

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



CHIKHALI
ROAD,
YELGAON,
BULDANA

<http://www.plit.ac.in>

TEACHER'S HANDBOOK ON
CODE OF ETHICS AND CONDUCT

Preamble:

This document is prepared for good and effective functioning of the institute through proper and efficient use of the available resources in the campus. It also ensures the quality of teaching learning process with transparent administration. The college has a great vision of preparing the students to serve the society by their all round development, viz. Communication skills, Leadership quality, Group work, Presentation skills, technical skills, ethics, general aptitude, etc. This document incorporates the working of various committees for the betterment of the institute and enhancement of quality of education. It also finds mention of the service rules, leave rules and appointment rules. This document, along with the general rules and regulations provides certain code of conduct to be followed by the faculty, which will undoubtedly set an example for the students.

Vision:

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

Mission:

- To educate students with strong fundamentals and sense of life-long learning.
- 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.

About PLITMS

The Pankaj Laddhad Institute of Technology & Management Studies, Yelgaon, Buldhana, situated near to Buldhana city which is district headquarter, established in 2009 by Vision Buldana Educational & Welfare Society's, Buldhana is one of the leading engineering colleges in Maharashtra State. Government of Maharashtra has conferred 'A' Grade on the basis of excellence & adequate infrastructure as well as academic achievements of students and faculty. It is approved by AICTE New Delhi and affiliated to Sant Gadgebaba Amravati University, Amravati. The college runs under graduate courses namely Civil Engineering, Mechanical Engineering, Computer Science & Engineering, Electronics and Telecommunication Engineering and Electrical (Electronics & Power) Engineering and postgraduate courses namely Structural Engineering, CAD/CAM Engineering, Electrical Power System, Computer Science & Engineering. In addition to these, college has approved research centre for PhD in Computer Science & Engineering with eight seats.

Code of Conduct & Ethics**Dear _____**

We have adopted this code of conduct to guide our employees. Please read, understand, enforce and adhere to this code and also ensure that others who work with you do the same.

Our reputation depends upon the behaviour of each one of us and our pledge to continue to adhere to this code.

1. INTRODUCTION

We are expected to read and understand this code of conduct, uphold these standards in day to day activities comply with all policies and procedures and ensure that all of us are aware of, understand and adhere to these standards.

It is our responsibility to respect and adhere to these practices. Part of our job is to help enforce this code of conduct. Violation of this code of conduct or any of our organizational policy / procedure can lead to disciplinary action up to and including termination.

We are committed to continuously reviewing and updating our policies and procedures. Therefore, this code of conduct is subject to modification. The organization may update the code from time to time. Please sign the acknowledgment at the end of this code of conduct indicating that you have received, read, understood and agree to comply with the code of conduct.

2. OUR RESPONSIBILITIES

1. General Behavior

The organization expects all of us to maintain cooperative, efficient, positive and productive work environment. These standards apply while working at our premises and at any place where we are the Organization's representative. The attitude followed by the Faculty should be "Student-First".

2. Our respect for each other

We all must make a conscious effort to treat one another fairly and without discrimination or harassment of any kind. We should treat each other; as we wish to be treated, respect one another's time and privacy and avoid gossip and rumors.

3. Biometric

We must report to work on time. To adhere to this, we are expected to provide thumb image impression daily on the biometric device while entering and leaving the premises. Failing to do so will be reported as absenteeism.

4. Attendance

We are expected to report to work as scheduled and on time. If it is not possible (due to any reason) to report for work as scheduled, we must call our respective Head/Principal well in advance. If the Head/Principal is unavailable, a message/sms should be left. If the absence is to continue beyond the first day of the leave requested, we must notify the respective Head on a daily basis unless otherwise arranged. Calling in, while remaining absent is our individual responsibility. Absence without information even for one day may be considered as break in service. Absence for three consecutive work days without notifying the Head/Principal in writing is considered a voluntary termination and shall be treated as break in service.

5. Intoxication and Smoking abuse

As per government resolution, intoxication in any form and /or smoking is strictly prohibited in the institute premises round the clock. Hence, using or being under the influence of alcohol/drug or smoking in the College premises is strictly prohibited.

6. Dress code

We must report to work properly groomed and wearing appropriate clothing. All of us are expected to dress neatly and adhere to the below mentioned dress code.

For Gentlemen:

- a) Plain light Full/Half-Sleeved shirts (Formal wear) as specified by college.
- b) Formal dark trousers as specified by college.
- c) Shirts must be collared.

- d) Shirt and trousers must be ironed.
- e) Black formal leather shoes.
- f) The beard must be properly trimmed or shaved.
- g) Shoes must be polished,
- h) Shirts must be tucked in at all times,
- i) Black color leather belts,
- j) Slippers, Sandals and Sport shoes are strictly prohibited.

For Ladies:

Ladies must be appropriately dressed in Sarees /Salwaar Kameez as specified below.

Salwaar Kameez:

- a) Preferably cotton ones.
- b) Must be ironed.
- c) Colors should be sober & descent or specified by college.
- d) Gaudy & glamorous outfits are not allowed.
- e) Sleeveless and deep necks are not allowed.

Sarees:

- a) Sober & descent colored or specified by college.
- b) Must be ironed.
- c) Party-wear kind of attire not allowed.
- d) Deep neck & sleeveless blouse not allowed.

It should be understood that wearing Salwaar Kameez is a liberty and it is expected that Ladies must wear Sarees whenever any event/ functions are organized.

Shoes, Sandals and Chappals with normal heels allowed (Pencil heels not allowed).

7. Mobile Usage

The usage of mobile during the Lectures/ Practical is strictly prohibited. Mobiles must be used in silent mode other than the Lectures and Practical timings.

8. Teaching Methodologies

The faculty can use the LCD /OHP facilities in case of Lectures in presentation 'forms. All the faculty members must follow the academic calendar. They must prepare the day-wise schedule lab schedule, notes, sample assignments, sample tests for the subject allotted, in advance and upload the same on their respective homepage. Each faculty must follow the below mentioned guidelines for lecture delivery:

- a) Write down the title of the topic you want to discuss. This indicates and clears the objective of lecture to the students,
- b) Open the talk by reviewing briefly what was discussed in the last lecture.
- c) Explain the objective of the current topic.
- d) Explain the meaning, significance and importance of the topic.
- e) Start discussing the detail aspects,
- f) Give the mathematical derivations on blackboard,
- g) Explain the physical significance of mathematical formula/results,
- h) Keep the lecture alive by asking relevant questions. Do not make lecture one-sided,
- i) Support the explanation with suitable examples and numerical,
- j) Try to use different teaching strategies during the lecture.

9. Classroom Etiquettes

- a) Strict discipline should be maintained inside the classroom.

The faculty should:

- b) Make sure he/she is properly equipped with chalk, duster, attendance sheets, pen and notes,
- c) Report to the classroom on time,
- d) Follow the lesson plan designed for that subject.
- e) Use English as the only communication medium with the students,
- f) Provide notes to the students.
- g) Make the session interactive as far as possible, whenever doubts are raised by the students; try to clarify with correct justifications. If you do not know the answer, admit it and postpone the point for later discussion. No wrong answers!!

- h) Give at least five minutes for general queries at the end.
- i) Clean the black-board,
- j) Take roll call and dismiss the class.
- k) Conclude the lecture with what is covered today and what will be discussed next time.
- l) Leave the classroom only when the next Faculty reports to the classroom,
- m) Tests & assignments should be conducted as per University / Institutional guidelines,
- n) During class tests make sure that the students are seated on alternate benches or specified seating arrangement.
- o) The test and assignments should be submitted only in the long books provided by the college store, specified by college.
- p) Absenteeism should be reported weekly to the respective Heads.

10. Lab discipline

Strict discipline should be maintained inside the laboratory. The faculty should

- a) Report to the lab on time.
- b) Follow the lab plan designed for that subject.
- c) Allot two candidates for performing one experiment on a setup,
- d) In Computer lab, each single candidate should be allotted a PC for programming.
- e) Prepare Twenty Questions on Each experiment that will make the objective and skills learnt by the candidates. These questions should be asked to the students while they perform that particular experiment,
- f) The journal/record book for a particular experiment performed in a particular session must be evaluated and graded in the same session,
- g) For the absent candidate in a session, the scheduled practical should be taken later, in the Preparation-Leave period,
- h) Such absent candidates (unless they were permitted by the concerned authorities) should not be given grade 'A' while performing the lab.
- i) Lab attendance should be taken immediately once the practical is over,
- j) The certificate should be signed by the Faculty only after the completion of all the Lab sessions.

- k) Lab Journals used, must be the ones provided by the college store specified by college.

11. Leaves

Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority. Leave should always be applied for and sanctioned before it is taken except in case of emergency and for satisfactory reasons. While taking leaves, it is the employee's responsibility to adjust the lectures/ labs with other staff.

Employees are eligible to apply for an unpaid leave of absence if they have been a regular employee of the organization for at least one year. The employee's head / principal will make a decision on the leave request. The request for leave will be reviewed based on the reason for the request, previous attendance record, previous leave requests and the impact the absence will have on the Organization. Leaves applicable to Adhoc/Probation/ Contract employees:

- a. Casual Leave
- b. Duty Leave

Leaves applicable to permanent employees:

The following kinds of leave would be applicable to permanent employees:

- a) Casual Leave
- b) Medical Leave
- c) Duty Leave
- d) Vacation
- e) Earned leave
- f) Maternity leave (for women employees)
- g) Sunday or other public holidays (except vacations) may be prefixed as well as suffixed to leave.

a. Casual Leave:

- i) An employee is eligible for 10 Casual leaves in a year during the probation period.
- ii) Total casual leave granted to the permanent employee shall not exceed ten days in an academic year.
- iii) Casual Leave cannot be carried over to the next leave year.
- iv) Casual leave cannot be combined with any other kind of leave. It may be combined with

holidays including Sundays. Holidays or Sundays falling within the period of Casual Leave shall not be counted as Casual Leave.

- v) An employee on Casual Leave is not treated as absent from duty and his pay is not intermitted.

b. Medical Leave:

- i) Leave taken against medical reasons will be treated as medical leave.
- ii) Total medical leaves granted to the permanent employee shall not exceed ten days in an academic year.
- iii) An employee who has been granted leave on medical grounds will be required to produce a certificate of fitness before resuming duties, in such manner and from such persons as may be prescribed. The authority competent to grant leave may in his/her discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding 3 days at a time on medical ground. Such leave shall not, however, be treated as medical leave and shall be debited against leave other than leave on medical grounds.

c. Duty Leave: Duty Leave may be granted for:

- i) Attending conferences, workshops, symposia and seminars on behalf of the Institute and with the permission of the Principal.
- ii) Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the Institute, and accepted by the Principal.
- iii) Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the institute.
- iv) Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other academic body.
- v) For performing any other duty for the Institute.
- vi) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- vii) The leave may be granted on full pay, provided that if the employee receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- viii) Duty leave may be combined with earned leave.

d. Earned Leave:

"Earned Leave" means leave earned on the basis of actual service rendered including the vacations.

Earned leave admissible to a regular employee shall be:

- i) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

f. Maternity Leave:

- i) Maternity Leave on full pay may be granted to a permanent woman employee for a period not exceeding 90 days, to be availed of twice in the entire career. Maternity leave may also be granted in cases of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate,
- ii) Maternity Leave shall not be debited against the leave account.

12. Movement Entries

Each faculty/ staff shall have to make an entry in the movement register while leaving the premises and returning back, during working hours mentioning the purpose, time-in and time-out. It is also required to do biometric check-in and check-out while moving.

3. USE OF COLLEGE ASSETS

1. General

We are responsible for the proper usage of the College assets and must safeguard such assets against loss, damage or misuse. College equipment and assets should be used for college purposes only and not for personal use.

2. Software

Illegal or unauthorized copies of the software owned by the college may subject the employee to disciplinary action.

3. Print outs

Print outs should be taken only for official reasons. Personal usage of the same should be strictly avoided.

4. Photocopying

This facility should be used strictly for official purposes. The following documents fall under official category

- a) Departmental documents i.e. Roll Lists, Test papers, Mark statements for Unit Test, Time table, Notices by respective Head of Departments
- b) Test papers: Unit Test/Common Test
- c) Official documents through office
- d) Notice board matter (Signed by Principal / Head of Department)

5. Internet

This facility should be availed only for educational purposes.

6. Library

The library use should be done for reading purpose/ internet usage. Utter silence should be maintained so as to avoid disturbing the students and or peers. The library register should be Signed when you enter and leave the library mentioning the purpose of visit along with the duration spent in the library.

7. Canteen

We can visit the canteen for breakfast, lunch or tea during our available free time. This time should exclude the student break hours and should be limited to maximum of 30 minutes. Employee should not visit the canteen along with the students.

8. Parking

Vehicles should be parked in the place provided for staff parking.

Employee will be subject to fine, failing to do so.

9. Stationery usage

The stationery allotted to every faculty should be used strictly for office purposes.

10. Electricity usage

We should switch off the lights/fans/appliances in our respective work places when not in use.

4. RESPONSIBILITY TOWARDS STUDENTS

(a) Student relationship

Students should be the prime concern for us. Hence "Students-First", should be our attitude and we should act in a manner that helps build trust in them. Goodwill is one of our most important assets and we must act to preserve and enhance our reputation.

(b) Payments or gifts

Under no circumstances should we accept any offer, payment or gifts from the students that is perceived as intended, directly or indirectly, to influence any act of commitment or fraud.

5. RESEARCH POLICY

Teachers are encouraged to take up research and consultancy projects in consultation with the institute. Such research & consultancy projects shall be governed by the research policy of the institute. Teachers are also expected to enhance their research abilities by acquiring Ph.D. degrees. The research work published/presented in international journals/ conferences in India with high impact factor shall be encouraged with financial support (as per policy) from the institute.

6. CODE OF PROFESSIONAL ETHICS FOR TEACHERS

1. Teachers and their Responsibilities

(As per UGC Regulations 2010 published in Gazette of India Sep. 18, 2010 part III, Section 4)

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore every teacher should see that there is no incompatibility between his/her perceptions and practice. The national ideals of education which have already been set forth and which he/ she should seek to inculcate among students must be his/ her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- i. Adhere to a responsible pattern of conduct and demeanor expected from them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- v. Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admissions, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
- viii. Participate in extension, co-curricular and extra-curricular activities including community service.

Code of Ethics for Publication

- i. To be honest and realistic in stating claims or estimates based on available data;
- ii. To reject bribery in all its forms;
- iii. To improve the understanding of technology; its appropriate application, and potential consequences;
- iv. To maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after revealing relevant limitations;
- v. To seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, and to credit properly the contributions of others;
- vi. To treat fairly all persons and to not engage in acts of discrimination based on race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression;
- vii. To assist colleagues and co-workers in their professional development and to support them in following this code of ethics.

2. Teachers and the students:

Teachers should:

- i. Respect the right and the dignity of the students in expressing his/ her opinion
- ii. Deal justly and impartially with students regardless of the irreligion, caste, political, economic, social and physical characteristics;
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace;
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason,
- vii. Pay attention to attainment of the students in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- ix. Aid students to develop an understanding of our national heritage and national goals.
- x. Refrain from inciting students against other students, colleagues or administration.

3. Teachers and colleagues:

Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii. Speak respectfully to other teachers and render assistance for professional betterment;
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

4. Teachers and authorities:

Teachers should:

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps though their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- ii. Refrain from undertaking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

- iv. Cooperate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- vi. Should adhere to the conditions of the contract;
- vii. Give and expect due notice before a change of position is made; and
- viii. Refrain themselves from availing leave except on avoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

5. Teachers and non-teaching staff:

Teachers should:

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- ii. Should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

6. Teachers and guardians:

Teachers should try to see through teacher's bodies and organizations, that institutions maintain contact with the guardian, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose of mutual exchange of ideas and for the benefit of the institution.

7. Teachers and society:

Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life;
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

7. CONFLICTS OF INTEREST

Each of us has a responsibility towards the college and each other. We must avoid situations involving actual or potential conflict of interest.

(a) Employment/Outside Employment

In consideration of our employment with the College we are expected to devote full attention in the interest of the college. We are prohibited from engaging in any activity that interferes with your performance or responsibilities towards the college.

(b) Business Interest

If you are considering investing in a company, you must first take great care to ensure that these investments do not compromise your capabilities to the institute. Many factors should be considered in determining whether a conflict exists, including the nature of investment your ability to influence the institute's decision, your access to confidential information of the institute and the nature of relationship between the institute and the other company.

8. CONFIDENTIAL INFORMATION

The institute's confidential information is a valuable asset. The institute's confidential information includes paper settings, Internal/External Marks, Individual Leave Records, Recruitment and Salary Details, policies, attendance records, Muster Roll, Service Book. All confidential information must be used only by the Institute Authorities. We all must safeguard it. We are not allowed to interfere with the confidentiality of such information. We are not allowed to refer to any office personnel directly without the permission from the Principal.

9. WAIVERS

Any waiver of any provision of this Code of Conduct & Ethics with respect to any of us must be approved in writing by the managing committee.

10. DISCIPLINARY ACTION

We are expected to adhere to these rules while carrying out our duties. Employees who consistently abuse these guidelines may be dealt with under the disciplinary procedure. Disciplinary action may include immediate termination of employment.

11. STAFF GRIEVANCE PROCEDURE

Any staff of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized here in above can approach the Staff Grievance Redressal cell at the Institute. Further, any staff 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 complaints.

12. STAFF PARTICIPATION IN GOVERNANCE

As Staff is members of the Institute, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down here in intends that the principle of staff involvement in governance in both administrative and academic areas is essential and it is pivotal that Staff must be, at all junctures, being encouraged to put forth their views and advice, for an informed decision making. Staff Participation is encouraged and must be strengthened through the involvement of staff in all levels. Therefore, all staff who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

13. ROLE AND RESPONSIBILITIES

I. Principal



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

Principal: Roles & Responsibilities:

I. Administrative related: Roles & Responsibilities:

1. Strategic Planning and its implementation through the discussion in the meeting of Heads, representatives on CDC/LMC.
2. Preparing Budget in consultation with representatives on LMC and getting approved in the CDC/LMC meeting.
3. Conduction of LMC meetings at least twice every year and getting approval to the issues discussed and needs the permission from CDC/LMC.
4. Conduction of Governing Body, Society Governing Body every year and getting approval to the issues discussed.
5. Conduction of Staff Council and Supporting Staff meetings to discuss their issues and the compliance, making them aware of the policy decisions from time to time.
6. Office Administration.
7. Planning to get quality admissions every year of First and Direct Second Year and M.E.
8. To decide upon AICTE/DTE/Fees Regulation Authority/University related issues like affiliation etc. which needs urgent attention, other regular issues through discussion in the meetings.
9. Decision regarding Training & placements.
10. Decisions related to Alumni and Alumni Activities.
11. Decisions regarding Public relations and Publicity.
12. Decisions regarding inviting Guest, Experts etc. and maintaining their protocol through Protocol Committee.
13. Central Purchases and other purchases recommended by Heads as per provisions in the budget.
14. Keep check on implementation of policy decisions uniformly by all the components in hierarchical structure.
15. Approval to recommendations made by Heads within the boundaries of uniform policies framed. Any change in policy decision will be done through meetings of Heads or CDC/LMC.
16. ISO related decisions as defined in the Quality Manual.
17. Sanction of Leaves of Heads and all Staff.
18. Signing Student bonafide, Faculty & Staff Salary certificates, University documents.
19. Preparing & recommending the issues related to DA, Pay fixation, Increment Heads, whenever needed to discuss and resolve any issue.
20. Signing University Exam Forms.
21. Monitoring & Execution of Student I Cards and Signing the Cards.
22. Signing Library I Cards/BTs.
23. Signing Student admission forms. ST and Railway concession forms.
24. Planning and Conduction of University Theory and Practical Examinations every year.
25. Planning and finalizing the purchase as per the budget provisions.
26. Planning and finalizing the Campus Networking, Website and Computer Maintenance.

27. Planning, finalizing and preparing Institute Information Brochure.
28. Portfolio distribution.
29. Taking continuous feedback from the portfolio in-charges and conducting their meetings.
30. Preparing Stock Verification Committees, getting reports and report losses and negligence.
31. Heading the condemnation and recommending equipment write-off.
32. Organizing or calling the meeting of Heads whenever necessary.
33. Calling the feedback from portfolio In-charges who are suppose to report regularly and give the timely decisions. Conducting their Meetings.
34. Setting up enquiry committees as and when needed for the issues related to faculty, staff and students, calling the report and recommending it.
35. Faculty and staff recruitment as per norms.(Establishment: Roster, Advertisement, Recruitment, Appointment orders, Joining Reports, Service Books, Appraisal Forms, Leave Record etc.)
36. Organizing training programs for faculty and staff on motivation and general up gradations.
37. Overall Campus Maintenance.(Service Units like Civil, Electrical, Workshop, Water Supply & Drinking Water, Campus cleanliness includes Garden & Beautification, Cafeteria, Flag, General Amenities & Common Room Reprographic, Stores, Correspondences)
38. Formation and taking feedback from Ragging Prevention committee.
39. Maintaining code of conduct amongst the students.
40. Setting up enquiry and recommending actions/penalties for in disciplinary activities.
41. Resolving the student grievances through discussions and recommending it.
42. Student Dress Code.
43. Planning and supervision of Cafeteria. Feedback may be taken from stakeholders for its improvement.
44. Calling requirement from the departments and office for Furniture.
45. Calling Quotations & Purchase Process for Accessories and Furniture.

II. Research & Development : Roles & Responsibilities:

1. Planning & Execution of R & D activities in consultation with all heads of departments.(R & D)
2. Calling and Submitting MODROB and other R & D proposals to AICTE/DST and other governmental / Non governmental agencies.
3. Recommendation of TA/DA, Registration Fees and other payments to the faculty for R & D activities and paper presentations as per policy framed and budget provision.
4. Framing the policy and encouraging the faculty for patenting their research work.
5. Raising funds through R & D and Consultancy projects.
6. Planning and Supervision of R & D Lab developments.

III. Academic related: Roles & Responsibilities:

1. Signing, Displaying and Monitoring centralized academic activity notices as per policy decisions from time to time.
2. Displaying University Exam details.
3. Planning and Conduction of Technical Event every year as per policies finalized in the meeting of Heads.
4. Planning and execution of activities under activities ISTE staff chapter after finalization in the meeting of Heads.
5. Inviting experts for lecture delivery.
6. Monitoring Technical Paper Presentations by the students outside the college in co-ordination with concerned Head of Department and recommending TA/DA as per policy decisions and the budget.
7. Calling regular feedback conducting meetings of the concerned portfolio in charges and members and reporting any lapses to the Principal.

8. Supervising and giving decisions to various portfolios in charges as per policy and budgetary provisions and recommending to the Principal wherever necessary.
9. Detention list.
10. Time table preparations.(Instructions, Preparations, Assessment, Evaluation Research, Administration, Consultancy, Guidance & Counseling, Developmental activities & others)
11. Academic Calendar preparations.
12. Display of Test/Sessional schedules, conduction & supervision, display of Sessional/Test marks, attendance, practical & theory deficiency fortnightly.
13. Regular Class work supervision.
14. Calling defaulter names and sending letters to their parents.
15. Calling requirement from the departments for Library and accordingly calling quotations & making purchase process for Library. Adding the books and titles as per requirements of AICTE.
16. Planning and Supervision of various activities under student chapters ISTE, IEI, CSI, IETE etc. in coordination with Heads of departments.
17. Planning & Monitoring Higher Class Admission within fifteen days after declaration of University Results. Provisional Higher Classes admissions are to be carried out irrespective of University Result declaration well before beginning of Semester declaration well before beginning of Semester.
18. Motivating students for GATE/CAT/GRE/TOFEL etc. and see that preparation material is available in library.
19. Academic Monitoring is to planned and successfully implemented as per the Roles and duties of Class Incharges and Laboratory Incharges (Separate sheet is attached)
20. Planning and monitoring extra coaching classes for weaker students or failure students.

IV. Students Affairs related: Roles & Responsibilities:

1. Planning and Supervising regarding formation of SRC and their activities throughout the year.
2. Planning and Supervision of various activities under NSS, Extra Curricular Activities, Sport activities, Annual Gathering, Fresher, Farewell and College Magazine Preparation in coordination with Heads of departments.
3. Keeping Check on Student activities.
4. Conduction of Parent meet and Alumina Meet.
5. Teacher Guardian Scheme.
6. Planning and Supervision of Scholarships of Students in coordination with Heads of departments and Office.
7. Planning and Supervision of Students Counseling & Orientation in coordination with Heads of departments.(About books & literacy, Higher Education/carrier planning, Job opportunities/ Entrepreneurship, Preparing Interviews/ Personality Developments, Independent Study Techniques etc)
8. Planning and execution of activities under activities ISTE student chapter after finalization in the meeting of Heads.
9. Planning and creating Student Research Wing.

II. Head of the Department



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

Head of Departments (Engineering Streams): Roles & Responsibilities:

- (i) Organizing Principal address to Direct Second Year UG students and PG students(if applicable)
- (ii) Responsible for administrative, academic and all other activities of the department.
- (iii) Responsible for preparing in time budget of the department.
- (iv) Responsible for distribution and expenditure of Departmental funds and for the care of the department.
- (v) Responsible for general supervision of the work of the students in the department.
- (vi) Responsible to provide protection against theft, fire and other damages.
- (vii) Maintaining uniformity as per policy decisions.
- (viii) Planning & Monitoring of New UG and PG admissions.
- (ix) Planning & Monitoring Higher Class Admission within fifteen days after declaration of University Results. Provisional Higher Classes admissions are to be carried out irrespective of University Result declaration well before beginning of Semester.
- (x) Forwarding leaves like CL, CCL of the faculty and staff.
- (xi) Load allocation and time table.
- (xii) Purchases.
- (xiii) Lab developments
- (xiv) Planning and supervision to achieve academic excellence as regards teaching-learning process, results, R & D activities, Industry tie-ups, technical trainings.
- (xv) Conduction of STTP/Seminar/Workshops/Symposia for faculty.
- (xvi) Conduction of Training Programs for supporting staff.
- (xvii) Calling Experts from Industry.
- (xviii) Faculty and Student discipline.
- (xix) Activities under student and staff chapters.
- (xx) Academic Monitoring is to planned and successfully implemented as per the Roles and duties of Class Incharges and Laboratory Incharges (Separate sheet is attached)
- (xxi) Student Project Certification.
- (xxii) Departmental Stock Verification.
- (xxiii) Scrutiny of Paper presentation by the students outside the campus.
- (xxiv) Research and Consultancy
- (xxv) ISO Preparations
- (xxvi) Issuing appreciation / warning letters to the faculty and staff.
- (xxvii) Setting up departmental enquiries and submitting report to the Principal for disputed case.
- (xxviii) Academic monitoring of PG Students and timely carrying out all activities(if applicable).



**Pankaj Laddhad Institute of Technology and Management Studies,
Chikhali Road, Yelgaon, Buldana-443002 (M.S.), India.**

Head of Departments (Humanities & Sciences): Roles & Responsibilities:

- (i) Organizing Principal address to First Year UG students.
- (ii) Responsible for administrative, academic and all other activities of the department.
- (iii) Responsible for preparing in time budget of the department.
- (iv) Responsible for distribution and expenditure of Departmental funds and for the care of the department.
- (v) Responsible for general supervision of the work of the students in the department.
- (vi) Responsible to provide protection against theft, fire and other damages.
- (vii) Maintaining uniformity as per policy decisions.
- (viii) Supporting in Planning of First Year Admissions
- (ix) Forwarding leaves like CL, CCL of the faculty and staff.
- (x) Load allocation and time table.
- (xi) Purchases.
- (xii) Lab developments
- (xiii) Planning and supervision to achieve academic excellence as regards teaching- learning process, results, R & D activities, Industry tie-ups, technical trainings.
- (xiv) Conduction of STTP/Seminar/Workshops/Symposia for faculty.
- (xv) Conduction of Training Programs for supporting staff.
- (xvi) Calling Experts from Industry.
- (xvii) Faculty and Student discipline.
- (xviii) Activities under student and staff chapters.
- (xix) Academic Monitoring is to planned and successfully implemented as per the Roles and duties of Class In-charges and Laboratory In-charges (Separate sheet is attached)
- (xx) Departmental Stock Verification.
- (xxi) Scrutiny of Paper presentation by the students outside the campus.
- (xxii) Research and Consultancy
- (xxiii) ISO Preparations
- (xxiv) Issuing appreciation / warning letters to the faculty and staff.
- (xxv) Setting up departmental enquiries and submitting report to the Principal for disputed case.

III. Class In-Charge



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

Duties of Class In-charge

1. He/She will be the Admission In charge for the specific Class.
2. He/She will prepare roll list (Provisional before admission and Confirmed after admission.)
3. He/She should have a scheme and copy of syllabus (latest) of the concerned class and intimate it to concerned teacher.
4. He/She should have a copy of Teaching Plan & Compliance (Implementation) of the concerned class and it should be used for Syllabus Coverage checking.
5. He/She should take coverage of Theory, Practical & Tutorial after every two weeks.
6. He/She should have a copy of Time Table of concerned class.
7. He/She should have a copy of Practical list & Manuals of concerned class.
8. He/She should have a course files of all subjects (taken by department) of concerned class.
9. He/She should get issued Answer Books and supplementary from the store and get it numbered by Lab Attendant and preserves the record for the concerned class.
10. He/She should have a college sessional papers and answer books of students for last three years of concerned class.
11. He/She should have a University Examination Papers at least for last three years of concerned class.
12. He/She should have a Best five practical journals at least for last three years of concerned class.
13. He/She should have a Best five Tutorials copies at least for three years of concerned class.
14. He/She should have a Tutorials sheets and solution sheet of concerned class.
15. He/She should prepare sessional time table for all three sessional in the beginning of semester of concerned class in coordination with other class in charge.
16. He/She should have a consolidated result of sessional before commencement of next sessional (exceptionally last sessional if required.)
17. He/She should take feedback from students for instructions (Theory, Tutorial & Practical) and prepare feedback report (feedback performance evaluation within eight days) and handover a copy of it to the concerned staff teaching to the class. (Twice in a semester one after first month of teaching and second after second month of teaching.)
18. He/She should submit the format for filling the marks of sessional (three sessionals) & attendance of class in the beginning of semester separately.
19. He/She should take student leaves be sanctioned during the same month, so that it can be used for attendance calculation at the end of month.
20. He/She should make necessary arrangements (alternative) in case of absence of staff, if the the leave is not presanctioned along with time table in charge.
21. He/She should maintain arrangement of furniture in class room in coordination with furniture in charge.
22. He/She will prepare Practical submission report for all subjects for the concerned class.
23. He/She will prepare internal marks of students of the concerned class.

24. He/She will send Attendance/Performance letter to the parents of the concerned class.
25. He/She should have a Practical evaluation procedure of the concerned class.
26. He/She should prepare Internal Practical viva & submission time table in coordination with time table in charge.
27. He/She should prepare External Practical examination time table in coordination with time table in charge.
28. He/She should have sessional exam Attendance sheet of the concerned class.
29. He/She should take Attendance of students from staff monthly after marking the leaves.
30. He/She should distribute Examination Hall ticket or Card as well Mark sheet of concerned class students.
31. He/She should check circulation of Notices of concerned class students.
32. He/She will prepare result analysis after the declaration of results twice in a year of the concerned class. Academic Result in Statistical data, Graphical data (subject wise, semester wise, year wise for past five years at College & University Level). Gazette should be available in soft copy of the concerned. Class list of students secured Merit rank, Distinction, First class in university examination.
33. He/She should inform if student remaining absent for more than 3 days and should not be allowed to attend the class without prior permission of HOD.
34. He/She should maintain discipline and decorum in different activities of institution of the class.
35. He/She should maintain the question Bank of each subject by taking from concern teachers.
36. He/She has to submit the attendance of the class on daily basis to head of department.(tentatively on or before 04.00pm)
Note: The record is to be preserved for the mentioned & the same can be informed to the Head, at regular interval.

IV. Lab In-charge



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

Responsibilities of Lab In-Charge

1. He/She should monitor the work of Lab Attendant. It is mandatory that Lab Attendant should be available in all practical slots.
2. He/She should monitor the Laboratory Login Register whether it is properly maintained by Lab Attendant for all practical slots for the concerned Laboratory.
3. He/She should have up to date stock register (without making use of any eraser & ink remover) along with the cost of Laboratory and cumulative cost is to be maintained on each page.
4. He/She should keep updated (i.e. in working condition) all equipments (as per stock register) available in the laboratory.
5. He/She should carry out maintenance work if any for all equipments (as per stock register) available in the laboratory in Charge will held responsible. (Prepare standard schedule and document for maintenance work.)
6. He/She should keep lab time table, recent trend related to the practical conducted.
7. He/She keep journals/manuals in the lab related to the practical conducted.
8. He/She should monitor installation on all equipments/machinery/computers required in that laboratory as per time table.
9. He/She should suggest additional requirement of lab with relevancy (Modernization, expansion).
10. He/She should call quotations, make comparative and prepare purchase order related to additional requirement of lab if the requirement is being sanctioned in the standard format.
11. He/She should monitor the Laboratory Furniture whether it is maintained properly.
12. He/She should monitor the Laboratory Cleanliness whether it is maintained properly. It is the responsibility of Lab In-charge to get the Lab Clean at regular interval.
13. He/She should monitor the Laboratory Decoration by making use of recent trend related to lab and the work may be carried out by forming student team (maximum 4-5 students) for the concerned lab. (The team will get certain affection about the lab.) Keep the names of student on the Lab Notice Board.
14. He/She should monitor the safety of Laboratory.
15. He/She should carry out testing & consultancy work in the Laboratory which may be useful for generating funds.
16. He/She should find out the various grants available from various agencies (like CSIR, DST) for Modernization and Expansion of Laboratory :
17. He/She should find out the various courses for students and staff and also STTP, Workshops, Conferences etc for staff) that can be conducted in the semester gap for students as well as for staff which will help in improving all and the resources will get utilized instead of keeping it idle.
18. He/She is the member for Department Purchase Committee.(a. Find out requirements regarding consumables, b. Procure, preserve, issue and maintain stock & inventory, c.

Prepare approximate budget for consumables for academic year

Note: Record is to be preserved for all above concerned & same is to be informed to Head at regular interval.

V. Project & Seminar In-Charge



**Pankaj Laddhad Institute of Technology and Management Studies,
Chikhali Road, Yelgaon, Buldana-443002 (M.S.), India.**

Responsibilities of Project & Seminar In-Charge

1. He/She should prepare batch of projects consisting of leader and sub-leader considering earlier examination results preferably up to fifth semester.
2. He/She should form a group of project batch consisting of nine to ten students and assign a guide and preferably two projects under one guide (considering one under leader and another under subleader). In exception with prior permission this may change as per requirement.
3. He/She should ask students to submit the seminar topic preferably in the gap of sixth and seventh semester or at the max in the beginning of odd semester from reputed Journals and Conferences Papers or on Latest trends.
4. He/She should should ask students to submit the project topic in the beginning of odd semester from reputed Journals and Conferences Papers or on Latest trends and the deadline for submission of topic is 30 July.
5. He/She should prepare seminar evaluation format before starting of odd semester.
6. He/She should schedule the demonstration of seminar for students under the guidance of HOD.
7. He/She should prepare project evaluation format before starting of even semester.
8. He/She should schedule the demonstration of projects for students under the guidance of HOD.
9. He/She should keep copy of formats and guidelines regarding preparing Seminar Report and Project Report, Evaluation format of seminar and project, Format for preparation of power point presentations as well as it should be available on college website..
10. He/She finalize the marks for Seminar well before finalizing the internals of odd semester and for project well before finalizing the internal of even semester and handover it to final year class In-charge.

Note : The work is to be carried out continuously & record is to be preserved for all above concerned & same is to be informed to Head at the end of every week.

VI. Time-Table In-Charge



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

Responsibilities of Time-Table In-Charge

1. He/She should find out load for session includes both semesters along with Head of Department.
2. He/She should distribute the load for current semester among the faculties along with Head of Department.
3. He/She should prepare time table of all classes class wise, laboratory wise, individual, load chart (with details in matrix form) for faculties and Technical/ Non Teaching staff within specified duration.
4. He/She should prepare individual time table which includes Instructions, Research, Consultancy, administration & others.
5. He/She should coordinate with first year time table in charge.
6. He/She should make alternative arrangement in case of absence of faculty along with class incharge (if prior sanctioned leave is not there)
7. He/She should maintain the leave record of department faculties and staff.
8. He/She should calculate at the end of academic semester and session all types of leaves & it is to be signed by Head of Department and to be submitted to Principal office.
9. He/She should check login register/muster for absence of faculties and staff.
10. He/She should prepare practical examination time table in coordination with college level practical examination incharge and get it signed by Head of Department.
11. He/She should maintain register for class work adjustments.
12. He/She should prepare time table for late admitted (Direct Second Year) students as well as for weaker or failure students as an extra classes in consultation with faculties and Head of Department.

Note : The work is to be carried out continuously & record is to be preserved for all above concerned & same is to be informed to Head of Department regularly.

VII. Furniture In-Charge



**Pankaj Laddhad Institute of Technology and Management Studies,
Chikhali Road, Yelgaon, Buldana-443002 (M.S.), India.**

Responsibilities of Furniture In-Charge

1. He/She should make arrangement of furniture in class rooms in coordination with class incharge.
2. He/She should collect the requirements of furniture from class in-charge, laboratory in- charge & at department level.
3. He/She should maintain the stock register for furniture.
4. He/She should maintain Notice board & Suggestion box of the department.
5. He/She should carry out maintenance of furniture if required and to be checked every week.

Note: The work is to be carried out continuously & record is to be preserved for all above concerned & same is to be informed to Head of Department regularly.

Annexure A : INTERNAL QUALITY ASSURANCE CELL (IQAC)



Pankaj Laddhad Institute of Technology and Management Studies, Buldana

INTERNAL QUALITY ASSURANCE CELL (IQAC)

1. Introduction:

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

2. Vision:

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

3. Objective:

The primary aim of IQAC is:

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

4. Strategies:

IQAC shall evolve mechanisms and procedures for :

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

5. Functions :

Some of the functions expected of the IQAC are:

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

- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

6. Benefits:

• IQAC will facilitate / contribute to:

- a) Ensure clarity and focus in institutional functioning towards quality enhancement.
- b) Ensure internalization of the quality culture.
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- c) Provide a sound basis for decision-making to improve institutional functioning.

- d) Act as a dynamic system for quality changes in HEIs .
- e) Build an organized methodology of documentation and internal communication.

7. Operational Features of the IQAC:

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

8. The role of the Coordinator:

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Dear Members,

As per the guidelines received from Honorable Principal the following handbook depicts various committees, the cell and the individual and collective responsibilities framed as per quality prospects of the institute. These guidelines regarding the roles and responsibilities of the various members in the committee and the cell. You are requested to adhere to these guidelines while working as a member assigned to you.

Being the IQAC Coordinator I would like to invite you for providing time to time suggestion with respect to quality improvement of the institute in accordance for improving academics, infrastructure e, research & all related work which would be helpful for creating quality environment and to be in coherence with statement of ours **“Striving for Excellence in the Quality Professional Education”**

Sincerely,
Prof.A.V.Harkut
IQAC Coordinator



**PANKAJ LADDHAD INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES,
YELGAON, BULDANA**

MEMBERS ROLES & RESPONSIBILITIES

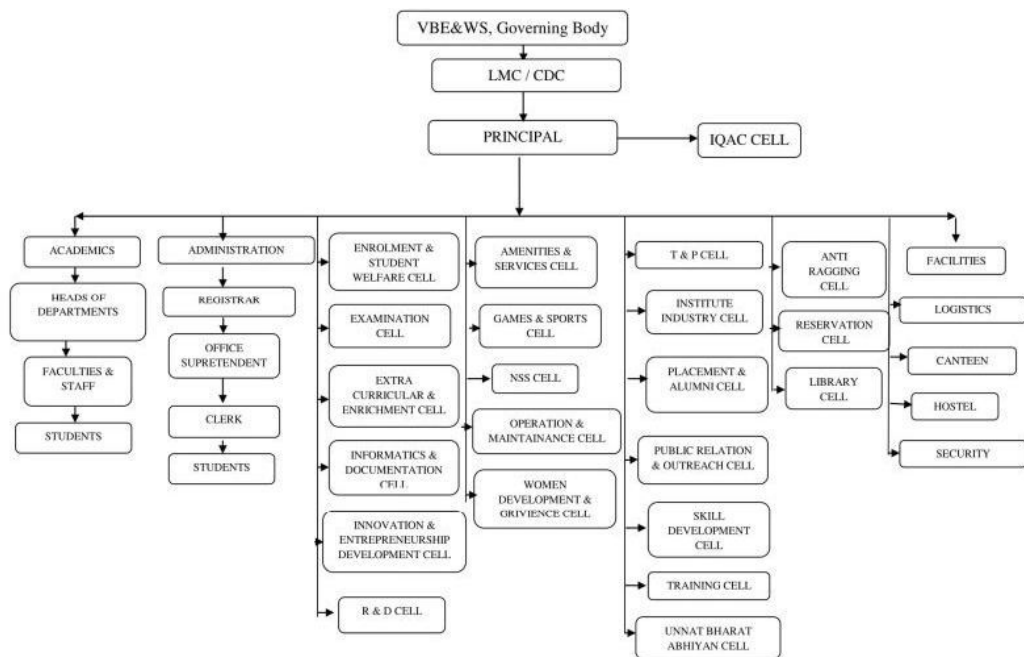
Dear Member,

The following handbook depicts the various Committees, the Cells and the individual and collective responsibilities and depending upon requirement again certain specific cause cells may get formed. . These are the guidelines regarding the roles and responsibilities of various members in the committees and the cells. You are to adhere to these guidelines while working as the member of a team assigned to you. Of course, this handbook is not meant to cover every detail, but provide an overview of the salient points in your role, you being the accelerator to institutes working, growth and development. Should you need any clarification, please feel free to contact the undersigned.

Sincerely,
Dr.P.M. Jawandhiya
Principal
31st July 2017



**PANKAJ LADDHAD INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES,
YELGAON, BULDANA
ORGANIZING STRUCTURE**



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I COORDINATION COMMITTEE

There shall be a Coordination Committee consisting of Principal as the Chairman with all the HODs and all the Cell Coordinators as the members. The Incharges shall be the Member-Secretary. The Committee shall be responsible for effective coordination and execution of the functions assigned to each Cell. There shall be following Cells with their powers and functions as defined.

Sr. No.	Portfolio (2018-19)
1	Vice Principal
2	Registrar/ Office Superident/ Office administrator
3	Head of the Department <ul style="list-style-type: none"> • Computer Science & Engineering • Electronics & Telecommunication Engineering • Civil Engineering • Mechanical Engineering • Electrical Engineering • Applied Sciences & Humanities • Workshop • Physical Education • Library
4	Secretary Staff Council
5	College Development Cell
6	Grievance Redressal Committee
7	Internal Complaint Committee
8	Anti Ragging Cell
9	Anti Ragging Squad
10	Purchase Committee
11	Reservation Cell
12	Internal Quality Assurance Cell (IQAC)
13	Admission Cell
	ACADEMICS
14	Enrollment & Student Welfare Cell
15	Examination Cell
16	Extracurricular & Enrichment Cell
17	Informatics & Documentation Cell
18	Innovations and Entrepreneurship Development Cell
19	Research & Development Cell
	DEVELOPMENT
20	Amenities & Services Cell
21	Games & Sports Cell
22	National Social Service (NSS)Cell
23	Operation & Maintenance Cell
24	Women Development & Grievance Cell
	TRAINING & DEVELOPMENT
25	Industry/Institute- Institute Interaction Cell
26	Placement & Alumina Cell
27	Public Relations and Outreach Cell
28	Skill Development Cell
29	Training Cell
30	Unnat Bharat Abhiyan Cell
	FACILITIES
31	Library Cell
	BEST PRACTICES
32	Teacher Guardian Cell
33	Clean & Green Campus Cell

II CONSTITUTION OF THE CELL

- Each Cell shall have one Cell Coordinator and Members.
- Each Cell shall be assigned one Technical Assistant/ Laboratory Assistant / Laboratory Attendant/ Clerk/ Peon.(if required)

WORKING OF THE CELL

- It is the responsibility of each individual HOD to make available the required manpower and the resources as and when needed. The services needed from any department must be provided without any discrimination about the work , place, person, material etc.
- All the HODs, Coordinators and each member of each of the Cells must work proactively, with due information communicated to each other concerned. The information sharing may be done via mail, phone or sms.
- Cell shall be working at the institute level. Hence the coordinator shall coordinate and synchronize the activities at College level. The meetings or work should be scheduled in a manner that shall not affect regular academics.
- Each member of the cell, although representing a department, shall have the working jurisdiction across the institute. For example, under the Maintenance Cell, the Cell coordinator shall look after entire maintenance activities across the campus. A member from Civil department shall not only look after all Civil maintenance of his/ her department, but also all the Civil maintenance across the campus, office, library, canteen and departments etc. and similar for each and every departmental cell member.

1. COLLEGE DEVELOPMENT COMMITTEE (CDC)

The college development committee is formed with an objective of having an empowered system of administration and to ensure that the faculty feels involved into the administration of the college. The committee shall meet at least four times during an academic session. The responsibilities and functions shall include (but not limited to) the followings:

- Prepare an overall comprehensive development plan and policies of the college regarding academic, administrative and infrastructural growth, and enable College to foster excellence in curricular, co -curricular and extra -curricular activities;
- Decide about the overall teaching programs or annual calendar of the college;
- Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
- Take review of the self -financing courses in the college, if any, and make recommendations for their improvement;
- Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
- Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
- Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
- Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
- prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval ;
- Formulate proposals of new expenditure not provided for in the annual financial estimates (budget) ;
- Make recommendations regarding the students' and employees' welfare activities in the college or institution;
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
- Frame suitable admissions procedure for different programmes by following the statutory norms;
- plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution ;
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- Recommend the distribution of different prizes, medals and awards to the students.
- Prepare the annual report on the work done by committee for the year ending on the 30th May and submit the same to the management of such college
- Perform such other duties and exercise such other powers as may be entrusted by the management.

2. GRIEVANCE REDRESSAL COMMITTEE

Pankaj Laddhad Institute of Technology & Management Studies is committed to provide a safe, fair and harmonious learning and working environment. Grievance Redressal Cell was set up at PLITMS in accordance with the University Grants Commission regulations 2012 (The Gazette of India, March 23 -29, 2013), and Article XXV of the constitution for handling day -to-day grievances related to students, parents and staff members. Grievance Redressal Cell facilitates the resolution of grievances in a fair and impartial manner involving the respective Department (dealing with the substantive function connected with the grievance), maintaining necessary confidentiality, as the case may be. Any stakeholder with a genuine grievance may approach Grievance Redressal Cell to submit his/her grievance in writing.

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in -charge Students' Grievance Cell. In case the person is unwilling to appear in self, grievance s may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell. The committee shall meet at least once in a year (beginning of academic year) and as and when necessary.

Objectives

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell is constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student –Student relationship and Student -teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.

Functions

- The cases will be attended promptly on receipt of written grievances from the students.
- The cell formally will review all cases and will act accordingly as per the Management policy.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure for lodging complaint

- The students may feel free to put up a grievance in writing and drop in the Grievance Box or handover to the officer – in charge of the Cell.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

3. INTERNAL COMPLAINT COMMITTEE (ICC)

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the Institute hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act. The procedure complies with the basic principles of natural justice and fair play and has to be adhered to in all complaints, though, in individual complaints, for reasons to be stated in writing, the ICC reserves the right to make exceptions to the procedure stated here under.

- Prevent discrimination and sexual harassment, by promoting gender amity among students and employees;
- Make recommendations to the management for changes/ elaborations in the Rules for students in the Prospectus and the Bye -Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment, by the students and the employees;
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;
- Recommend appropriate punitive action against the guilty party to the Management.
- Here it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as “unwelcome” sexually determined behavior (whether directly or by implication) as:
 - Physical contact and advances;
 - Demand or request for sexual favours;
 - Sexually coloured remarks;
 - Showing pornography; and
 - Other unwelcome physical, verbal or non -verbal conduct of a sexual nature.(Vishaka judgment by Supreme Court)

The following is also sexual harassment and is covered by the committee:

- Eve-teasing
- Unsavoury remarks,
- Jokes causing or likely to cause awkwardness or embarrassment,
- Innuendos and taunts,
- Gender based insults or sexist remarks,
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like,
- Touching or brushing against any part of the body and the like,
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings,
- Forcible physical touch or molestation and
- Physical confinement against one’s will and any other act likely to violate one’s privacy.

The Committee shall meet as often as may be needed and appropriate.

Frequency of meeting: Once in a year (beginning of academic year) and as and when necessary.

4. ANTI RAGGING CELL & ANTI RAGGING SQUAD

Ragging is totally prohibited in Pankaj Laddhad Institute of Technology & Management Studies, inside and / or outside the campus and anyone found guilty of ragging and / or abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force.

PLITMS ensures that the congenial and welcoming environment is given to the fresher's. To achieve this objective following committees have been formed by the Institute as per UGC Regulation 2009:

- Anti Ragging Cell
- Anti Ragging Squad

Functions of Anti Ragging Cell

- Establish, fund and operate a toll free anti ragging helpline which could be accessed by students indistress.
- Any distress message received at the Anti -Ragging helpline or complaint shall be simultaneously relayed to the head of the Institution, Warden of hostel.
- The head of institution shall be obliged to act immediately in response to the complaint.
- The telephone numbers of the Anti -Ragging helpline and all the important functionaries in the Institute, Head of the Institute, Faculty members, Members of the Anti-Ragging cell and Anti Ragging Squad, Warden of hostel and other authorities were relevant shall be widely disseminated for access or to seek help in emergencies.
- The committee should maintain appropriate database to be created out of affidavits affirmed by students and parents and stored electronically by the institution and such database shall also function as a record of ragging complaints received and the status of the action taken thereon.
- The committee shall make available the database to a non -government agency to build confidence in the public

Functions of Anti Ragging Squads

- To ensure compliance with the provision of UGC regulation 2009 at the institute level.
- To monitor and oversee the performance of anti ragging squad in prevention of ragging in the institution.
- To make surprise raids on hostels and other places vulnerable to incidents of and having the potential of ragging.
- To conduct on the spot enquiry in to any incident of ragging.

5. PURCHASE COMMITTEE

The Central Purchase Committee is formed to look into the matter relating Purchase of equipment, software, furniture, consumables & books etc., for college to till further orders. The committee is responsible for stock verification & disposal after every academic year with the approval of Principal. The responsibilities & functions shall be include (but not limited to) the followings.

- It invites the requirements from the Heads of the Departments for equipment, software, furniture, consumables, books etc.
- After receiving the requisitions the committee will call for quotations/ release tender notifications calling for quotations
- After receiving the quotations it forwards the same to the concerned departments for preparing comparative statement and recommends for placing order.
- Based on the Departmental purchase committee recommendation, orders will be placed to the suppliers.
- On supply of equipment and after installation based on the certificate from the HOD the bills will be forwarded to the Principal/Management for payment to the suppliers.

6. RESERVATION CELL

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

A Manual has been prepared in order to guide the students to optimally utilize the benefits of the schemes offered by the Government of India.

- SC/ST Booklet
- Ministry of Social Justice and Empowerment
- List of Resolutions for Backward Classes
- Handbook for Scheduled Tribes
- Scholarships for Reserved Students: Government of India
- Schemes: Government of India
- National Scheduled Castes Finance and Development Corporation

For more information: <http://www.aicte-india.org/bureaus/administration/scst-cell>

OBC, SBC, VJ, NT, Minority etc. Cell:

- To collect reports and information regarding the Government and the UGC orders on various aspects of education, training and employment of OBC, SBC, VJ, NT, Minority etc.
- To circulate Government orders and UGC's decisions and to collect information in respect of appointing, training these communities in teaching and non-teaching posts.
- To collect statistics on OBC, SBC, VJ, NT, Minority etc. students and employees
- To function as a Grievances Redressal cell for the Grievances of OBC, SBC, VJ, NT, Minority etc. students & employees.

7. INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell shall be mainly responsible for development of a system for conscious, consistent and catalytic improvement in the overall performance of the institution. The responsibilities and functions shall include (but not limited to) the followings:

- Development and application of quality benchmarks/ parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner -centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes,
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/ activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality -related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Development of Quality Culture in the institution;
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- Preparations of Quality Manual and submitting proposal to NBA, NIRF and other Quality approval agencies/authorities etc.

The Internal Quality Assurance Cell shall work in coordination with other Cell coordinators and HODs. Further, he/she shall be responsible for suggesting budgetary provisions for activities related to the cell.

8. ADMISSIONS CELL

There shall be an Admissions Committee consisting of Principal as the Chairman and Admission Incharge as the Member Secretary and the members as prescribed. The committee shall be responsible for the entire admissions at the entry level including first year B.E., Direct Second Year B.E. and M.E. The committee shall meet at least twice during an academic session.

The committee shall have the following constitution.

1. Principal -Chairman
2. All the Head of the Departments – Ex Officio Members.
3. Admission Incharge –Member Secretary.

The powers and duties of the committee shall be :

- To consider the AICTE, the State Government, DTE and the University Norms, Rules and Regulations for UG/ PG admissions and to draft accordingly the policies for admissions to UG/PG courses.
- To draft policies for creating awareness about engineering education at large and the college in particular and delegate the same for execution to the respective cell(s).
- To plan and delegate the strategy to Public Relations & Outreach Cell or to the specific committee constituted thereof, for the interaction with junior colleges, polytechnics, coaching centers etc.
- To evolve suitable strategy for attracting good quality students.
- To work out and execute any other activity related with the admissions, counseling, and guidance of the students. The final objective shall be to provide an effective mechanism that shall augment the admissions.

9. ACADEMICS COMMITTEE

There shall be an Academics Committee consisting of Principal as the Chairman and Academic Incharge as the Member Secretary. The committee shall meet at least twice during an academic session. The committee shall have the following constitution.

1. Principal -Chairman
2. All the Head of the Departments – Ex Officio Members.
3. The Coordinators of the following cells shall be the Members
 - Enrollments & Student Affairs Cell
 - Examination Cell
 - Extracurricular & Enrichment Cell
 - Games & Sports Cell
 - Placement & Alumni Cell
 - Training Cell
4. Academic Incharge–Member Secretary.

The powers and duties of the committee shall be :

- Formulate the draft policies for the academic matters like preparation of academic calendar, student's attendance, teaching learning process evaluation, student's feedback, students' internal assessment and any other matters related to the academics and students.
- Approve the institutes' Academic Calendar with reference to the university prescribed academic calendar.
- Approve the schedules and activities proposed by the member cells i.e. enrollments, examinations, training, placement, extracurricular activities, games & sports.
- Maintain uniformity in scheduling and implementing various academic activities as regards to the academic calendar, time table, theory & lab conduction, submissions and assessment, etc.
- Maintain uniformity in various cells directly related with the students as regards to the academics, enrollments, examinations, training, placement, extracurricular activities, games & sports etc.

Academic Calendar: The academic activities of the Institute shall be regulated by Academic Calendar prepared by the Examinations Cell and approved by the Academics Committee. It shall be made available to the students / Faculty members and all other concerned in printed/ electronics form. It is mandatory for Students / Faculty to strictly adhere to the academic calendar.

10. ENROLLMENTS & STUDENT WELFARE CELL

The Enrollments & Student Welfare Cell shall be responsible for all the affairs related with the students like Students Council, Student's Magazine, Students I-Card Students Anti - Ragging Cell and Students enrollments , Student discipline & code of conduct, Student Counseling & orientation , Student Research Wing ,Student Fresher . The responsibilities and functions shall include (but not limited to) the followings.

- To device and implement a mechanism for finalizing the students roll list from first year engineering to final yearengineering.
- To device and implement a mechanism for the proper formation of Students Council and scheduling the meetings/ activities etc.
- To device and implement a mechanism for publishing students annual magazine.
- To device and implement the mechanism for the redressal of students grievances including ragging/women harassment.
- To work out and execute any other activity related with the students not covered under other cells but amenable to the student's interest. The ultimate objective shall be to provide a student-friendly safe and secure environment.

The Enrollments & Students Welfare Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

11. EXAMINATION CELL

The Examination Cell shall be mainly responsible for all types of internal and external evaluations including theory and practical examinations. The Examination Cell Coordinator shall coordinate the institute's curricular activities with examinations by preparing academic and exam calendar. The responsibilities & functions shall include (but not limited to) the followings.

- To devise and implement a suitable mechanism for proper conduction of all types of examinations like unit tests, common tests, university theory & practical examinations.
- To prepare, publish and execute the institutes' academic calendar, examination calendar, mid-term feedback schedule, end -semester feedback schedule at the beginning of the academic session.
- To evolve and implement a mechanism for quality checks in academics, teaching learning processes, evaluation systems, carry out the quality analysis and suggest the measures for quality improvement.
- To evolve and implement a mechanism for internal marks collection and submission to the university as required for the examination results.
- To work out and execute the student feedbacks about academics, courses and examinations of the institute. To carry out the result analysis and make suggestions for improvement.

The Examination Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

12. EXTRACURRICULAR & ENRICHMENT CELL

The Extracurricular & Enrichment Cell shall be responsible for all the activities related with cultural and social events within and outside campus concerned with the college. The coordinator of the Extracurricular & Enrichment Cell shall organize, coordinate and execute all the related activities both within as well as outdoor of the college. The responsibilities and functions shall include (but not limited to) the followings.

- To devise and implement a mechanism for extracurricular activities including students training, preparation, procurement of musical instruments, costume material and scheduling of the events.
- To devise and implement a mechanism for publicizing and motivating the students for participation in extracurricular activities and organize interdepartmental events.
- To coordinate with the university extracurricular division and arrange for the participation of students at university youth festivals.
- To devise and implement a mechanism for Liaisoning with the government agencies for Grants for extracurricular events and enrichment activities etc.
- To work out and execute any other activity related with the extracurricular enrichment programme. The ultimate objective shall be to provide an environment that enhances the student's personality.

The Extracurricular & Enrichment Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

13. INFORMATICS & DOCUMENTATION CELL

The Informatics & Documentation Cell shall act as an information facilitation gateway both for the internal information requirement as well as between institute & outside world for the dissemination of consistent information about organization. The coordinator shall be responsible for information acquisition, storage, maintenance and timely retrieval of the same. The information shall cover the entire facts & figures related with an academic institute as prescribed by the agencies like AICTE, DTE, JDRO, AISHE, NAAC, NBA, NIRF, FRA, State Government and SGBAU etc. The I&D Cell shall be primarily responsible for computerization of all academic, financial and administrative activities related with the College with the existing software , AICTE, DTE, SGBAU, AISHE, NAAC, NBA, NIRF, FRA, PNS, SWD, VBEWS and any other government agency. The Cell Coordinator shall coordinate the data collection and uploading activities by preparing and observing the prescribed schedules defined by various authorities as well as on Institute Website. The responsibilities and functions shall include (but not limited to) the followings.

- To devise and implement a mechanism for long term stability of data including information acquisition, storage, maintenance, timely retrieval and integrity of all the college information.
- To devise and implement a mechanism for Collecting and keeping appropriate information about: Management - Information about Committee Members; Faculty; Students; Infrastructure; Training & Placement and any other information which would be especially valuable for the college.
- To devise and implement a mechanism for verification and validation of the data, information received from the departments, editing to ensure that it is error free.
- To devise and implement a mechanism for information uploading on college website and keeping the website data up -to-date.
- To work out and execute any other activity related with the informatics. The ultimate objective shall be to provide timely dissemination of correct information to all.
- To evolve and execute a computerized mechanism for proper collection, storage and maintenance of relevant data like students, faculty, equipments, building plans, examinations, results, scholarship s etc. in the required formats.
- To evolve and execute a mechanism for timely uploading and submission of the information as and when required by various agencies like AICTE, DTE, SGBAU, FRA, PNS, SWD VBEWS etc. in the prescribed formats.
- To develop an online mechanism for accumulating various types of resources including AICTE norms, Government of M.S. resolutions, DTE rules & regulations, SGBAU statutes/ordinances etc. required for effective administration.
- To work out and execute any other activity related with IT -enabled solutions for the administration work of the institute. The ultimate objective shall be to provide IT - enabled e- governance framework to make the administration work smooth and effective.

The Informatics & Documentation Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

14. INNOVATION & ENTREPRENEURSHIP DEVELOPMENT CELL (IEDC)

The Innovation & Entrepreneurship Development Cell (IEDC) shall be not only responsible for establishing healthy relationship with the industry but also explore the possibilities of setting up SSI unit under the aegis of the Vision Buldana Educational & Welfare Society - Buldana. The main objective of the cell aims at spearheading entrepreneurship movement and creating self -employment opportunities. The responsibilities and functions shall include (but not limited to) the followings.

- To devise and implement mechanism for identifying agencies to fetch funds for activities related to innovation & entrepreneurship.
- To devise and implement a mechanism for creating awareness on Intellectual Property Rights (IPR) by motivating student and faculties, organizing workshops / seminars on the same.
- To devise and implement a mechanism for patenting of the products or innovations and securing the prototypes/processes/products under intellectual property rights.
- To devise and implement a mechanism for organizing National/ International level Conferences/ Seminars/ Workshops for creating awareness on Entrepreneurship, both for the students and faculty.
- To work out and execute any other activity related with the entrepreneurship which is useful for the inculcating innovative thinking and intellect enhancement. The overall aim of the IEDC will be to create conducive environment for exposing students to various aspects of industry.

The Innovation & Entrepreneurship Development Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

15. RESEARCH & DEVELOPMENT CELL (RDC)

The Research & Development Cell shall be responsible for research, design and development of new products or prototypes, analysis of competitive products mainly related with Engineering & Technology, acting as the Institutional Unit of VBEWS's. The responsibilities and functions shall include (but not limited to) the followings.

- To device and implement a mechanism for research and development activities to meet organizational needs and to capitalize on potential new product opportunities.
- To device and implement a mechanism for effective collaboration with the various Research Organization.
- To device and implement a mechanism for relevance and nature of research project, progress of research activity, mobilization of resources, Research guidance involved and development of manpower for research, outcomes of research, publication of the research results, presenting the research results at appropriate forums/ conferences, training of the concerned in documentation and thesis preparation etc.
- To device and implement a mechanism for getting recognized research laboratory from University at least for the streams in which PG courses are available.
- To device and implement a mechanism to apply for Research Supervisor to University.
- To device and implement a mechanism for Research Grant Proposal.
- To device and implement a mechanism for patenting of the products or innovations and securing the prototypes/ processes/ products under intellectual property rights.
- To device and implement a mechanism for organizing National/ International level Conferences/ Seminars/ Workshops both for the students and faculty.

The Research & Development Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

16. AMENITIES & SERVICES CELL

The Amenities & Services Cell shall be primarily responsible for the activities related with campus amenities like, Canteen/ Cafeteria, Girls/ Boys Common rooms, Medical room, Central Store, Toilet Blocks, Security service, Transportation (Logistics) , Reprography and Auditorium/ Seminar hall , Class Rooms, Uniforms, Correspondences (Inward & dispatch) water supply, air -conditioning, Water Coolers, Campus Networking, Website, safety system, surveillance system, gardens, housekeeping, cleanliness, campus development etc. The responsibilities and functions shall include (but not limited to) the followings.

- To devise and implement a mechanism for proper working of various amenities across the campus so as to provide uninterrupted facilities and services.
- To look after, monitor and maintain the Transportation Facilities for students and staff/ faculty. To look after, monitor and maintain the Canteen and Cafeteria across the campus.
- To look after, monitor and maintain the facilities at Girls/ Boys Common rooms, Medical room, Central Store, Toilet Blocks, Auditorium/ Seminar hall / College Uniforms and Security services.
- To devise and implement a mechanism for feedback and suggestions from the stakeholders about various amenities/ services and report the same to the concerned authorities.
- To work out and execute any other activity related with the amenities of the institute. The ultimate objective shall be to provide good ambience supportive to a vibrant academic environment.

The Amenities & Services Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

17. GAMES & SPORTS CELL

The Games & Sports Cell shall be responsible for all the sports and games related activities within and outside campus concerned with the college. The coordinator of the Games & Sports Cell shall organize, coordinate and execute all the sports and games related activities both within as well as outdoor of the college. The responsibilities and functions shall include (but not limited to) the followings.

- To device and implement a mechanism for sports activities including students coaching, ground preparation, procurement of sports material and scheduling of the games.
- To device and implement a mechanism for publicizing and motivating the students for participation in games and sports activities and organize inter -departmental sports and games events.
- To coordinate with the university sports division and arrange for the participation of students at university tournaments, regional/ state/ national level sports events.
- To device and implement a mechanism for Liaisoning with the government agencies for Grants in sports/ Gymnasium etc.
- To work out and execute any other activity related with the sports & games. The ultimate objective shall be to provide an environment that enhances the student's personality keeping them fit & healthy.

The Games & Sports Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

18. NATIONAL SERVICE SCHEME (NSS) CELL

The National Service Scheme Cell has been playing an important role in enriching the souls and minds of the staff and the students. This cell runs under the Ministry of Youth Affairs & Sports Government of India and administrated by Sant Gadge Baba Amravati University, Amravati. It is popularly known as NSS, was launched on Gandhiji's Birth Centenary Year 1969, in 37 Universities involving 40,000 students with primary focus on the development of personality of students through community service. The Motto of NSS "Not Me but You", reflects the essence of democratic living and upholds the need for self - less service. The student joining this scheme develops many behavioral interactive skills. They visit the rural areas as NSS volunteers during the camps organized by the college. The NSS volunteers take initiative in developing a technocratic environment and also help the underprivileged people to develop themselves. The responsibilities and functions shall include (but not limited to) the followings.

- To understand the community in which stakeholders or students work and to understand themselves in relation to their community.
- To identify the needs and problems of the community and involve them in problem - solving by taking various related activities.
- To utilize knowledge of faculty and students in finding practical solutions for individual and community problems.
- To plan and work out the regular activities for college campus and for outside areas under the rule & regulation of Sant Gadge Baba Amravati University.
- To devise and implement the seven days residential camp at adopted village by college and approved by University.
- To develop capacity to meet emergencies and natural disasters and practice National Integration and social harmony.
- To execute some activity with service of institute such as Blood Donation camp, Swaccha Bharat Abhiyan, Plastic abolishment program, VISAKA, AIDS Awareness Program, Beti Bachao Abhiyan, Rural amenities & services program etc.

19. OPERATION & MAINTENANCE CELL

The Operations & Maintenance Cell shall be responsible for maintenance of all the infrastructure of the institute with maximum utilization of resources and minimal disturbance to the environment. The maintenance work shall cover the entire infrastructure related with an academic institute as prescribed by the agencies like AICTE, DTE, and SGBAU etc. The responsibilities and functions shall include (but not limited to) the followings.

- To devise and implement a mechanism for maintenance of the entire existing infrastructure including (but not limited to) Flag, Civil, Electrical, Mechanical, Electronics, computing, furniture etc.
- To liaison with the various agencies for proper authorization of the maintenance activities in conformation to the related rules & regulations.
- To maintain the up-to-date record of the operations and maintenance activities.
- To devise and implement a mechanism for routine maintenance of the entire infrastructure by properly scheduling the activities on daily / weekly/ quarterly basis or monthly/quarterly/ annually basis as the case may be.
- To work out and execute any other activity related with the maintenance which is necessary for the smooth operation of the institute. The overall aim of the cell will be to create an uninterrupted operational environment for the students.

The Operations & Maintenance Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

20. WOMEN DEVELOPMENT & GRIEVANCE CELL

The Women Development & Grievance Cell shall be responsible for women counseling activities across the institute including the counseling of the girls students, lady faculty and lady staff. The welfare shall include the personal as well as social welfare of the girl students. The responsibilities and functions of the Women Development & Grievance Cell Coordinator shall include (but not limited to) the followings.

- To device and implement a mechanism for counseling and guidance for the girls students, their grievances redressal and to educate them about women empowerment.
 - To device and execute a mechanism for organizing awareness programs, motivational talks including visits to the public / government run women guidance cells. To expose them to various opportunities available to women in particular in the professional field of Engineering & Technology.
 - To device and implement a mechanism for fetching scholarships and financial assistance from the Central/ State Government agencies for the girls students, for admissions into government run hostel etc.
 - To device and implement a mechanism for creating awareness among girls students and educate them about Central/ State Government Scholarships, NGOs financial assistance schemes and bank loans and facilitate the same.
 - To work out and execute any other activity related with the women empowerment, women upliftment, counseling, guidance and welfare of the girls students. The final objective shall be to provide women -friendly learning/working environment without any gender bias.
- The Women Development & Grievance Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, She shall be responsible for suggesting budgetary provision for activities related to the Cell.

21. INDUSTRY/INSTITUTION – INDUSTRY INTERACTION CELL

In light of the liberal economic and industrial policy recently adopted by the Govt. of India, the industrial scenario is fast changing. The emphasis has shifted to quality products and well trained manpower to produce such products. There has been a greater need for industries to depend on technical institutions for R&D and for supply of highly qualified and skilled manpower. Retraining of the work force has become major activity for all industries. There is, thus a good opportunity for institute to interact with industries for mutual benefits. The Industry -Institute Interaction would accrue mutual benefits and ultimate aim will be the creation of confidence in industry by the Institute which would result industries involving voluntarily the Institute at various stages of its development. The responsibilities and functions shall include (but not limited to) the following:

- To evolve educational programmes which are consistent with the broad requirements of the industry and which can give rise to engineering personnel capable of coping -up with the accelerating pace of the technological development
- To create adequate facilities of updating knowledge of professional engineers and technologists to meet growth and developmental needs of the industry
- To coordinate the research and developmental activities of the two systems
- Preparing / updating a comprehensive directory of technology experts in different fields of expertise and know -how and forging continuing links with them through various means of involvement like talks, guest (extension) lectures, research collaboration, students sponsored project / research guidance, seminars, industrial visits & Trainings (Staff & Students), consultancy work, study tours, participation in curriculum planning etc.

The Institution Industry Cell coordinator shall work in coordination with other cell coordinators and HODs. Further, he/she shall be responsible for suggesting budgetary provision for activities related to the cell.

22. PLACEMENT & ALUMNI CELL

The Placement & Alumni Cell shall be primarily responsible for the activities related with campus placements and alumni. The cell is responsible for preparations of Placement Brochure and Memories of outgoing students as well as Farewell. The responsibilities and functions shall include (but not limited to) the followings.

- To devise and implement a mechanism for organizing various placement activities so as to provide placements to all the eligible candidates.
- To devise and implement mechanism to liaison with good companies for recruitment of the students.
- To organize pool campus drive in campus or off campus.
- To devise and implement a mechanism for alumni feedback and suggestions from as well as schedule and execute Alumni meet along with maintenance of the entire relevant database.
- To work out and execute any other activity related with the placement of the students.

The ultimate objective shall be to provide placement to all. The Placement & Alumni Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell. In addition to above following are additional points to be considered

- Assessing Man power requirement.
- Contacting HR persons of Industries, Organizations and arranging campus placement programs through Placement & Alumina Cell
- Coordinating Pool Campus programs at other institutes, maintaining cordial relations with TPOs of other institutes.
- Calling experts from Industry for campus assistance, keep the track record of their performance.
- Employment of Students during past years.
- Feedback from Employers.
- Number of Students admitted to PG or M.E./ M. Tech. Programs.
- Number of students appeared for GATE in each session and their results.
- To notify the students, the details of placement programs from time to time.
- To take disciplinary action in consolation with Principal on the students in case of misbehavior during placement activities.

23. PUBLIC RELATIONS & OUTREACH CELL

The Public Relations & Outreach Cell shall be primarily responsible for protocol, overall publicity, promotions, image building, and outreach and visibility enhancement of the institute. The cell is responsible for creating Information Brochure, Institute Calendar and Institute Diary. The responsibilities and functions shall include (but not limited to) the followings.

- To work on long term policies and strategies for promotion of inter -linkages with all the stakeholders –Parents, Students, Faculties, Management, Employees and Industries.
- To evolve and execute a process for creating MOU with local and regional agencies for awareness about Engineering education at large and the college in particular.
- To evolve mechanism for visit of teachers/students from other entities to the college and also to work out the details of logistic support for such visitors.
- To evolve mechanism for visit to junior colleges/ polytechnics/ coaching classes for awareness seminars/ workshop etc. of teachers/students and also to work out the details of logistic support for such visits.
- To work out and execute the advertising, promotional and outreach activities for image building and for enhancing the visibility of the institute.

The Public Relations & Outreach Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

24. SKILL DEVELOPMENT CELL

Skill and knowledge are the motivating forces of growth and economic development of country. Today industry is facing severe shortage of skilled Manpower. The accelerated growth has only increased the demand for skilled manpower. The skill development centre has start functioning in our college with following objectives.

- To provide the platform which will cater the services in professional skill development, these will helpful to industries to get skilled manpower.
- To provide the platform to learn skill oriented courses under various schemes of Government of India. This provides opportunity to all students in society to learn various skill oriented courses. This is helping them in their placements.
- To evaluate the performance of the skill development programs in objective manner.
- To increase the capacity and capability of the existing system in order to ensure equitable access for all
- To foster excellence in skill development centre, building effectiveness in delivering competency based training, and to enable trainees and other stakeholders to make informed choices with regard to skill development centre.

Our college is approved for various courses under PMKVY-TI schemes by AICTE and District Center for IIT Bombay Spoken Tutorial.

25. TRAINING CELL

The Training Cell shall be responsible for all the training related activities across the institute including the training of the students, faculty and staff. The skill sets for the training shall include (but not limited to) technical training, soft skills, personality development programme under the student & staff branches/chapter of ISTE,CS I,IETE, IEI etc. for students and staff . The responsibilities and functions of the Training cell Coordinator shall include (but not limited to) the followings.

- To device and implement a mechanism for personality development programs for the students, including Group discussions techniques, interviews, public speaking, soft skills, problem solving ability etc. so as to prepare the students for their further career.
- To device and execute a mechanism for industrial training (in plant training) programs as well as the industrial visits including visits to the foreign universities.
- To device and implement a mechanism for fetching grants from the concerned government agencies for the students/faculty/staff training and development.
- To device and implement a mechanism for Faculty Development Programs for the faculty & staff including technical skill development, soft skills, meeting techniques, interviews and public speaking.
- To work out and execute any other activity related with the training (like coaching for GATE/ IES/ MPSC/ UPSC/ IAS/ Competitive exams) which is useful for the personality development/ career enhancement. The ultimate objective shall be to provide a student-friendly safe and secure environment.

The Training Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

26. UNNAT BHARAT ABHIYAN CELL

Unnat Bharat Abhiyan is inspired by the vision of transformational change in rural development processes by leveraging knowledge institutions to help build the architecture of an Inclusive India. Their mission is conceptualized as a movement to enable processes that connect institutes of higher education with local communities to address the development challenges of rural India through participatory processes and appropriate technologies for accelerating sustainable growth. It also aims to create a virtuous cycle between the society and an inclusive university system by providing knowledge and practices for emerging professions and to upgrade the capabilities of both the public and the private sectors.

Role of Unnat Bharat Abhiyan Cell

- Develop over time, research areas which have developmental significance, such as drinking water, education, health, agricultural practices, electrification, agricultural and rural industries cooking energy, watershed analysis.
- Develop collaborations of academic institutions with key government flagship programs and develop formal course ware for supporting the knowledge needs for the same.
- To identify the basic developmental and productive needs of a village and find ways and means to meet these needs.
- Strengthen the technical design of interventions in key sectoral areas of natural resource management such as water and soil, economic activities such as agriculture and related production, or related to crafts and artisans, infrastructure such as housing, roads, energy.
- Identify efficient, cost e effective and sustainable development practices in the field.
- Help grassroots organizations in innovating new products, and support rural entrepreneurs to develop neighborhood solutions.
- Empower communities to dialogue with knowledge institutions in order t o evolve technically sound and locally feasible development strategies that promote self - reliance.
- Facilitate convergence of development schemes, resources, various planning and implementation initiatives, and coordination of agencies for successful interventions

27. LIBRARY CELL

A college library is like a time -machine that takes our students to various technological eras and the far -history of human behavioral patterns. At PLITMS, the library is spacious, well-ventilated and has a large seating capacity. Our library has a rich collection of technical and soft skill books for engineering students. We also have Competitive Examinations motivational books, journals, research papers and e-journals too. This saves our students the effort to collect study material from various sources. Supportive facilities like printouts, photocopies, etc. are also available at our library. The responsibilities and functions of the Library Cell Coordinator shall include (but not limited to) the followings.

- To recommend the required volumes, titles of books, Journals, Magazines, News papers, Audio video CDs and infrastructure as per AICTE/ SGBAU norms
- To check the correctness in the stock register/ Accession register and prepare a monthly, quarterly, half yearly and annual report and submit to the Principal
- To have book reviews and reading sessions by the students in the Library
- To bring to the notice of the principal any complaints/ suggestions from the students/ staff.
- To coordinate among students, staff and understand the library needs and inform the librarian
- To organize various functions and activities such as library week, or to install clubs such as reading club essentially to develop a very interactive, vibrant reading and library usage culture among the students and staff
- To organize library audit once a year (Yearly verification is to be made for library)

Responsible for following activates: Library should act as resource facilitation center.

- Library should have Library monitoring committee.
- Prepare requirement of books well before starting of session/ semester as per budget.
- Maintain the catalogue and index of books, journals, projects, seminars, CDs/ DVDs, Cassettes, Practical manuals etc. in Library.
- Collecting the recommendation of books from staff & prepare it in consolidated form and submit to the college library along with sign of Incharge & Head and see that it is procured as per the budget provisions and the books and titles as per requirements of AICTE.
- Prepare departmental library by sending letters to the publishers for complimentary copy & same is to be kept in department library.
- Maintain issue & return of department library (Staff & Students)
- Maintain the record of Students visiting library.(Reference Section)
- Maintain the record of staff visiting library.(Reference Section)
- Maintain the record of Students and Staff using online facility of Journals.
- Neatness and cleanliness is to be maintained in the library.
- Silence is to be maintained in the library.
- See that students seating in library are using facility.(Writing of Practical Journals or completion of other task or making use of net in reference section is not expected in the library.
- Procedure of issuing books is to be maintained in the library(for students and staff)

28. TEACHER GUARDIAN CELL

PLITMS has introduced this scheme to have one to one interaction with students. For a batch of about fifteen to twenty students, a teacher is assigned the role of Teacher - Guardian. Teacher Guardian works as a friend, philosopher and guide for these students. The TG has obligations as an intellectual guide and counselor to students. He or she has a responsibility to be available to students for private conferences. In advising students, every reasonable effort should be made to see that information given to them is accurate. We believe not only in educating our students but also parenting them. Teacher-guardian scheme is defined by the following activities:

- Providing emotional support to students on individual basis ,
- Providing Guidance & counseling about books & literacy, independent study techniques, higher education/ carrier planning, Job opportunities/ Entrepreneurships ,
- Preparing Interviews/ Personality Developments etc.,
- Maintaining student discipline ,
- Helping students overcome home sickness,
- Establishing rapport between teachers, student & parents ,
- Monitoring attendance and behavioral aspects of every student ,
- Identifying weak areas and working out remedies helping students thereby taking their complete care ,
- Keep the Parents informed about the students performance

Benefits:

- Improves communication between students and mentor for academic excellence, stress management and time management.
- Academic Performance Monitoring.
- Career and self-awareness among students.
- Understanding students' academic and social problems well in advance.

Highlights:

- As a TG, the faculty member has the responsibility for creating in his or her classroom or laboratory a climate that encourages the allocated students to learn.
- The faculty member should exemplify high scholarly standards and respect and foster the student's right to choose and pursue his or her own educational goals.
- The TG must make clear the objectives of the course or program, establish requirements, set standards of achievement, and evaluate the student's performance.
- The TG has the responsibility to meet classes as scheduled and, when circumstances prevent this, to arrange equivalent alternate instruction.
- In order to facilitate student learning, faculty members should present the appropriate context for course content. While challenge is essential to good teaching, challenge is ordinarily most effective when students are adequately prepared to deal with course materials. On controversial issues within the scope of the course a reasonable range of opinion should be presented. When the faculty member presents his or her own views on such issues, they should always be identified as such. Wherever values, judgments, or speculative opinions constitute part of the subject matter, they should be identified as such and should not be offered as fact.
- The TG owes to the student and the College a fair and impartial evaluation of the student's work. Such evaluation should be consistent with recognized standards and must not be influenced by irrelevancies such as religion, race, sex, or political views, or be based on the student's agreement with the teacher's opinion pertaining to matters of controversy within the discipline.

29. CLEAN & GREEN CAMPUS CELL

A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind.

The College is a 'Clean and Green Campus' for it has a very clean, green and beautiful landscape and plantations that provide an excellent ambience for learning. Some of the major functions of the cell are, (but not limited to): Water-harvesting activity has been undertaken in the campus, resulting in high ground-water levels. Rain Water Harvesting is done to enhance the ground water availability. Recycling of waste water has been undertaken to reuse the water. The college is using solar panels and generates alternative power sources such as solar electricity and make use of LEDs to reduce power consumption. Waste management is also been taken into consideration.

College is focusing on following points in general:

- Build consensus on the need for maintaining a Clean and Green Campus among campus leaders at student level, faculty level and campus level.
- Facilitate design of specific interventions for making the campus clean and green by following international standards and accepted parameters.
- Monitor the existing environmental performance of the campus in a participatory and transparent way.
- Present a step-by-step guide for making the campus clean and green.
- Generate case studies on best Swachh practices adopted on the campus which can serve as models for other institutions to adopt.

The Clean & Green Campus Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

Annexure B: Maintaining and utilizing physical ,academic and support facilities –laboratory ,library, sports complex etc.

PLM

**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				

Teachers

Appraisal Form & API Form

GOVERNMENT OF MAHARASHTRA

H. & T.E. E.D.-CRF 1096(20/96)/TE-4

**Performance Appraisal for Lecturer / Reader / Assistant Professor / Associate Professor /
Professor / Administrative Officer**

Name of the Teacher:	
Designation:	
Name of Institute:	Pankaj Laddhad Institute of Technology and Management Studies Buldana

Duration of Appraisal:		To
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Note: * indicates multiplication sign

1. Performance of Engaging Lectures / Practicals:

Sr. No.	Semester Odd/Even	Class / Course	Subjects taught	No. of lectures target	Lectures actually engaged	Percentage target achieved	Average of Col. (7)	Performance and Multiplying factors	Max. Weight	Weight achieved (9)*(10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1								Excellent – 1.0 (100-91)		
2										
3										
4										
5										
6								Good – 0.7 (90-81)		
7										
8										
9										

2. Performance of Attendance of Students: (As a teacher)

Sr. No.	Semester Odd/Even	Class / Course	Subjects taught	Sum of students present	Lectures actually engaged	Students on Roll	Average attendance $\frac{(5)*100}{(6)*(7)}$	Average of Col. (8)	Performance and Multiplying factors	Max. Weight	Weight achieved (10)*(11)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
1									Excellent -1 (100-81)			
2												
3												
4												
5												
6									Average-0.5 (60-41)			
7												
8												
9												

3. Performance of Results: (As a teacher)

Sr. No.	Semester Odd/Even	Class / Course	Subjects taught	Average results of same subjects for last 3 years in institute	% of students securing marks above 3 years average	Average of Col. (6)	Performance and Multiplying factors	Max. Weight	Weight achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1	Odd					Excellent -1 (100-81) Good-0.7 (80-61) Average-0.5 (60-41) Poor-0.2 (40-0)			
2									
3									
4									
5									
6	Even								
7									
8									
9									

Total weight achieved in TABLES 1, 2 and 3	
---------------------------------------------------	--

4. Other Performance:

No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
1.	Classroom Planning and Control:				
	a) Planning of lessons throughout the academic year.				
	b) Effective communication of subject matter and clarity of speech.				
	c) Management of lecture and class control.				
	d) Involvement of students in learning process.				
	e) Use of media such as charts, models, transparencies, OHP, VCR, TV.				
2.	For Teachers Concerned with Laboratory Work.				
	a) Planned laboratory instructions including management of practicals.				
	b) Uniform coverage of term work and guidance for writing journals.				
	c) Checking of journals and making continuous assessment of term work.				
	d) Preparation and display of instructional material, charts, models, etc.				
	e) Planning and procurement of consumables required for practicals.				
	OR				
2.	For Teachers Not Concerned with Laboratory Work.				
	a) Arranging special lectures of eminent persons.				
	b) Conducting special lectures for low profile students.				
	c) Attitude towards maintaining cleanliness and aesthetics.				
	d) Interactions with teachers teaching subjects other than his own discipline.				
	e) Preparation and display of instructional material.				
3.	Students Guidance and Counseling:				
	a) Guidance to students about books and literature.				
	b) Guidance about higher education / career planning.				
	c) Guidance about job opportunities / entrepreneurship.				
	d) Guidance for preparing for interviews / personality development.				
	e) Guidance for independent study technique.				

No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
4.	Assignments / Evaluation				
	a) Giving assignments regularly and assessing promptly.				
	b) Maintaining quality and standard of questions / evaluation.				
	c) Providing feedback to the students about shortcomings.				
	d) Innovations in paper setting / evaluation.				
	e) Record keeping of students' profile.				
5.	Curriculum / Learning Resources Development:				
	a) Interest shown in curriculum development or preparation of syllabi.				
	b) Preparing question banks.				
	c) Motivating students for use of computers.				
	d) Giving handouts / upkeep of laboratory manuals / writing books.				
	e) Preparation of computer software as a teaching aid.				
6.	Seminars / Training:				
	a) Use of library books, periodicals, journals, etc.				
	b) Attendance in seminars / conferences / workshops.				
	c) Writing articles in State and National level periodicals.				
	d) Delivering speech in other institutions.				
	e) Memberships of professional bodies, Awards and Honours.				
7.	Co-curricular Activities:				
	a) Consultancy and testing in the appropriate work area or organizing continuing education programmes for revenue generation.				
	b) Organizing cultural programmes / sports / extra-curricular activities, etc.				
	c) Organizing industrial visits / study tours for students or taking interest in NCC / NSS / blood donation / plantation / medical camps.				
	d) Contribution to maintaining student discipline in general.				
	e) Ability to work as resource person.				
8.	Administrative Functions:				
	a) Contribution to conduct of gymkhana activities / procurement of equipment.				
	b) Worked as examination / gathering / admission in-charge.				
	c) Maintenance of buildings / electrical installations / water supply / computers / equipment, etc. or Worked as Rector / Assistant Rector / Warden.				
	d) Worked as in-charge for house-keeping / environmental hygiene / cleanliness of classrooms / premises / gardens / security.				
	e) Interest taken in activities related to canteen, cooperative stores, etc. or Willingness to take up higher responsibility or any responsibility.				
	Total Number of Tick Marks				

FINAL ASSESSMENT:

Particulars			Weight Achieved
a)	Total weight achieved in TABLES other than Other Performance.		
	Weight for Other Performance	No. of tick marks	Multiplying factor
b)	Excellent		2.0
c)	Good		1.4
d)	Average		1.0
e)	Poor		0.4
f)	Special weight given by Reporting Officer [Max. 5]		
Total weight achieved out of 100			
<i>In words:</i>			

Note: The special weight maximum of 5 may be awarded by reporting officer for the extraordinary contribution beyond institution (Please mention activities for which special weight is given).

टीप : खाली दर्शविल्या प्रमाणे श्रेणी द्यावी

१००-८१ अत्युत्कृष्ट, ८१-७१ उत्कृष्ट
७१-६१ निश्चित चांगला, ६०-५१ चांगला
५०-३५ साधारण, ३४-०० साधारणहून कमी

सर्व साधारण मूल्य मापण व श्रेणी :

श्रेणी:

ठिकाण :

दिनांक :

प्रतिवेदन अधिकाऱ्याचा सही व शिक्षा पुनर्विलोकन

पुनर्विलोकन अधिकाऱ्याचा अभिप्राय :

मी प्रतिवेदन अधिकाऱ्याने केलेल्या मुल्यामापणाशी सहमत आहे .

मी खालील कारणावरून प्रतिवेदन अधिकाऱ्याने दिलेली श्रेणी खालील प्रमाणे बदलू इच्छितो .

श्रेणी:

ठिकाण:

दिनांक :

पुनर्विलोकन अधिकाऱ्याचा सही व शिक्षा

Annexure-I
API Proforma for Professor, Associate Professor & Assistant Professor
ACADEMIC PERFORMANCE INDICATORS BASED ON PERFORMANCE BASED
APPRAISAL SYSTEM TO BE SUBMITTED BY EACH APPLICANT FOR APPOINTMENT OF
TEACHERS AND OTHER ACADEMIC STAFF
AS PER UGC REGULATIONS, 2010

**SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER
 ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS**

Name of the Faculty	
Date of Birth	
Designation	
Name of the Department	
Duration of Appraisal	

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

S. No.	Nature of Activity	Max. Score	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	50		
2	Lectures or other teaching duties in excess of the UGC norms	10		
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20		
4	Use of participatory and innovative teaching learning methodologies; updating of subject content, course improvement etc	20		
5	Examination duties (Invigilation; question paper setting, evaluation/ assessment of answer scripts) as per allotment.	25		
	Total Score	125		
	Minimum API Score Required	75		

Supporting documents, wherever required be attached.

(Signature of Applicant)

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for cocurricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

S. No.	Nature of Activity	Max. Score	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20		
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15		
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15		
	Minimum API Score Required	15		

Supporting documents, wherever required be attached.

(Signature of Applicant)

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S No.	APIs	Faculties of Languages Arts/Humanities /Engineering	Max. points for University and college teacher position	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
III A	Research Papers published in:	Refereed Journals *	15 / publication		
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication		
III (B)	Research Publications(bo oks, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book		
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ hapter in edited books		
		Subject Books by Other local publishers with ISBN/ISSN no..	15 / sole author, and 3 / chapter in edited books		
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter		
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN no. and with numbers of national and international directories	5 / Chapter		
III (C)					
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	20 /each Project		
		b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	15 /each Project		
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	10/each Project		
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	10 per every Rs.2.0 lakhs, respectively		
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report(Acceptance from funding agency)	20 /each major project and 10 / each minor project		
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	30 / each national level output or patent		

			/50 /each for International level,		
III (D)					
III (D) (i)	M.Phil.	Degree awarded only	3 /each Candidate		
III (D) (ii)	Ph.D	Degree awarded	10 /each candidate		
		Thesis submitted	7 /each candidate		
III(E)					
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	20/each		
		(b) One week duration	10/each		
III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in			
		Participation and Presentation of research papers(oral/poster) in			
		a) International conference	10 each		
		b) National	7.5 / each		
		c) Regional/State level	5 /each		
		d) Local – University/College	3 / each		
III(E) (iv)	Invited lectures or presentations for conferences/ symposia	(a) International	10 /each		
		(b) National level	5		

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Note: The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

Supporting documents, wherever required be attached.

(Signature of Applicant)