY FROM HOSTEL WITHOUT NOTICE.

13. RAGGING / HARASSMENT / QUARELLS / MISBEHAVIOUR /SPEECHEMBBARASMENT in the hostels will be viewed very SERIOUSLY. Hence it is advised to abstain from all anti social activities. RAGGING IS STRICTLY BANNED BY ORDER OF HONOURABLE SUPREME COURT. POLICE CASE WILL BE REGISTERED AGAINST THE CULPRITS. Institute will hand over those indulge in ragging to the

Police after preliminary inquiry by the anti ragging committee. Parents and Guardians will be informed the same after handing them over to police. Hence all the Parents and Guardians of hostel students are advised to make note of it and advice their wards do not indulge in ragging in any form as classified under Anti ragging act of Govt. of Maharashtra. The Institute will not take any responsibility for any police action based on the above act within the campus or outside the campus.

(Signature of the Student)

(Signature of Parent)

Annexure E -STUDENT CODE OF CONDUCT FOR BUS:



Pankaj Laddhad Institute of Technology & Management Studies, Buldana

Bus Rules / Guidelines

1. Students availing bus services should maintain good conduct and should be disciplined.
2. Parents should not try to overtake and stop the college bus to facilitate the boarding of their wards as this endangers the safety of the bus and its occupants. This act would lead to strict disciplinary action.
3. Under no circumstances, should students touch the instrument panel of the buses.
4. A student using the bus is expected to be at the bus stop at least ten minutes before the scheduled arrival of the bus. The student has to be on the correct side of the arriving bus. The scheduled pickup time is available with the Transport-in-charge at the college. The Transport in charge of the college reserves the right to alter the timings, routes and stoppages as and when necessary.
5. Students are allowed to use only the allotted bus and bus stop. No change can be allowed without prior written permission.
6. The college will not be held responsible for any lapses in the bus services. In case of any discrepancies, parents may meet the Transport-in-charge.
7. The buses will not wait for latecomers.
8. No student should come near the entry door of the bus until it comes to a complete halt.
9. All students must occupy vacant seats in an orderly manner immediately after boarding their respective buses. Reservations of seats for co-commuters are not allowed under any circumstances.
10. No student should travel standing on the footboard
11. The students must make sure that the aisle of the bus is clear, bags and other belongings are placed properly.
12. Unruly behavior like shrieking, shouting and playing foul is strictly prohibited. Such unruly behaved student will be withdrawn from bus service facility.
13. The driver's attention must not be distracted for any reason.
14. The drivers are authorized to stop buses at the designated stops only. The list of stops is prepared keeping in view the convenience and safety of all bus commuters and is always subject to change.
15. The Transport service charges for the scheduled route / routes will be as per notification. Fees will be charged for complete session.
16. Due to fault in Bus, bus may get canceled on particular day and accordingly it will be informed.

Date :

place:

Name & Sign of Students

Name & Sign of Parents



Pankaj Laddhad Institute of Technology & Management Studies, Buldana
Opposite Toll booth, Chikhli Road, Yelgaon Buldana 443002
Transport Service Application Form
Session 20 -20

Serial No: PLIT/

1) Name of the Student: (in block letters)

2) Local Address: _____

3) Permanent Address : _____

4) Contact No: _____

Year/Sem: _____

5) Branch: _____

PBE NO: _____

6) Parent/Guardian's Name : _____

7) Permanent Address: _____

8) Contact No: _____

Passport size
photograph

9) Please tick your preferred options for availing transport facility in the following defined routes:

Route-(For Buldana) : Laddhad Hospital to College Campus (Tentatively)

Pick up points:

Laddhad Hospital - Ganesh nagar – Jaysthambh Square – karanja Square – Rest House – Chinchole Square – Ekta Nagar – Society Petrol Pump – Gode Stop – College Campus

Students Pick up place : _____

Tentative time for commencement of journey from the starting point: 09.45 am

Route-(For Chikhli) : Adarsh high school (Juna gaon) to College Campus(Tentatively)

Pick up points:

Adarsh High School- bail Jodi Square - Jaysthambh Square – State Bank Square – Khandala Square – Khamgaon Square – Raut Wadi Bust Stop – Malgani – Hatni – Kelwad – College Campus

Students Pick up place : _____

Tentative time for commencement of journey from the starting point: 9.45 am

Tentative time for departure from college: 05: 45 pm/as per college Time table

10. Service requirement for session _____

11. Bus Charges of Rs _____ – pm is to be paid in advance in cash to avail the service.


Date

place

Name & Sign of Students


Name & Sign of Parents

Annexure F –CLEARANCE PROFORMA

 Pankaj Laddhad Institute of Technology and Management Studies, Buldana Department ofEngineering Academic Year:2020-21 CLEARANCE PROFORMA			
Name of Student:			
Shift:	Roll No:		Year:
Account Section:	TG:	T&P:	Scholarship:
Convergence:	Uniform ID:	Library:	CSI/ISTE/IETE/IEI:
Class Incharge:		Head of Department:	
Note:- 1) Uniform & ID card is mandatory for theory & Practical exam. 2) Hostel & Bus fees is to paid if applicable			

Term Work	Theory Subject	Practical
Name of Subjects		
Sign of Subject I/C		

Annexure G – APPLICATION FORMAT FOR STUDENTS

 Pankaj Laddhad Institute of Technology and Management Studies, Chikhali Road, Yelgaon, BULDANA – 443001 (M.S.), INDIA.				Application No. _____ Date: __/__/__
To, The Principal, PLITMS, Buldana Subject: Regarding (✓) Respected Sir, I the undersigned student _____ _____ _____ studying in _____ year _____ Engineering Department having Roll No. _____ kindly request you to consider my application for above mentioned subject and please issue the required document.	Fee Estimate Bus Pass	Bonafide Certificate Original Documents	Appearing Certificate With held Mark sheet	Provisional Certificate Any other
	Yours' Faithfully, Sign: _____ Cell No. _____ Mail Id: _____	Remark of TG - Sign. of TG - Name of TG _____	Remark of HoD Sign of HoD	Principal
Appearing/Provisional Certificate Appeared in Summer/Winter20____ Exam Roll No.of 8 th Sem- _____ Enrollment No. _____ Attach 7 th Sem Marksheet		With held Mark sheet Name of Exam. Passed - _____ Summer/Winter - _____ Exam Roll No.- _____ Enrollment No. - _____ Reason for with held – W/A,W/T,W/E,W/G W/A – enclosed previous pass mark sheets W/T – Discrepancies Documents W/E – Due to Enrollment Discrepancies W/G – Environmental Studies		
Original Documents Required 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____		Bonafide Certificate/Bus Pass Letter/Any other I need Bonafide Certificate/Bus Pass Letter/document regarding _____ For the purpose of _____ Category _____ & Date of Birth __/__/____		

शिष्यवृत्ती अर्जासोबत जोडलेल्या कागदपत्राची चेक लिस्ट

		नवीन	
		नूतनीकरण	
महाविद्यालयाचे नांव:-			
विद्यार्थ्यांचे नांव:-			
वर्ग:-		प्रवर्ग:-	
अ.क्र.	तपशिल	आहे	नाही
१	विद्यार्थ्यांचे जातीचे प्रमाणपत्र		
२	आळा मांडल्याचा दाखला (टी.सी)		
३	आवश्यक असेल तेथे जात वैधता प्रमाणपत्र		
४	मागील वर्षी उत्तीर्ण झालेल्या परिक्षेचा पुरावा/गुणपत्रिका		
५	उत्पन्नचा दाखला		
६	आधार कार्डची प्रत		
७	बँकेच्या पासवर्काची झॅरोक्स प्रत		
८	बँककडून आधार संलग्न झाल्याचे स्लिप/पोहच पावती		
९	विदात नमुन्यातील बंधपत्र (विद्यार्थी)		
१०	विदात नमुन्यातील बंधपत्र (प्राचार्य)		
११	आवश्यक असेल तेथे गॅप प्रमाणपत्र		
१२	DBT Portal वरील भरलेला अर्ज		
१३	Mahaeschol वरील भरलेला अर्ज		
१४	फॉ पावता		
१५	Allotment Letter		

पात्र अथवात्र:-


अथवात्र थायलचे अर्भप्राय:-

तपासणाऱ्या कर्मचारीची सही

नांव:-

पदनाम:-

Annexure I – No dues/ Leaving Certificate / Transfer Certificate


Pankaj Laddhad Institute of Technology and Management Studies,
Chikhali Road, Yelgson, BULDANA – 443001 (M.S.), INDIA.

To,
The Principal,
PLITMS, Buldana

Application No.	Date

Subject: Application for No Dues and Leaving Certificate

Respected Sir,
I the undersigned student, passed final semester examination B.E./M.E of branch _____ Engg. Kindly request you to allow me to do no dues/clearance from the following Departments,
Remark of TG – Forwarded to Hon'ble Principal Sir

Sign.& Name of TG - _____ Head of Department _____ Principal _____

Sr.No.	Name of Department	Name of Authority/HOD	Dues / No Dues	Signature
1	Civil Engineering Mechanical Engineering Electrical Engineering Computer Science & Engg. Electronics & Telecom. Engg.			
2	Training and Placement			
3	Alumina			
4	Library			
5	Accounts Office			
6	Students Section			
7	Sports			
8	Hostel			

(Note: First Take signature of Teacher Guardian, Head of concerned Department and principal and then only other Departments will make no dues)

Details regarding the last examination for the Leaving Certificate are furnished below:-

1) Full Name of Candidate (in Marathi) : _____
2) Full name of Candidate (in English Capital letters) : _____
3) Name of the Examination Passed : _____ 4) Summer/Winter: _____
5) Roll No. of Final Year Exam: _____ 6) Enrollment/Registration No. : _____
7) Name of Department: _____ 8) Division in which passed: _____
(Enclosed attested zero of mark sheet (UG-1st to 8th Semesters. including EVS, PG-1st to 4th Sem.)

I request you to please issue me leaving certificate/Transfer certificate.

Thanking you. Yours faithfully,


Signature - _____
Address :- _____
Email.ID :- _____ @ _____ Mobile No. _____
Dist. _____ Pin Code _____

Principal

Prepared by: _____ Application received date: / /201 LC Number _____ : Issue TC date: / /201

Register Folio No:

Annexure J : Maintaining and utilizing physical, academic and support facilities- laboratory, library, sport complex, etc

 Pankaj Laddhad Institute of Technology and Management Studies, Chikhali Road, Yelgaon, BULDANA – 443001 (M.S.), INDIA.				
Operation/Maintenance/Amenities Cell 2021-22				
Call Number				
Call Type	Mechanical	Civil	Electrical & ENTC	Computer
	Mechanical maintenance	Civil Maintenance	Electrical Maintenance(Like Light , Fan etc)	Campus Networking
	Workshop related work	New Construction work	UPS(All)	Website
	Furniture	Building related work	Generator, Lift	Computer and accessories
	Transportation/bus	Boys Common room	Solar system	Computer Maintenance
	Xerox	Medical room	Fire extinguisher	Inward and Dispatch
	Seminar hall	Central Store	Surveillance System	Cartridge refilling
	Auditorium Hall	Uniforms	College bell, TV	
	Classrooms	Girls Common room	Hostel, Canteen	
	Water Coolers		Security Services	
	R.O.System		PA system	
	Air Conditioning		Coffee machine	
			Face reading machine	
	Water tank, Cleanliness. Campus development, Garden , Housekeeping, Toilet Blocks, Water supply it is applicable to all department and Responsible person are Mr.Prakashji Muley and concern departmental Peon			
	Responsible Person/Contact Person			
	Prof.V.M.Nawale	Prof.B.V.Chavan	Prof.K.K.Rajput	Prof.P.S.Kharche
	Mr.S.S.Yeole	Mr.P.S.Barade	Mr.A.D.Bhalerao	Mr.S.B.Garde
	Mr.Prakashji Muley	Mr.Prakashji Muley	Mr.Prakashji Muley	Mr.Prakashji Muley
Problem Description				
Responsible cell	Operation /Maintenance/Amenities Cell		Contact Person	
Call Date				
Expected Response time				
Resolution time	Problem reported date:-		Problem Resolved date:-	
Call Sources	User/Department			
Location/ Department				
Call Status	Closed, pending, for user, for spares, standby Provided, under observation			
User Remark				
User Signature and Date				
Signature				

Annexure L – Attendance Certificate



Pankaj Laddhad Institute of Technology & Management Studies, Buldana

Department of.....

Academic Year 20 - 20

ATTENDANCE CERTIFICATE

.....

To whomsoever it may concerned, this is certificated that, the name of students is..... Studying in year in and the Roll No..... is a regular student of BE/ME. His/her overall attendance in year 20 -20 is.....

Class Incharge

Head of Department

Annexure M: Top 10 Qualities of a Great Engineer



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Pankaj Laddhad Institute of Technology and Management Studies, Chikhali Road, Yelgaon, Buldana–443002(M.S.), INDIA.

.....

Top 10 Qualities of a Great Engineer

Engineers are responsible for some of the greatest Inventions and technology the world depends on. Everything from space shuttles to air conditioning systems to bridges; requires the work of an engineer. To be successful in the field of engineering, one must have certain qualities. Some of those top qualities include:

- 1. Possesses a Strong Analytical Aptitude:** A great engineer has excellent analytical skills and is continually examining things and thinking of ways to help things work better. They are naturally inquisitive.
- 2. Shows an Attention to Detail:** A great engineer pays meticulous attention to detail. The Slightest error can cause an entire structure to fail, so every detail must be reviewed thoroughly during the course of completing a project.
- 3. Has Excellent Communication Skills:** A great engineer has great communication skills. They can translate complex technical language into plain English and also communicate verbally with clients and other engineers working together on a project.

4. Takes Part in continuing Education: A great engineer stays on top of developments in the industry. Changes in technology happen rapidly, and the most successful engineers keep abreast of new research and ideas.

5. Is creative: A great engineer is creative and can think of new and innovative ways to develop new systems and make existing things work more efficiently.

6. Shows an Ability to think logically: A great engineer has top-notch logical skills. They are able to make sense of complex systems and understand how things work and how problems arise.

7. Is Mathematically Inclined: A great engineer has excellent math skills. Engineering is an intricate science that involves complex calculations of varying difficulty.

8. Has Good Problem Solving Skills: A great engineer has sharp problem solving skills, an engineer is frequently called upon solely to address problems, and they must be able to figure out where the problem stems from and quickly develop a solution.

9. Is a Team Player: A great Engineer understands that they are part of a larger team working together for the success of the project, and therefore, must work well as a part of that team.

10. Has Excellent Technical Knowledge: A great engineer has a vast amount of technical knowledge. They understand a variety of computer programs and other systems that are commonly used during an engineering project.

(Reference: Engineering Schools.com Date: 9/11/2016)

The prevailing concept:

Engineers are people who solve problems and focus on making things work more efficiently and effectively. They apply the theories and principles of Science and Mathematics to research and develop economical solutions to technical problems.

(Reference: Who is an engineer? |India |Hindustan Times Nov 28, 2007)

Four Characteristics of an Ideal Professional Engineer:

- Technical Competence : Technical knowledge, Problem solving skills,
- Creativity Interpersonal skills : Communication skills, Effective teamwork
- Work ethic: Conscientiousness, Diligence, Persistence
- Moral standards : Honesty, Integrity

Ref: Cambridge Handbook of Engineering Education Research (Chapter 14: Engineering Identity).

Special thanks to Prof. N.V. Ratnalikar for compilation; Email:ratnalikarnv@gmail.com

Graduates Attributes (GAs)

1. **Engineering Knowledge:** Apply knowledge of mathematics, science, engineering fundamentals and an engineering specialization to the solution of complex engineering problems.
2. **Problem Analysis:** Identify, formulate, research literature and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences and engineering sciences.
3. **Design/ Development of Solutions:** Design solutions for complex engineering problems and design system components or processes that meet specified needs with appropriate consideration for public health and safety, cultural, societal and environmental considerations.
4. **Conduct** investigations of complex problems using research-based knowledge and research methods including design of experiments, analysis and interpretation of data and synthesis of information to provide valid conclusions.
5. **Modern Tool Usage:** Create, select and apply appropriate techniques, resources and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
6. **The Engineer and Society:** Apply reasoning informed by contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to professional engineering practice.
7. **Environment and Sustainability:** Understand the impact of professional engineering solutions in societal and environmental contexts and demonstrate knowledge of and need for sustainable development.
8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of engineering practice.
9. **Individual and Team Work:** Function effectively as an individual, and as a member or leader in diverse teams and in multi-disciplinary settings.
10. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations and give and receive clear instructions.
11. **Project Management and Finance:** Demonstrate knowledge and understanding of engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. **Life-long Learning:** Recognize the need for and have the preparation and ability to Engage in independent and life- long learning in the broadest context of technological change.